

IBA HOSTEL POLICY

Effective: Academic Year 2022-23

IBA Karachi reserves the right to make any changes in the hostel rules as and when required. Residents will be updated about the changes, whenever there is a policy revision. Hostel rules must be read in conjunction with all other rules pertaining to students' general conduct and disciplinary rules as given in the Student Handbook 2022-23.

I. Hostels at the IBA

- IBA hostels are a residential service only for IBA students. No individual from outside IBA, or within IBA, but not registered for stay at the hostels, is allowed to use the hostel premises or facilities. Any exception granted will be through prior permission from the Office of the Registrar.
- IBA is keen to provide safe and hygienic facilities for students primarily coming from outside the city, therefore, students from within the city will only be eligible for residence if there is space available after students from outside the city are accommodated.
- IBA Hostel Policy is only applicable within the hostel premises.
- All instructions/notices displayed on the notice boards/ provided over emails will be deemed to have been read by all residents. Residents are advised to remain informed of all updates that is provided on notice boards/emails.
- IBA hostels are part of the larger IBA premises and are under security and camera surveillance at all times.
- It is expected that residents will demonstrate utmost responsibility and respect to the Institute's property and staff, and portray the highest levels of ethical behavior, aligned with the core values of IBA Karachi.
- IBA hostels have a collective responsibility to take care of the physical and mental well-being of all students, security and employees. Any individual who experiences or notices any other individual under physical or mental duress, or is concerned about the physical or mental well-being of any individual within the hostels must report it to the hostel management immediately.
- IBA hostel residents are expected to live within the realm of the student Code of Conduct and abide by the Hostel Policy. Failure to abide by the Code of Conduct or the policy will be considered 'unprofessional conduct' and will result in an appropriate disciplinary action.
- The hostel management reserves the right to take necessary action if any of the guidelines mentioned in the student Code of Conduct or rules and regulations mentioned in the Hostel Policy are not adhered to. The commonly observed minor and major violations are mentioned in this policy. Certain violations will result in immediate eviction from the hostel premises.
- All major violations will be immediately reported to the IBA Conduct Committee. Minor violations will be processed by the Hostel Superintendent. However, repeated violations that are minor in nature will also be reported to the IBA Conduct Committee.

II. Eligibility for stay at the Hostels

- Residence at the hostels is provided subject to availability of space.
- Undergraduate students of first year till fourth year from the date of admission to IBA will be provided residence at the hostels during the regular semesters i.e. Fall Semester and Spring Semester. Students of the above-mentioned years will only be provided residence at the hostels during the Summer Semester if they are enrolled in a course.
- Undergraduate students of Year 3 from the date of admission to IBA can also reside at the hostels during the Summer Semester if they provide valid proof of internship which counts as a required part of their academic degree at IBA. Similarly, undergraduate students of fourth year from the date of admission to IBA can also reside at the hostels during the Summer Semester if they are completing their final year project or thesis work.
- Graduate students of first year and second year from the date of admission to IBA will be provided residence at the hostels during the regular semesters i.e. Fall Semester and Spring Semester. Students of the above-mentioned years will only be provided residence at the hostels during the Summer Semester if they are enrolled in a course.
- Graduate students of first year from the date of admission to IBA can also reside at the hostels during the Summer Semester if they provide valid proof of research or internship which counts as a required part of their academic degree at IBA. Similarly, graduate students of second year from the date of admission to IBA can also reside at the hostels during the Summer Semester if they are completing their final year project or thesis work.
- Undergraduate students of fifth year and beyond, and graduate students of third year and beyond are not eligible for residence at the hostels.
- Individuals that may be undertaking research work or teaching responsibilities associated with IBA, but such activities are not part of their academic degree, or such activities are undertaken while the student is not enrolled in any academic activity part of their academic degree, are not eligible for residence at the hostels.
- Students who are not enrolled in the Summer Semester, or undertaking any academic activity related to their academic degree over the Summer Semester, must vacate the hostels within two weeks of the completion of the prior Spring Semester examination period.
- Any individual convicted of a disciplinary offence, or convicted of a major violation by the Hostel Superintendent, or convicted of repeated minor violations by the Hostel Superintendent will not be eligible for residence at the hostels for the following academic year.
- Students must vacate the hostels within the deadline that is communicated to them, otherwise they may face financial fines and removal from hostel property.
- The hostels are only eligible for students of full-time programs.
- Students enrolled in the evening programs are not eligible for the hostels.
- Students enrolled in a PhD program are allocated space on an individual basis.

III. General rules and regulations

- Residents are required to keep their rooms clean and tidy at all times.
- Residents must ensure safekeeping of their belongings.

- Residents are not to litter in the common areas, corridors, terraces, or any other area within the hostel premises.
- Pets are not allowed in the hostel premises. This includes feeding or housing stray animals.
- Residents must switch off fans and lights whenever leaving a room/common room/dining area etc. Residents should be cautious and courteous while using hostel utilities such as water, electricity, and gas.
- Residents are not allowed to hold any gatherings, social events, protests, informal parties without the prior knowledge and consent of the Superintendent.
- Resident must not damage any walls/doors or other fixtures of their rooms or the hostel. They should avoid painting or hammering nails to hang notices, posters, banners etc.
- Residents must report any damage/loss to hostel property immediately to the hostel administration.
- Residents must report any violation, act of vandalism, ‘unprofessional’ behavior (submission of false or misleading information, cheating, theft, vandalism etc.), illegal activity, security breach or any other information that may be against the hostel regulations in particular, or the student Code of Conduct in general.
- Residents must notify the hostel management whenever leaving the hostels for overnight stay, leave for short duration or leave for long duration. Residents must also clear all their dues before they leave.
- IBA is a smoke free zone. Smoking is strictly prohibited within the hostel premises.
- Any individual that witnesses a fire hazard or experiences a fire related emergency must report it to the hostel management immediately.
- Residents must always be aware of their possessions, banking cards, passwords and belongings at all times. They are advised not to keep large amount of cash or valuables in the room. The hostel management will not be responsible for any valuable lost, stolen or damaged.
- Residents must not indulge in practices/activities, which may endanger their own personal safety as well as that of others. Activities involving or possession of chemicals, bio-compounds, etc. which may cause fire, explosions, or any kind of hazard to the residents are strictly prohibited.

IV. Specific rules and regulations

- As a matter of security and safety, it is the responsibility of the hostel management to document the information of every resident, visitor and any other student of IBA entering or exiting the hostel premises. All residents are requested to always cooperate with the security staff.
- Each resident will be given one hostel room key at the time of registration and will be required to return the room key when vacating the room. Residents are expected to be solely responsible for their room key, they are not allowed to lend the key to anybody under any circumstances and are not allowed to make a duplicate key. The misuse of a hostel key is a serious violation.
- All students are expected to return to the hostels by 11:00 pm. Late arrival to the premises is considered a violation. Repeated violations related to late arrival may result in disciplinary action.
- In case a student wishes to stay out of the hostels after 11:00 pm, or wishes to stay out overnight, such a student will require prior permission from their legal guardian.
- The hostel management is authorized to make spot checks of rooms or any other space within the hostel premises at any time. They are authorized to enter and inspect any room if there are any grounds to believe or suspect violation of hostel rules, suspected unlawful activities and security risk cases.
- IBA has a zero-tolerance policy towards but not limited to harassment, intimidation, ragging, sexual misconduct, racism, insults, misbehavior, abuse i.e. physical or verbal against any student, security, or staff. Any individual who experiences or notices any act of verbal or physical harassment, intimidation, ragging, sexual misconduct, racism, insults, misbehavior, abuse etc. must report it to the hostel management immediately.
- Visitors, including family members, friends, or fellow colleagues at the Institute are not allowed to stay overnight at the hostels. All individuals who do not reside at the hostels can visit the hostel premises between 7:00 am to 7:00 pm.
- Any kind of gambling or betting, even if without any money at stake, is prohibited.
- Residents must inform the hostel management if any electrical appliance is being used in the room. Hot plates, rice cooker, microwave, personal TV set, air-conditioner or any other electrical item that uses more than 13 amps is strictly forbidden to use in the room.
- Residents must not be involved in any criminal, political, ethnic, sectarian or any other activity that is forbidden under the Law of Pakistan.

- Possessing or displaying lethal weapons including weapons, ammunition, tools, home-made weapons, chains etc. anywhere in the hostel premises is not allowed.
- It is forbidden within the hostel premises to possess, consume, store or supply liquor, intoxicants, contraband items, prohibited drugs or unprescribed medicines. Residents may be asked for spot urine test or blood test as and when required.
- It is forbidden to view, possess or download pornographic material.
- Residents must not break open or try to break open electricity cupboards, locked rooms, management rooms etc. They should refrain from vandalizing any window, furniture, or equipment within the hostel premises. Climbing over walls, on railings, roofs etc. can be extremely dangerous and therefore forbidden.

V. Major and Minor Offences

Violation of any rule may make the resident liable to disciplinary action which may include a warning letter, fine, suspension, rustication, or dismissal either from the hostels and/or from IBA or both by the appropriate authority. All decisions will be final.

Minor offences include:

- i. Smoking in hostel premises
- ii. Changing the room without permission
- iii. Late arrival at the hostel premises
- iv. Littering in common areas
- v. Housing pets in the hostel premises

Major offences include:

- i. Keeping unauthorized electrical items in the room
- ii. Unauthorized gatherings, protests, social events
- iii. Misbehavior with staff, employees, and security
- iv. Ragging, harassment, sexual misconduct
- v. Meddling with security equipment and fire safety
- vi. Possession of arson, weapons, or related tools
- vii. Inflicting bodily harm on others
- viii. Making a duplicate key or failure to hand over a key
- ix. Stealing and theft
- x. Unauthorized overnight stay of visitors
- xi. Possession, consumption and supplying of alcohol, drugs, intoxicants, unprescribed medicines and other chemical substances
- xii. Gambling
- xiii. Failure to vacate the room at the end of the prescribed time
- xiv. Damaging, vandalizing, or removal of IBA hostel property including furniture and fixtures
- xv. Ragging or causing physical and mental abuse to other individuals
- xvi. Viewing, possessing or downloading pornographic material