

MEMORANDUM

From : President
To : All concerned
Subject : IoBM Ethical Committee
Date :

In order to maintain congenial atmosphere at the campus to enhance the prestige of the Institute, an Ethical Committee has been form with immediate effect. Its composition, Terms and Reference and Rules of Procedure are as under:

- | | |
|---|----------|
| 1. Dr. Syed Irfan Hyder, Rector | Convener |
| 2. Dr. Ejaz Ahmed, Dean CCSIS | Member |
| 3. Ms. Sabina Mohsin, Executive Director Administration | Member |
| 4. Mr. Muhammad Misbahuddin | Member |

TERMS OF REFERENCE

- Promote healthy working relationship amongst the faculty and the management
- Develop professional, academic and managerial norms
- Maintain congenial atmosphere at the campus to enhance the prestige of the Institute
- Review unprofessional conduct and give its recommendations for appropriate action by the competent authority.
- Discourage rumor – mongering and use of unprofessional/unethical remarks (oral/written)
- Zero tolerance policy towards sexual harassment
- Avoid politics at campus.

RULES OF PROCEDURE

1. Short Title and Commencement:
 - 1.1 These rules may be called rules of procedure for meeting of the IoBM's Ethical Committee.
Explanation: In these rules committee means IoBM's Ethical Committee.
 - 1.2 These rules shall come into force immediately.
2. Composition:
 - 2.1 The Committee shall comprise the following:

2.1.1 Dr. Syed Irfan Hyder, Rector	Convener
2.1.2 Dr. Ejaz Ahmed, Dean CCSIS	Member



- 2.1.3 Ms. Sabina Mohsin, Executive Director Administration Member
- 2.1.4 Mr. Muhammad Misbahuddin Member
- 2.1.5 Any other member nominated by the President.

3. **MEETING:**

- 3.1 Chairman of the meeting of the Committee, or in his absence any member of the Committee authorized by him, shall preside the meeting of the Committee
- 3.2 Meeting of the Committee shall be held as and when required.

Explanation: In these rules meeting means - meeting of IoBM Ethical Committee

4. **QUORUM:**

- 4.1 The quorum for meeting shall be two thirds of total number of members with fraction being counted as one.

5. **RESOLUTION OF COMPLAINT(S)**

- 5.1 Only written complain, duly signed or oral statement before the Committee, shall be entertained. Anonymous application(s) shall not be entertained in ordinary course unless there is strong supporting evidence of the complaint
- 5.2 Committee shall have the authority to take suo moto cognizance of any complaint brought to their notice
- 5.3 While firming up recommendations on the complaint, adequate opportunity of hearing shall be afforded to the parties concerned
- 5.4 A complaint can be withdrawn at any stage with a request in writing.

All those interested to approach the Committee for redressal of their grievance/assistance can file their complain to the Convener or members of the committee as provided in the Rules of 2rocedure mentioned above.



Disciplinary Committee

The Disciplinary Committee, IoBM, comprises a Chairman, Executive Director Administration, Academics Heads of the Departments, Controller of Examinations, and other members notified by IoBM as under:

S#	Names	Designation	Position in DC
1	Dr. Ejaz Ahmed	Dean CCSIS	Chairman DC
2	Ms. Sabina Mohsin	Executive Director Administration	Member
3	Dr. Irfan Hyder	Rector	Member
4	Dr. Jalbani	Acting Dean - CBM	Member
5	Dr. Shahida Wizarat	Dean CESD	Member
6	Dr. Shahid Amjad	HoD - IEM	Member
7	Mr. Maqbool ur Rehman	HoD - Examination	Member
8	Mr. Imdad Ali Mugheri	HoD - Admissions	Member
9	Mr. Riaz Akbar Contractor	HoD – Proctor & Mgr. Sports & Std. Affairs	Members
10	Ms. Amana Khalil	HR Officer	Secretary DC

If the Disciplinary committee is satisfied that a student is guilty of breach of conduct it may:

Offense	Punishment
Violating Dress Code Policy repeatedly	Sign Undertaking
Misbehave with the faculty or fellow students	Sign Undertaking
Early Start the exam	"F" grade in the course
Mobile phone found in possession	"F" grade in the course
Found talking third time during exam	"F" grade in the course
Plagiarism – BBA/MBA	"F" grade in the course
Leave exam floor during paper	"F" grade in the course
Cheating in exams	One semester suspension
Stealing	Permanent Expulsion
Forgery	Permanent Expulsion
Plagiarism - MPhil	Permanent Expulsion
Drugs case	Permanent Expulsion

Appeal/ Review of the decision:

The review of the decision taken by the committee shall rest with the President, IoBM.





Institute of Business Management

COMPLIANCE OF SPECIAL ENACTMENT "THE PROTECTION AGAINS HARASSMENT OF WOMEN AT THE WORK PLACE"

The institute of business management has fulfilled mandatory requirements and the provision of the law on "The Protection Against Harassment of Women at the work place" Act-2010 complied by the organization as follows:

1. The designated competent authority under the Act-2010 "The protection against harassment of women at work place"
2. Following are the name of the members of inquiry committee constituted under this Act-2010:
 - IoBM Inquiry Committee shall consist of:
Ms. Sabina Mohsin (Chairperson)
Mr. Muhammad Misbahuddin (Member)
Mr. Malik Barolia (Member)
 - Creek High School Inquiry Committee shall consist of:
Mr. Arthur Joseph (Member)
Ms. Amna Khalil (Member)
3. Copies of code of conduct for " The Protecting Against Harassment of Women At The Work Place" have been displayed at conspicuous place in the organization.

We wish to confirm that provisions of the aforementioned act are complied by us in letter and spirit.

Sincerely yours

Muhammad Misbahuddin
Advisor to Executive Director Administration



OMBUDSMAN
THE PROTECTION AGAINST HARASSMENT
OF WOMEN AT THE WORK PLACE
7th Floor, New Sindh Secretariat Building, Karachi

Phone: 021-99222744
Fax: 021-99222947

Karachi dated: 22 January, 2018

To,

The Director,
Institute of Business Management (IOBM)
KARACHI.

*Pl. nominate
TH
24/1/18*

Subject: SEMINAR REGARDING AWARENESS ABOUT PROTECTION AGAINST HARASSMENT OF WOMEN AT WORKPLACE.

Beyond any doubt, women empowerment and gender equality are elegantly delicate issues presently under discussion around the globe. Gender Equality is the 5th of the Sustainable Development Goals crafted by the United Nations for a progressive, healthy and egalitarian society. Women have exhibited their excellence in every walk of life and have proven to this world that they do not lag behind men in any field.

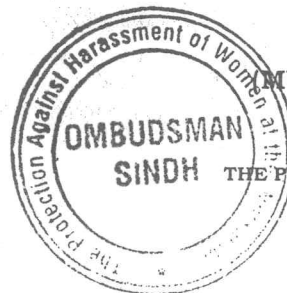
2. Working Women are the true manifestation to the extent that how liberal, progressive and safe the society is where they can deliver their services free from any fear or insecurity besides taking part in economic activities, not only for their families, but also for the country. Government of Pakistan has also taken steps to achieve this objective by passing the "Protection Against Harassment of Women at the Workplace Act, 2010" in March, 2010. Consequently, Sindh Government has established the institution of Provincial Ombudsman "Protection Against Harassment of Women at the Workplace" with sole purpose to provide protection against sexual harassment to women at workplace.

3. In order to create awareness and to sensitize the society further, this institution, in collaboration with the **Young Social Reformers (YSR)**, is going to organize a seminar regarding "**THE PROTECTION AGAINST HARASSMENT OF WOMEN AT WORKPLACE**" in **Marriott Hotel Karachi, at Crystal Ball Room (CBR), on Wednesday, the 31st January, 2018 from 2:30 p.m to 6.30 p.m. followed by participation certificate distribution ceremony and Hi-Tea**

4. **It will be highly appreciated if you attend the event along with your 20 Female Colleagues / Staff Members / Students.** We look forward to your participation by accepting this invitation and sending nominations from your department. Mr. Muhammad Asif Rajput, Assistant Director of this office and Mr. Shaikh Saud Haroon, Secretary General, Young Social Reformers, have been nominated the focal persons to receive the information for registration process. They may be contacted on the following numbers and emails.

With Regards,

1. Muhammad Asif Rajput (0321-9243500)
Email: ombudsman_phwwp@yahoo.com
2. Shaikh Saud Haroon (0334-3802617)
Email: youngsocialreformers@hotmail.com



Muhammad Khalid Khan

MUHAMMAD KHALID KHAN)

DIRECTOR
OMBUDSMAN

THE PROTECTION AGAINST HARASSMENT
OF WOMEN AT THE WORKPLACE



INSTITUTE OF BUSINESS MANAGEMENT

INITIATIVES TAKEN TO IMPROVE QUALITY OF WORKLIFE

1. GROUP LIFE INSURANCE

All full-time permanent employees are covered under the Group Life Insurance Scheme and the cost of premium is fully borne by the Institute.

Individual sum assured is Rs.400,000.00 (Rupees four hundred thousand only).

2. GROUP HEALTH POLICY

The Institute provides subsidized hospitalization benefits to all full time permanent employees and their eligible dependants through the Health Policy offered by a reputed Insurance Company. For purposes of medical benefits employees may have the following family members as their dependants:

- (i) Spouse
- (ii) Unmarried daughters
- (iii) Unmarried sons up to age of 22 years.

The 50% premium is borne by the Institute and the remaining 50% is deducted from the employee's salary in 12 installments over a period of one year.

3. VEHICLE LOAN

The Institute will provide the facility of a company loan to assist eligible employees in the purchase of a car for an amount up to Rs.400,000.00 (Rupees four hundred thousand) only.

The loan, including 7% administrative charges, will be repayable in a maximum period of 4 years, that is, through forty eight (48) monthly installments to be deducted from the salary.

4. STAFF LOAN

Three basic salaries are given as loan to employees (faculty & members of the management) on completion of one year of service. This amount is recovered in twelve equal installments with an additional administrative charges of 7% on the actual amount.

5. SUBSIDIZED TRANSPORT FACILITIES

Employees are provided with subsidized transport facilities for commuting to-and-fro the **IoBM** Campus. To use the transport facilities the charges are very nominal and user has to pay 50% of the total amount, whereas the rest of the 50% is contributed by the Institute.