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1. An Overview of IBA Hostels

The IBA Karachi provides hostel facility to its full-time, regular students from outside Karachi. Two hostels, one each for female and male students, are located within the premises of the University of Karachi, whereas the other girls' hostel is situated at the City Campus. The hostels are spread over an area of 2.5 acres, surrounded by lush green lawns, trees, and gardens. The design of the hostels amalgamates the needs of modern urban sustainable living, while vast and open corridors enable a pleasant and properly ventilated living space.

The IBA hostel life is a testimony to IBA's diversity and inclusivity. Residents come from all over Pakistan, as well as from other countries and bring with them different cultural, economic, social, and religious backgrounds to share a similar bond, which is their association with the prestigious institution and with each other. The IBA hostels provide an atmosphere where students can learn and develop life-long associations while enjoying a comfortable setting.

Residents' security is a top priority for the Institute and the hostels are guarded 24/7 by professional security personnel, with the entrance and exit points under constant CCTV surveillance. The residents of both the hostels are encouraged to live like one big family, offering each other a helping hand wherever required and making their abode a home away from home. The hostel management makes tremendous efforts to provide the residents a clean, hygienic, and congenial environment to facilitate this brief, but an integral part of their professional journey.

Discipline and compassion for fellows are two core values that the hostel management encourages and inculcates among the students. The hostels foster a sense of ownership among residents, enabling them to create memories that they cherish for years. The hostel management also encourages the hostel residents to participate in numerous cultural and social activities that are organized by the Hostel Society. Some of these include a welcome dinner for the hostel freshman batch, sports week, and farewell dinner for the hostel graduating batch.

2. Definitions

- I. **Hostel:** means accommodation offered by the IBA to habituate the students, including both male and female students, of IBA.
- II. **Hostel Property:** means the hostel premises, fixtures, fittings, and furnishings. It includes all material and equipment installed in or provided by the hostel.
- III. **Residents:** refer to students residing in the hostel, as defined above.
- IV. **Undergraduate Students:** refers to students enrolled in any of the BS program offered at IBA.
- V. **Graduate Students:** refers to the students enrolled in any of the master's program offered at IBA.
- VI. **Post Graduate Students:** refers to the student enrolled in any of the Doctorate programs offered at IBA.
- VII. **Hostel Management:** refers to the staff appointed by the IBA to manage hostel affairs.
- VIII. **Guests/Visitors:** means individuals visiting the Hostel to meet the Residents.
- IX. **Legal/Registered Guardian:** refers to the person who has blood relation with the student and has the authority to make decisions related to the student and registered with IBA at the time of hostel admission.
- X. **Unethical behavior:** refers to behavior against social norms, morals, and IBA's code of conduct, Student Handbook, and the Policies.
- XI. **Offences/breach:** refer to the act of failing to abide by the hostel rules and IBA policies applicable on the Residents.
- XII. **Minor Offences:** refers to offences illustrated through clause 6.2 of this Policy.
- XIII. **Major Offence:** refers to offences illustrated through clause 6.1 of this Policy.
- XIV. **Necessary Action:** means measures taken by the hostel administration to deal with issues at hand.
- XV. **Security Deposit:** refers to the amount deposited at the time of hostel allotment and shall be refunded after clearance.
- XVI. **Certified Medical Professionals:** Physicians, Psychiatrists or doctors recommended by IBA medical team/doctor/wellness counselor.

3. Hostel Administration

- I. Registrar
- II. Superintendent
- III. Warden (Boys/Girls Hostel)
- IV. Assistant Warden (Boys / Girls)
- V. Executives

4. Hostel Facilities

All rooms are equipped with a smart wardrobe, study table with a drawer, and a single bed with a closet compartment for additional storage. Below are the details of the facilities available at the hostels:

- I. Air-conditioned common rooms and TV lounges
- II. Air-conditioned rooms (Only in Girls Hostel)
- III. Indoor gyms
- IV. Game room
- V. Badminton court
- VI. Laundry room (self-service)
- VII. Multi-purpose rooms for extra-curricular activities and green spaces for outdoor sports and other activities
- VIII. Air-conditioned dining halls
- IX. High-speed internet facility
- X. Prayer room
- XI. Subsidized laundry services (for Boys Hostel)
- XII. Chilled water dispensers (potable water)
- XIII. 24 hours tuck shop/vending machine
- XIV. On-campus healthcare facility
- XV. On-campus mental wellness counsellor

Note: Hostel facilities are available to all residents. However, the Hostel Administration retains the right to remove access to any facility if it is misused.

5. Rooms Capacity

- I. **Boys Hostel**

Building Name	Type Of Accommodation	Capacity
Sir Anwar Pervez Boys Hostel		
	Single Room (106)	106
	Dormitories (10)	20
	Twin Sharing Room (7)	14
Capt. Haleem Ahmed Siddiqui Boys Hostel		
Block A		
Ground Floor	Single Room (36)	36
First Floor	Single Room (36)	36
Second Floor	Single Room (36)	36
BLOCK B		
Ground Floor	Single Room (41)	41
First Floor	Single Room (41)	40
Second Floor	Single Room (41)	41
BLOCK C		
Ground Floor	Single Room (29) + Double Room (02)	33
First Floor	Single Room (29) + Double Room (02)	33
Second Floor	Single Room (29) + Double Room (02)	33
	Total capacity	469

II. Girls Hostel

Building Name	Type Of Accommodation	Capacity
New Girls Hostel		
West Wing	Rooms (24)	48
East Wing	Rooms (24)	48
	Dormitories (4)	08
D Block	Rooms (10)	18
	Total (West, East & D Block)	122
Old Hostel		
A1	Rooms (14)	30
A2	Rooms (2)	04
	Total (A1 & A2)	34
City Campus Girls Hostel		
City Hostel	Rooms (31)	62
	Total (City Hostel)	62

Note: Air conditioning facility is available in all common rooms, game room, gym, prayer room and dining halls.

6. Room Allotment Rules and Procedure

- I. The IBA hostels are a residential service only for the IBA enrolled students (“Residents”).
No individual from outside the IBA, or within the IBA but not registered for stay at the

hostels shall be allowed to use the hostel premises or facilities. Any exception granted will be through prior permission of the Office of the Registrar.

- II. Hostel Accommodation is a privilege not a right. Due to limited accommodation, hostel accommodation will be provided on a first-come, first-served basis and subject to the availability of space. Once the available accommodation is fully occupied, remaining applicants will be placed on the waiting list. In order to maintain transparency in allotment, the waiting list will be displayed on the noticeboard/online.
- III. Only regular students enrolled in full-time programs offered at IBA are eligible for admissions in the hostel. Students enrolled in part time programs offered at IBA are not eligible for hostel accommodation. However, under exceptional cases, students enrolled in part time programs may be permitted to stay in the hostel for a short duration with the Registrar's approval.
- IV. Any student who is employed (either full time or partial) shall not be eligible for hostel accommodation. However, in case official leave is granted for the duration of the study by the employer may be considered subject to the availability of accommodation.
- V. The students taking admission in the hostel shall submit an online application through IBA portal. Applications with incomplete/incorrect information will not be considered for the allotment of hostel accommodation.
- VI. The allocation of hostel accommodations shall be strictly based on merit, and any student found to have used reference or influence (both internal through IBA employee or external) of any kind to gain priority in the selection process may be disqualified from consideration for the hostel facility.
- VII. IBA hostels are primarily for residents 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.
- VIII. Hostel accommodation will be provided to students for a limited duration as per the following categories:
 - a. **Undergraduate Students:** 4 years (starting from the time of admission)
 - b. **Graduate Students:** 2 years (starting from the time of admission)

c. **Post Graduate Students:** 3 years (starting from the time of admission)

- IX. Students are not entitled to any extension in hostel accommodation. Students in their 5th year or higher of undergraduate studies, 3rd year or higher of graduate studies, or 4th year or higher of postgraduate studies are not eligible for hostel residence. However, students selected for exchange programs or who have received other scholarships may be allowed to stay in the hostel for the minimum time necessary, not exceeding one semester.
- X. The hostel accommodation shall be subject to renewal on an annual basis. IBA hostels give priority to accommodate all the incoming first year students first, then give priority to the second-year students and so on and so forth. This way if there is a wait list, it shall comprise of students who have already spent ample time at the hostels and are accustomed to Karachi, and do not comprise of the first-year students who have just come to Karachi and joined the IBA. (This clause to be implemented from Fall 2024).
- XI. Hostel accommodation shall not be renewed if a student has outstanding hostel dues.
- XII. Any individual found guilty of a disciplinary or major offence by the Hostel Superintendent, Conduct Committee, or Disciplinary Committee, or found guilty of repeated minor offences by the Hostel Superintendent, will not be eligible for residence at the hostels in the subsequent academic year(s). Additionally, such students will be assigned the lowest priority in room allotment.
- XIII. The time required for writing a final year project/thesis is part of the duration of study when assessing the eligibility for hostels. No extension shall be granted in any case.
- XIV. Students (excluding postgraduate, and final year graduate/undergraduate students) who are not enrolled in the Summer Semester, or not 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. However, students who wish to stay during the summer semester shall provide evidence duly approved by the Head of CDC/Director Program Office.
- XV. Students must vacate the hostels within the deadline that is communicated to them; otherwise, they may face monetary fines and ultimately removal from hostel property.

- XVI. Students enrolled in a Post Graduate Program are allocated space on an individual basis subject to the availability of rooms.
- XVII. Rooms will be assigned to the residents by the competent authority and are not to be selected by students.
- XVIII. The allotment of rooms shall be made after the candidates have produced the payment receipt from the designated Bank.
- XIX. The students are required to deposit the entire semester’s hostel fee in advance at the time of admission/readmission to the Hostel.
- XX. Rooms once allotted to the students for an academic year will not be changed except in special situations.
- XXI. In case any Resident wishes to request a change or re-allotment of a room, a written request shall be made to the Hostel Management with a valid reason for the requested change.
- XXII. Residents with serious health/medical issues of any kind are not permitted to stay at the hostel (decision will be taken on the recommendations of IBA medical team). However, if certified medical professionals recommend that the resident is fit to continue their studies and stay at the hostel, accommodation may be provided to them.
- XXIII. All students seeking admission to the hostel shall submit a signed undertaking (Annexure A and B) duly completed in all respects to abide by IBA hostel rules and regulations.
- XXIV. All residents shall produce a “clearance certificate” from the hostel Warden before leaving the hostel.

7. Hostel Dues/Room Charges

Room rent shall be charged on a semester basis in advance at the start of semester. A fee voucher will be issued by the Finance Department. Following are the category-wise room charges:

I. Room Charges	Per semester (Rs)
	<i>effective Fall 2023</i>
a. Single Occupancy - Without AC	96,000

b. Double Occupancy - Without AC	92,400
c. Triple Occupancy - Without AC	87,000
d. More than 3 Occupancy - Without AC	87,000
e. AC Room - Single Occupancy	105,600
f. AC Room - Double Occupancy	102,000
g. AC Room - Triple Occupancy	99,000
h. AC Room - More than 3 Occupancy	99,000
II. Temporary Allotment Room Rent:	2,000 Per Day

Note: Room charges will be revised annually. The electricity charges of all AC rooms will be charged on an actual basis.

8. Messing Rules

- I. The Hostel mess is managed by students themselves under the supervision of the Warden.
- II. The hostel shall have a mess committee. The mess committee shall select a student as its secretary with the approval of Warden/Superintendent, who shall be responsible for managing the mess, under the direction of the Warden and the mess committee.
- III. The mess committee shall prepare a monthly menu; prescribe quantity of food items required, depending upon the number of the students.
- IV. Meals shall be taken in the dining hall between the hours fixed for each meal. The mess timing will be decided by the mess committee in consultation with Warden.
- V. No meal shall be served in a room of a resident unless he/she is sick.
- VI. Each resident will be a member of the hostel mess unless he/she decides not to. Meals cannot be stopped for less than 07 days provided the resident leave from the hostel with the permission of the Warden in writing, to stop his meals for the period stated.
- VII. The students need to be physically present in the office of the Warden (Hostel) while getting the Mess Off. Passage of information over phone, mail or through fellow students will not be accepted.

- VIII. The hostel mess system records and accounts will be maintained by the mess committee who will be responsible to maintain a list of the members of the mess, work out monthly expenditures incurred per person, enter it into proper register and notify it on the notice board clearly giving the deadline for payment.
- IX. Mess payment must be made within 5 days at the start of every month to the mess committee and any student who fails to clear mess dues shall not be allowed to avail the mess facility. Mess Committee may also impose a fine of PKR 200/- per day.
- X. Collection of food charges from the students shall be the responsibility of the mess committee through the warden.
- XI. It will be the responsibility of the warden to check and ensure that the record of the amount received from the students is properly maintained.
- XII. To ensure transparency, the Registrar Office, Superintendent, and any other relevant department of the IBA can periodically check the mess system, particularly food quality and maintenance of the record.
- XIII. The mess committee, in consultation with the warden/Superintendent can draft specific rules that can facilitate the smooth operation of the mess.

9. Conveyance/ Driving

Hostel Residents are encouraged to use bicycles for commute. Residents can also use bikes and cars for commuting. However, prior written approval shall be acquired from the hostel administration and clearance from security department. Only registered vehicles (cars/bikes) shall be allowed to enter/park in the hostel premises at owner's risk. The following documents need to be submitted to get permission:

- I. Copy of valid CNIC/Passport
- II. Copy of valid Driving License
- III. Copy of vehicle documents

10. Guests

- I. The parents/guardian of new entrants are allowed to visit the hostel on the first day of arrival in the hostel. The Residents must not allow a guest to stay overnight with them. However, with prior permission in writing of the Superintendent/Registrar, a guest may stay at VFR facility (subject to the availability of room) upon payment of charges for a maximum period of seven days.
- II. In the Boys Hostel, female visitors shall be received only at the reception/warden office and under no circumstances will female visitors be allowed to enter individual rooms.
- III. In the Girls Hostel, male visitors shall be received only at the reception/warden office and under no circumstances will male visitors be allowed to enter individual rooms.
- IV. In case of guest visits, the hosts must be responsible for the conduct of the guests. It is the resident's responsibility to provide all the necessary details of their guests in the Visitor/Guest Register placed at the main gate of the hostel. If a resident is absent from the hostel, their guest will not be allowed entry into the hostel premises.
- V. Guests/visitors are restricted to the common rooms and are not permitted to enter residential rooms. If an unpleasant event/offence/breach occurs due to the conduct of the guest, the host shall be penalized.
- VI. Allowing any unauthorized guests in the room by a resident shall be considered as breach of hostel rules and shall be fined heavily or may result in expulsion without refund from the Hostel or the IBA, depending on the severity of the case and the risk it posed.
- VII. Unregistered guests will not be allowed within the hostel and host students shall meet them at the reception of the hostel's Main Gates.
- VIII. The Residents must always accompany their guests and must request the guests to leave the hostel by the stipulated time.
- IX. Any individual who has been expelled from the hostel, suspended from the campus, or found guilty of any major violation in the past shall not be permitted to visit the hostel as a guest.
- X. Guests will not be allowed to stay in any of the hostels overnight.

- XI. The Residents are responsible for their visitor's full compliance and observance of the provisions in the hostel rules and regulations. Any breach of the hostel rules and regulations by the visitor shall be deemed to be a breach by the Residents.

11. Visiting Hours

The Guests/Visitors are only allowed to visit during the visiting hours prescribed hereunder.

Monday to Friday	7:00 am till 7:00 pm
Saturday, Sunday, and Public Holidays	9:00 am till 9:00 pm

12. Curfew Timings

- I. Residents are not allowed to stay out of the hostel during the curfew time. The following timings shall be observed as curfew:

Month	Opening Time	Closing Time
1 st April – 30 th October	4:00 AM	11:30 PM
1 st November – 28 th March	6:00 AM	11:00 PM

- II. Residents wishing to stay outside the Hostel after the curfew time may write the necessary particulars in the overnight register, and such a student will require prior permission from their legal/registered guardian.
- III. Not adhering to the curfew timing shall be penalized as follows:
- 1st Violation: Verbal Warning
 - 2nd Violation: 1st Warning Letter
 - 3rd Violation: 2nd Warning Letter and a fine of rupees 500/-
 - 4th Violation: Last Warning Letter and a fine of rupees 1,000/-
 - 5th Violation: Disciplinary action / Expulsion from hostel

Note: A student will not be penalized if prior permission is acquired from their guardians.

13. Temporary Accommodation

Temporary accommodation is subject to the availability of vacant space/rooms. This facility is available exclusively for outstation students who are actively preparing to defend their final thesis or project. Students applying for short-term accommodation must obtain written permission from their respective thesis/project supervisors and school. All requests will be evaluated on a case-by-case basis, and the duration of the stay should not exceed seven days. The room rent and mess fee will be charged as per prevailing rates.

Note: Hostel rules apply to temporary allottees as well.

14. Hostel Events

The hostel management encourages the hostel residents to participate in numerous cultural and social activities that are organized by the Hostel Society. Some of these include:

- I. A welcome dinner for the hostel freshman batch
- II. Sports week
- III. Farewell dinner for the hostel graduating batch.

Note: Prior approval shall be acquired (at least 4 weeks before the event date) from the patron of hostel society, Office of Students Affairs and Hostel Administration.

15. Medical Care

Medical facilities are available at the Martin Dow Clinic located at IBA Main Campus. In addition, in case of minor injuries, the first aid kit is available at the warden's office. Serious injuries should be referred to the nearest hospitals.

Note: Any suspicious activity including absence, use of drugs, abnormal health, or unusual behavior of student/staff, must be immediately reported to the hostel administration by students/staff.

16.Hostel Discipline

The principles and guidelines stated herein must be read in compliance with IBA Code of Conduct, Student Handbook, IBA social media Rules and all other policies of IBA. These rules apply on all the Residents living in IBA Hostel. Any type of offence, minor or major, shall result in strict disciplinary actions, including but not limited to warning letter, fine, suspension, or even expulsion, by the Hostel Management.

- I. All residents are expected to maintain high standards of personal hygiene and cleanliness throughout their stay in the hostel. Residents are required to maintain cleanliness and tidiness in shared areas such as bathrooms, kitchens, common rooms, and corridors. Any spills, stains, or mess should be promptly cleaned up to ensure a safe and comfortable environment for all residents.
- II. The residents found guilty of damaging or destroying (intentionally or unintentionally or due to negligence) any hostel property shall be required to pay for the damages on an actual basis and shall also be liable to a fine.
- III. In case of any damage beyond wear and tear, the Residents shall bear the cost and consequences.
- IV. Residents should not indulge in practices/activities, which may endanger their own personal safety as well as others.
- V. Meetings and other functions/gatherings in the hostel can only be held with the prior written permission of the Warden/Superintendent.
- VI. Keeping of private servant is not allowed in the hostels.
- VII. Pets/animals, including stray cats, inside the rooms or hostel premises are not allowed.
- VIII. The residents shall park their cars, motorcycles, and bicycles at specified locations at their own risk and responsibility.
- IX. The residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Superintendent. When permission has been granted, they will be required to pay extra charges according to the time of consumption.

- X. The residents should not disturb their fellow residents by playing instruments/music at a high volume or causing discomfort.
- XI. Silence hours should be maintained strictly after 11:00 p.m. in the Hostel.
- XII. The residents are not allowed to directly give monetary tips or make any other kind of payment to the sanitary workers, bearers, or any other employees of the Hostel. If a resident wants to help an employee, they should handover the in-kind gifts/cash to the warden along with the name of the person it is intended for.
- XIII. Loitering inside the Karachi University premises is not allowed. Exceptions to this rule are general walking / jogging between Hostel / Campus and or buying of general grocery / food items (take away only).
- XIV. The IBA Management /Hostel Management reserves the right to revise the rules and regulations from time to time and will keep the resident informed of any changes in the form of notices on the hostel notice boards/ registered emails. Ignorance of rules will not be accepted as an excuse.
- XV. Residents must not be involved in any criminal, political, ethnic, sectarian or any other activity that is forbidden under the Law of Pakistan.
- XVI. It is forbidden to view, possess or download pornographic material.
- XVII. 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.
- XVIII. Residents must report any offence, act of vandalism, 'unprofessional' behavior including but not limited to submission of false or misleading information, cheating, theft, vandalism etc., illegal activities, security breach or any other information that may be against the hostel regulations in particular, or the student code of conduct in general.
- XIX. Possessing or displaying lethal objects including weapons, ammunition, tools, home-made weapons, chains etc. anywhere on the hostel premises is not allowed.
- XX. The residents are not allowed to change their rooms of their own accord and without the warden's approval.

17.Hostel Prohibited Activities

The Residents must not do the following.

- I. Take part in any criminal, political, ethnic, sectarian and/or other undesirable activity.
- II. View or be in the possession of pornographic material.
- III. Write slogans or create any obscene or other drawings on the hostel walls or in the rooms.
- IV. Ragging and/or the acts which may constitute ragging or assault.
- V. Possess or display lethal weapons including firearms, sticks, rods, chains, etc. in the hostel rooms or anywhere within the premises.
- VI. Possess, consume, store or supply liquor or any sort of intoxicant or any contraband item or prohibited medicine/drug without a doctor's prescription.
- VII. Take part in any kind of gambling, even if there is no money at stake.
- VIII. Break open or try to break open occupied/vacant rooms in the hostels.
- IX. Vandalize the windows or furniture within the rooms.
- X. Keep a pet of any kind including fish, animals, and birds.
- XI. Feed stray dogs or cats in the hostel premises.
- XII. Cooking inside the hostel room.
- XIII. Climb over walls or building roofs.
- XIV. Sleep anywhere other than your own room without the consent of the Hostel Management.
- XV. Play pranks and rowdy games in any form within hostel premises.
- XVI. Lend to or borrow money from fellow students or staff.
- XVII. Leave hostel premises on holidays for picnics or excursions without prior permission of the Hostel Management. The university takes no responsibility for any event organized without the permission of the Hostel Management.
- XVIII. Argue or interfere with the hostel staff on duty. Complaints/suggestions should be forwarded to the relevant manager.
- XIX. Display dishonest behavior including but not limited to cheating, stealing, willful deceit etc.

18. Inspection

Under the instructions of the Registrar and/or Superintendent/Warden, any employee of IBA along with two or more security personals may visit or inspect a resident's room at any time, with or without prior notification to the resident. They have the authority to conduct searches and inspect the hostel premises, including student rooms, cupboards, lockers, etc., regardless of the resident's presence or consent. The inspection team is authorized to collect evidence, record written statements, and make video recordings for documentation purposes. It is the responsibility of the inspection team to maintain confidentiality and hand over any evidence to the relevant authorities for further investigations.

19. Penalties and Offences

The Residents must always abide by the rules and regulations and maintain decorum in the Hostel. However, if any of the Hostel rules are violated, the Residents shall be held accountable, and the penalties mentioned in the Penalty Grid (Annexure C) shall apply.

I. Major Offences

- a. Keeping unauthorized electrical items in a room.
- b. Unauthorized gatherings, protests, social events.
- c. Misbehavior with staff, employees, and security.
- d. Ragging, harassment, sexual misconduct.
- e. Meddling with security equipment and fire safety.
- f. Possession of arson, weapons, or related tools.
- g. Inflicting bodily harm on others.
- h. Making a duplicate key or failure to hand over a key.
- i. Stealing and theft.
- j. Unauthorized overnight stay of visitors.
- k. Possession, consumption and supplying of alcohol, drugs, intoxicants, unprescribed medicines and other chemical substances.

- I. Gambling
- m. Failure to vacate the room at the end of the prescribed time period.
- n. Damaging, vandalizing or removal of IBA hostel property including furniture and fixtures.
- o. Ragging or causing physical and mental abuse to other individuals.
- p. View, possess or download pornographic material.
- q. Smoking in hostel premises
- r. Unauthorized prolonged absence.
- s. continuous commission of Minor Offences.
- t. Violation of Code of Conduct, Student Handbook, and other policies of IBA.

II. Minor Offences

- a. Changing room without permission
- b. Late arrival at the hostel premises
- c. Littering in common areas
- d. Housing pets in the hostel premises
- e. Failure to adhere to the hygiene and cleanliness standards.

20. Prosecution of Offences

Please be advised that depending on the nature of the offence, IBA's Security Department will be informed, and they may also inform the relevant authorities. Offences will be reported to the relevant committees in IBA for advice and further action. The parents/guardians will also be informed.

21. Complaint Procedure

Residents can register complaints directly with the hostel warden. If the complaint remains unresolved, it should be escalated to the Superintendent first and then to the Registrar. Additionally, any hostel related complaint directly registered with the security department, reporting desk, student affairs department or any other department at IBA should be forwarded

to the hostel superintendent for initial investigation before being forwarded to the relevant committee/authority. No minor or major complaints can be processed without the initial investigation conducted by the Hostel Management. The Hostel Management will forward issues of major violation to the Dean Student Affairs for further investigation to the conduct / disciplinary committee.

22.Appeal Procedure

In the case of disciplinary action taken against any resident, the decision made by the Student Disciplinary Committee or Student Conduct Committee will be final and cannot be reversed or revoked. However, any resident who has been found in violation of the rules may exercise their right to appeal to the relevant committee within 7 days of receiving a letter or email.

23.Hostel Rules Amendments Procedure

The hostel administration reserves the right to amend any of the hostel rules. If necessary, the hostel administration may obtain approval from the relevant committees.

24.Important Contact Numbers

I. Main Campus IBA

- a. **Phone:** +92-(213) 810-4700
- b. **Fax:** +92-(21) 9926-1508

II. City Campus IBA

- a. **Phone:** +92-(213) 810-4701
- b. **Fax:** +92-(213) 810-3008

III. Hostel Directory

Department	Designation	Extension
Girls Hostel	NGH Warden Room	1817
	Girls Hostel Guard	2029
	New Girls Hostel Canteen	2042
	Reception	2028
Boys Hostel	Warden Office	2015
	Executive	2021
	Boys Hostel Kitchen	2036
	Boys Hostel Maintenance	2032
	Boys Hostel Workshop	2061
	Assistant	2016
	Boys Hostel Main Gate	2030
IBA Clinic	IBA Clinic	2072
	Medical Officer	2074
	Medical Emergency	1166
Superintendent Hostels		3053
Registrar		2000
Dean Student Affairs		2474

UNDERTAKING

I, _____, son/daughter of Mr. _____, bearing CNIC No. _____ student of _____, ERP ID: _____, undertakes and certifies as follows;

1. That I have read and am well aware of the Hostel Policies and other Policies of IBA including but not limited to the Student Handbook and must follow the rules and regulations in true letter & spirit.
2. That I understand that hostel administration reserves the right to change the room and hostel at any time.
3. I shall be liable to pay for any damage caused by me to the Hostel Property, either alone or jointly with others, and face disciplinary action.
4. I am medically fit and have no communicable and serious diseases like that of fits, any sort of attacks or any other diseases. I am bound to disclose if I am suffering from any medical, physical, and/or mental impairment prior to obtaining accommodation.
5. That I shall always cooperate with the Hostel Management.
6. For any unforeseen issues arising, that are not covered by this undertaking or in any respect of all matters, not expressly provided herein, the institution may take an appropriate decision that shall be final and binding on me and all other concerned.
7. That in the event of violation on my behalf, my guardian and I shall be held accountable and raise no objection on being penalized.
8. I understand and give full consent to the Hostel Management to conduct inspections even during my absence.

Student's Signature

Countersigned by the Guardian:

Signature: _____

Name: _____

CNIC: _____

Relation with the student: _____

Annexure B

UNDERTAKING

I, _____, son/daughter of Mr. _____, bearing CNIC No. _____ student of _____, ERP ID: _____, undertakes and certifies as follows;

1. I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming, buying selling, distributing and/or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products to IBA or the Hostel.
2. The Hostel Management is authorized to examine me for drug abuse at any time and to take any measures whatsoever to ensure the implementation of its policies.
3. Moreover, parents will be informed if I am involved in any drug / tobacco related unlawful activity, and the Hostel Management reserves the right to take any action, including but not limited to suspension and/or expulsion from the Hostel or IBA.
4. I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse and that the same shall apply to me as being a part of IBA.

Student's Signature

Countersigned by the Guardian:

Signature: _____

Name: _____

CNIC: _____

Relation with the student: _____

Penalty Grid

Offences	Penalty		
	1 st	2 nd	3 rd
<ul style="list-style-type: none"> • Possessing/consuming alcohol / liquor in the rooms/ hostel, keeping empty bottles • Possessing/ using hazardous chemical substances or medications • Possessing/ distributing / consuming drugs • Possessing pornographic material • Possessing arms and weapons • Gambling/gaming that involves betting. 	Referral to Students Conduct Committee for action after initial investigation. If proven guilty, accommodation will be cancelled immediately and expulsion upon discretion of the Student Conduct Committee. Jurisdiction: Student Conduct Committee		
Failure to vacate the room / move from the room & failure to hand over the key within the stipulated period	To pay compensation based on the number of days overstayed. Jurisdiction: Superintendent; implemented through Finance department	Denied hostel admission in future. Jurisdiction: Superintendent	
Failure to vacate the room at the end of the period of tenancy	Not allowed to return to the hostel once a student leaves after the deadline. Pay compensation based on the number of days overstayed. Withholding degree until the compensation is paid. Jurisdiction: Superintendent; implemented through Finance & Examination Department		

Damaging/ Vandalizing or removing IBA hostel property including furniture/ fixtures	For minor loss: Warning letter pay compensation according to the damage Jurisdiction: Superintendent Removal from the hostel (in case of loss/damage of Sensitive/ expensive equipment, or major damage) Jurisdiction: Superintendent	Suspension from the hostel for a week Jurisdiction: Superintendent	Referral to the IBA Students' Conduct Committee Expulsion from hostel/ IBA Jurisdiction: Conduct Committee
Smoking in hostel premises, cigarette butts/ smoke/cigarette or ash found in the room	Fine Warning letter Jurisdiction: Superintendent	Suspension from the hostel Jurisdiction: Superintendent	Denied admission to the hostel in future. Jurisdiction: Superintendent
Ragging or causing physical or mental abuse	Warning letter with copy to parents and record Jurisdiction: Superintendent Referral to Conduct Committee after initial investigation. Eviction from the hostel/ Expulsion from the university Jurisdiction: Conduct Committee		
Changing room without permission	Warning letter Fine Returning to the original hostel/ room Jurisdiction: Superintendent	Suspension from the hostel for a week Jurisdiction: Superintendent	Suspension from the hostel for a semester Jurisdiction: Superintendent
Failure to vacate the room / move from the room & failure to hand over the key within the stipulated period	Pay compensation based on the number of days overstayed. Jurisdiction: Superintendent	Denied hostel admission in future. Jurisdiction: Superintendent	

Damaging/ Vandalizing or removing IBA hostel property including furniture/ fixtures	Warning letter pay compensation according to the damage. Jurisdiction: Superintendent	Suspension from the hostel for a week Jurisdiction: Superintendent	Referral to the IBA Students' Conduct Committee Jurisdiction: Conduct Committee
Taking common rooms/ mess/ kitchen items to rooms	Fine Jurisdiction: Superintendent	warning letter Fine Jurisdiction: Warden	Suspension for a Week Jurisdiction: Superintendent
Keeping pet(s), feeding stray cats, and taking them to rooms	Fine Jurisdiction: Superintendent	warning letter Fine Jurisdiction: Superintendent	
Loss of room keys	Fine Jurisdiction: Superintendent	warning letter Fine Jurisdiction: Superintendent	Suspension from the hostel Jurisdiction: Superintendent
Misbehavior with staff, employees, and security.	Referral to the IBA Students' Conduct Committee Jurisdiction: Conduct Committee		
<p>Remarks:</p> <ul style="list-style-type: none"> • A copy of all Warning letters will be sent to parents/ guardian and record file • Payment of the penalty should be paid by student at the Finance Department only • Repeated fine / offence may cause an eviction 			

Note: These penalties are according to the nature of the offences such as if the offence committed falls under the ambit of major offences the penalty shall be in terms of expulsion. The hostel administration has the authority to impose fines, with a maximum limit of PKR 50,000/-, and/or suspend any resident for any major or repeated minor violation not mentioned in the Penalty Grid (Annexure C).

Hostel Clearance Form

Name: _____

ERP: _____

Room No: _____

Session: _____

Date of Allotment: _____

Date of Leaving: _____

Program: Undergraduate

Graduate

PG

Contact No: _____

Email: _____

I would like to donate my hostel security to the IBA need based fund account.

Please transfer the security amount to the following bank account:

Title (Capital Letters): _____

Bank Name: _____

Account Number: _____

Branch: _____

Student Signature: _____

Note: IBA will not be responsible for any loss due to incorrect bank information.

For Official Use

It is certified that Mr/Ms: _____ S/O D/O: _____ has
handed over the room keys on _____.

Warden

Superintendent

IBA Hostel Feedback Form

Date: _____

Name: _____

ERP: _____

Room No: _____

Session: _____

Program: Undergraduate Graduate PG

Contact No: _____

Email: _____

S. No	Category	Poor	Average	Excellent
01	Facilities			
02	Staff			
03	Safety and Security			
04	Food and Dining			

Suggestions and Feedback:

Student Signature: _____

