**Students Entry Procedure**

1. Entry points forms the hub of commencement of daily routine activities in an organization or institution entailing critical and sensitive procedures which are devised to allow ingress to bona fide individuals and keep unauthorized personnel away from the premises.

2. IoBM being the institution of choice for our students makes the task more challenging due to heavy inflow of students from 3 entry gates coupled with parking complexities. All of this needs to be managed and tackled carefully and amicably to allow a smooth start of a day at IoBM.

3. The purpose of this document is to provide guidance and relevant information to students by outlining their responsibilities and the safety of others.

4. This policy applies to all students entering the IoBM premises.

5. The points mentioned below must be strictly followed by students whenever they enter the IoBM premises:
a. Students must be properly dressed as per the Dress Code Policy and in general, suiting the decorum of IOBM. The Dress Code Policy is implemented and supervised by the Academic Department. All Dress Code Violations are referred to HOD, Academics for final disposal. The students are expected to be appropriately dressed up irrespective of whether visiting during Holidays or just dropping in for a routine activity.

b. Pedestrian entry is only allowed from Gates 1, 2 & 3 and exit from Gate no. 4 only. Only due to strong rain or any other specific reason conveyed by security, students may be allowed to use other gates.

c. Student ID card must always be carried by students and displayed as follows:

**Males**: Card with ribbon worn around the neck and not be kept in the pocket or clipped with trouser or shirt.

**Females**: Card with clip or holder or ribbon (may or may not be worn around the neck).
d. Card must be shown to the guard by the student himself/herself and it must be ensured that:

- Thumb/fingers don’t cover the picture
- Presented to guard with own hand even if the guard has not asked for it and at a convenient distance for him to:
  - properly identify the picture
  - check the expiry date
  - check its condition (breakage/ readability)

**Note.** In case the card is expired, broken or the picture is unidentifiable, the card has to be handed over to the guard and the student will be guided to the Security Office for further disposal by SSO/ASO.

e. Students not bringing or have forgotten to bring their student IoBM ID card instructions:

**During Routine Entry**

- **First** - Verbal Warning and entry in the register by Security
- **Second** – Fine of **Rs 500**
- **Third** – Refer to HOD, Academics
• **Final** – Even after 1\textsuperscript{st} or 2\textsuperscript{nd} Warning, if the student brings his ID card and afterwards does not bring it, he will still be liable for 3\textsuperscript{rd} Step penalty. After disposal by HOD, Academics, the cycle will restart from 1\textsuperscript{st} Warning if repeated by the same defaulter

**During Examinations**

• **First** – Fine of **Rs 300** and the case will be reported to HOD, Academics in case of Quarrelling/Misconduct with the Guard or SSO/ASO
• Examination Department may note it down for their own consumption and departmental procedure

f. **Examination/Transport Department**

(Superscript)

(Students with Cards but Violators)

• For Students involved in other violations like Misconduct/Cheating etc their details will be noted down from the card or it may be photocopied, however, after doing so,
card will be **immediately handed over back to the student**

- Students will report retention of their cards to SSO/ASO security if done so

*Important Note*

Student in no case/circumstance will Quarrel or Disrespect the checking guard or ASO/SSO during above mentioned situations

- In case a student has some complaint about the guard, it should be immediately reported to ASO/SSO.
- A complaint with the ASO/SSO, should be immediately reported to HoD, Security
- **Any complaint reported by the student, after a gap of 2 working days will not be entertained.**

Guidelines for the disposal of lost/broken cards are as under:

- **Lost/Broken Card**

  **Male Students (Will deposit)**

  - FIR copy of lost card
  - Fee/challan of **Rs 1000** (Receipt will be given by Finance Department)
2 recent pictures with blue background
- Damaged/broken ID card

**Note:** Student ID Card Form will be filled by the student after the above documents have been arranged and would be submitted to the SSO/ASO’s office.

**Female Students (Will deposit)**
- Instead of FIR, a simple statement signed by father/mother mentioning that the card of their daughter has been lost along with the photocopy of their CNIC.
- All documents as mentioned above for male students (fee, pictures and broken/damaged card etc.).

- **Expired/illegible/faded Card**
  - No replacement fee
  - Student ID Card Form will be filled at SSO/ASO’s office as per procedure mentioned for male students

h. Whether lost/expired/damaged or illegible, card will have to be deposited with the security
for preparation of new one as per procedure explained above.

i. **Students will only be allowed entry if:**

- They have a class that day as per the schedule
- They have to undergo an exam
- They have to do research (only for MS/MPhil/PhD students)
- They want to carry out individual/group study or coordinate activities in relation with some project/presentation after **working hours** (permission will be mailed or signed hard copy will be sent by the concerned faculty/HoD to Mr. Tasleem, SSO or Mr Faheem, ASO a day prior.

j. Students’ cars/bikes are not allowed to be parked or brought inside Iobm except or under
critical/dire circumstances requested by the concerned HoD a day prior and permitted by the Security. Student’s vehicles as a general rule after getting Car Sticker from the Security Department will be parked at:

- Nullah entry (area between Gate 2&3)
- CHS road (area between Gate 4&5)
- Plot area (opposite Gate 4, across CHS road).

**Important**

- All IOBM ID cards have to be deposited/returned to the Security Office at the time of Final Clearance from IoBM
- Final Security Clearance will only be done last after all other departmental clearances have been executed.
- Final Security Clearance will only be signed by SSO/ASO after ensuring above points.

**First time, new ID cards are issued to all newly enrolled students by Admission Department after getting these printed from Security Dept**
** Car Stickers are also available with the Security (SSO/ASO) whose Fee is Rs 100 (Deposit Slip to be obtained from Finance Department)

SECURITY DEPARTMENT – IOBM
CAR PARKING STICKER (STUDENT/FACULTY/MANAGEMENT)

UNDERTAKING

“My car is fit and will not cause any inconvenience to others. I will comply with all Govt. / Traffic regulations and instructions conveyed by the Security Dept. I also assure that I will not park my vehicle for the whole night. I will ensure appropriate dressing and conduct of my driver (if accompanying) with the students/faculty/guards and will not allow him to sit inside the vehicle in my absence nor roam around unnecessarily in the campus. The driver will sit at the designated area told to him by the Security Guards. I will paste the sticker on the right top corner of my car wind screen”.

NOTE: Violation of undertaking will render *1st - verbal warning along with a written explanation to the concerned, *2nd - reporting of the offender to the concerned HoD/Incharge. *3rd - Temporary/Permanent Suspension of parking rights, a fine of Rs 350 or any other penalty deemed necessary by Senior Management.

My particulars are as under:

ID__________ Name__________________________ Progm / Desgn.________________
Department__________ Category (Perm/Visiting) _________ Valid D/License No.______________
Regn No. Car 1 ___________ Car 2 ____________
Date ___________ Applicant Signature______________
Photo Copies & Documents required to be attached
*Valid CNIC * IoBM Card * Car Registration * Valid Driver’s License
*1x1 Passport size photo * Rs 100 Slip (to be obtained from Finance Department)

FOR USE BY THE SECURITY DEPARTMENT
Sticker No__________ Issue date______________ Valid till ________________

Received by_________________ Approval by HoD Security_________________

Student Permission (Study/Inside Parking)
ID__________ Name______________________ Program _____________

Date/s (Required) ________________ Duration (Tentative Hrs) ______________

Remarks (Reason/s)

Student’s Sign ________________ HoD/Faculty Sign ________________
(Name & Designation)

..........................................................................................................................