

## Institute of Business Management (IoBM)

### Maintenance of Discipline and Conduct among students Regulations 2012

No. IoBM/Regulations/1/2012 – In pursuance of the provisions made under sub-section (1)(c) of Section 15 of the Institute of Business Management Act, 1997 the Board of Governors of the Institute of Business Management is pleased to approve the following Maintenance of Discipline among Students Regulations namely:

**1. Short Title and Commencement:**

1.1. These statutes may be called the Institute of Business Management Maintenance of Discipline among Students Regulations.

1.2. These regulations shall come into force at once.

**2. Introduction:** IoBM stands out among other institutions for its special emphasis on maintaining good order and discipline among its students. It reserves the right to prescribe such regulations from time to time that may be considered expedient for effectively maintaining the highest standards of discipline as under:

**3. Disciplinary Committee:** The institute shall have a Disciplinary Committee to deal with all the disciplinary matters and comprises a Chairman, Rector, Executive Director Admin, Academic Head of Department, Controller of Examination & such other members notified by the IoBM.

3.1. The Disciplinary Committee is empowered to take any disciplinary action on the reported cases.

3.2. Any student, whose name appears in the F.I.R pertaining to any non-bailable offence as specified in the Criminal Procedure Code (Cr. P.C.), will be suspended. During the pendency of the case he / she will not be allowed to attend classes or take up any examination.

3.3. The action for situation warranting suspension, rustication or expulsion will be according to the specified procedure:

3.4. If the discipline committee is satisfied that a student is guilty of the breach he / she is charged of shall:

3.4.1. Impose a fine of such amount as it deems fit; or

3.4.2. Order the student to pay compensation to any person or body suffering injury, damage, or loss as a result of the student's conduct; or

3.4.3. Make an order banning the entry of student from specified premises of IoBM or facilities for such period and on such terms as it deems fit; or

3.4.4. Rusticate the student for such period as it decides; or

3.4.5. Expel the student; or

3.4.6. Fail the student in the examination or part thereof; or

3.4.7. Direct the parents to give an undertaking that henceforth their ward shall not involve himself in any activity warranting disciplinary action and should any incident occur, the Disciplinary Committee reserves the right to expel him / her permanently from the Institute without even asking him / her to appear before the committee for the consideration of his / her case.

3.5. If the Disciplinary committee is satisfied that a student has intentionally or unintentionally committed a breach of the disciplinary regulations relating to plagiarism the committee shall:

3.5.1. Exclude him / her from assessment / any part of the work submitted; or

3.5.2. Award punishment of no mark / reduce on or disregard any piece of work; or

3.5.3. Refrain him / her to retake examination or re-submit work on such condition as it deems fit.

4. **Punishment Regulations:** Student shall be liable for a punishment if he / she commits any of the following acts:

4.1. Uses unfair means during examination

4.2. Breach of the statutes and regulations

4.3. Misbehaves or quarrels with any teacher or member of the staff

4.4. Is generally disobedient

4.5. Spreads false rumors

4.6. Uses unbecoming, indecent or filthy language

4.7. Incites other students to violence

4.8. Is inappropriately dressed

4.9. Shouts, abuses, quarrels, or fights with fellow students

4.10. Raises slogans to hurt others, politically or religiously

4.11. Interferes with the administration, including the mode or schedule of the examination

4.12. Indulges in acts of immorality

4.13. Indulges in any kind of political activity including displaying posters or play cards within the Institute

4.14. Remains absent continuously for more than 4 weeks without prior permission

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  - 4.11. Interferes with the administration, including the mode or schedule of the examination
  - 4.12. Indulges in acts of immorality
  - 4.13. Indulges in any kind of political activity including displaying posters or play cards within the Institute
  - 4.14. Remains absent continuously for more than 4 weeks without prior permission
  
5. **Rustication:** A student may be rusticated by the disciplinary committee of the college for a period of 3 years due to any of the following acts:
  - 5.1. Taking forceful possession, making unauthorized use or damaging any property.
  - 5.2. Involving himself in any agitational activity.
  - 5.3. Found indulging in activities, prejudicial and detrimental to the good order of the College.
  - 5.4. Adopting unfair means during examination.
  - 5.5. Disobeying an order of suspension passed against him.
  - 5.6. Any other act, which the principal or the disciplinary committee considers inappropriate.
  - 5.7. Anybody who does not submit the prescribed undertaking about non-involvement in political activities.

**Note:** Any student suspended or rusticated for the above shall not be allowed to appear in the examinations.
  
6. **Expulsion:** A student is liable to be expelled from the Institute by the Disciplinary Committee if he / she commits any of the following and order to this effect shall be final and irrevocable:

- 6.1. Is found in possession of fire arms or lethal weapons or Narcotic drugs in the college premises, examination halls, or any other as specified by the management.
  - 6.2. Remains absent for more than three months without permission of the Dean / HoD. His / her admission shall be cancelled by the Disciplinary Committee.
7. **Appeal / Review of the decision:** The review of the decisions taken by the committee shall lie with President.
8. **Discipline Regulations:**
- 8.1. Students of IoBM shall adhere to the HEC Policy Guidelines against sexual harassment in institution of Higher Learning
  - 8.2. No student shall disrupt the activities and functions of the Institute.
  - 8.3. Damage any property of the Institute or of any faculty member, visitor, employee of the Institute or misappropriate such property.
  - 8.4. Forge or falsify any certificate / degree issued by IoBM or make false statement concerning standing or results obtained in examinations.
  - 8.5. Engage in violent, indecent, disorderly, threatening, or offensive behavior or language.
  - 8.6. Engage in the harassment / disrespect of any faculty member, visitor or employee of the Institute.
  - 8.7. Exhibit behavior that is inappropriate in terms of the norms and cultural values of the Institute and the society in general;
  - 8.8. Engage in any political activity.
  - 8.9. Disregard any guidelines / instructions prescribed by faculty and management of the Institute.
  - 8.10. Assist or encourage directly or indirectly any person to act in breach of the above mentioned regulations.
  - 8.11. IoBM students shall not intentionally or unintentionally breach any regulation:
    - 8.11.1. Relating to use of the libraries or the information communication technology facilities at IoBM.
    - 8.11.2. Relating to conduct of examination
    - 8.11.3. Assist or encourage directly or indirectly any person or persons to act in breach of above mentioned statutes/regulations.
9. **Conduct Regulations:**
- 9.1. No student or group of students shall form society / association / organization.
  - 9.2. No outsider will be invited by the student to address any meeting at the Institute or its college / school etc. whether academic, social, religious, or political without prior written permission. Decision in this regard will be final and taken on case to case basis.
  - 9.3. Students are not allowed to paste any poster, pamphlet or fix banner on the wall. Graffiti on walls (wall chalking) of the premises of the Institute or its constituent college / institute / school, hospital, etc by them, including academic, social, religious or political are also not allowed without prior approval as prescribed by the management.

- 9.4. During teaching hours, students are prohibited to play or roam around in the premises.
- 9.5. No student or group of students shall arrange any program, picnic, musical concert, sports activities, etc. on their own on without prior written permission.
- 9.6. No student or group of students is allowed to collect money for any purpose whatsoever.
- 9.7. Identity Card (ID) should be displayed at all times, when the students are in the premises of the Institute. Faculty members and security staff are authorized to check ID cards at any time.
- 9.8. If any student wants to publish his / her scientific or literary article, he / she must get the draft approved by the authorities. They are also required to submit the copy of the final article / paper (to be published) for record purposes to the Institute.
- 9.9. Students will not be allowed to address the media or the national press on any subject pertaining to the affairs of Institute.
- 9.10. Students are forbidden to address the higher authorities directly. Any communication intended for higher authorities needs to be routed through proper channel (Dean / HoD).
- 9.11. Smoking, pan, chewing, littering, spitting and other activities prejudicial to the conduct are prohibited at IoBM premises.
- 9.12. Unless specifically permitted, no student or group of students are allowed to enter administrative and department offices, telephone exchange or teaching areas like laboratory, lecture hall of the Institution or Department and / or used office equipment(s) / machinery like telephone, computer, printer, typewriter, overhead projector, slide projector, or multimedia.
- 9.13. No student is allowed to bring any weapon and / or ammunition, liable to cause injury, or any other harmful item inside the campus.
- 9.14. No student or group of students will threaten, harass, forcibly disallow or evict another bonafide student or group of students.
- 9.15. Misbehaviour with faculty members and other staff members of the Institute by a student completely prohibited. Such misdemeanors would attract penalties as severe as expulsion and rustication.
- 9.16. Willful damage to either public or personal property in the Institute by a student or a group of students is completely prohibited. Such misdemeanors would be liable to penalties as severe as expulsion and rustication.
- 9.17. Use of loud speakers / amplifiers, megaphone is prohibited in the premises of the Institute.
- 9.18. No student will be allowed to park his / her car inside the premises of the Institute unless specifically allowed by the competent / concerned authority.
- 9.19. All absences will be strictly recorded. No late coming will be allowed and will be considered as an absence.
- 9.20. In a semester, out of 28 sessions of one hour and thirty minutes each, only six (maximum) absences are allowed. On Fridays and executives sessions, of 3 hours each, out of 14 sessions 3 (maximum) absences are allowed.
  - 9.20.1. Any student exceeding the above limit will be awarded an F Grade and the faculty has to bring this to the notice of the concerned Head of the Department and Academics Department.