Guidelines for the IoBM Outreach Program Trainees

Institute of Business Management (IoBM), welcomes all its candidates of IoBM Outreach Program

Following are the rules to familiarize you with the Program policies:

**No Smoking campus:**
Institute of Business Management is a non-smoking campus and it is requested that all the candidates follow this rule strictly and smoke outside the campus premises.

Similarly, eating of Pan and other substitutes (chalia, supari, gotka and etc) on the campus especially during the classes is not allowed.

**Attendance:**
You are required to maintain 100% attendance throughout the four week program. You are allowed to have 4 absences throughout the session and these attendances are to be availed in case of emergencies or illness. Your absences should not exceed the allowed leaves.

**Punctuality:**
Your classes will commence at 8:30 a.m. sharp and you are to be present before the start of your classes.

**Dress Code**
You should be smartly dressed. Your clothes should be ironed and laundered properly. Clothes should be inoffensive in terms of cuts and style, or by way of messages printed on them. Male students are only allowed full length trousers or jeans. For footwear, they must wear dress shoes, moccasins, joggers or sandals with back straps. Male students should maintain proper haircuts and refrain from piercing their ears and faces.

**Maintenance of Hostel Facility**
During your stay, it will be your responsibility to keep your rooms, restrooms cleaned. No guests are allowed in the campus. You will not leave the campus without notifying to the security office.

In case of any query related to your stay, please contact:
Mr. Muhammad Ayaz: 0321-9585440
Mr. Javed Akhtar: 0347-2462478

Good Luck!