

RULES & REGULATIONS OFFICE OF STUDENT AFFAIRS

Title: Policy for Student Guests & Visitors		
Written by:	Office of Student Affairs	Issue Date: 1 st July 2022
Reviewed by:	Dean – Student Affairs	Supersedes: -----
Approved by:	Executive Director	Effective Date: 1 st July 2022

1. Purpose

IBA recognizes the importance of fostering a safe environment for all its students. This policy outlines the guidelines and expectations for student guests / visitors who wish to visit IBA.

2. Scope

This policy is applicable to **CURRENT STUDENTS ONLY**. *Alumni and Staff guests will have to contact the Office of Alumni Affairs and HR respectively.*

3. Policy Details

- a) Students' guests/visitors are allowed to visit IBA Campuses (**both Main and City**) from **Monday to Saturday 09:00am to 06:00pm (excluding public holidays)**.
- b) Students are allowed to bring **only two guests/visitors (including children)** at one time.
- c) Students should fill out the Form **24 WORKING HOURS PRIOR** to the planned visit. (Link to the form: <https://forms.gle/dKeC2mSS4BEXbpmeA> .
- d) All Student Guests/Visitors **MUST** bring their **original CNIC/Passport** with them. Entry will not be permitted without the required identification document(s). **Guests are strictly Not allowed to enter on a Student ID card.**
- e) All **guests/visitors must sign-in and sign-out upon entering and leaving** IBA premises.
- f) Student guests/visitors under the age of **18 years** are allowed to visit campus (both Main and City).
- g) Student guests/visitors are only allowed to visit the campus when accompanied by the student. **NO VISITORS ARE ALLOWED TO VISIT EITHER OF THE CAMPUSES ON THEIR OWN**
- h) Student guests/visitors can visit campuses during exams, summer/winter breaks provided they follow the policy guidelines.

- i) Student guests/visitors are **NOT** allowed to park their vehicles on the campus (both Main and City).
- j) Student guests/visitors are **NOT** allowed to use student facilities on either of the campuses including but not limited to library, gym, computer labs, breakout rooms, sports facilities, lockers, etc.
- k) Student guests/visitors will **Not** enter restricted areas on campuses without proper authorization.
- l) Student guests/visitors are expected to adhere to the same code of conduct as enrolled students while on campus. Any violation of the IBA code of conduct will result in appropriate disciplinary action against the student as well as guest/visitor being asked to leave the campus.
- m) **IBA students are strictly not allowed to bring their guests/visitors during an IBA official event or when a club/society has an event on either of the two campuses.**
- n) All visitors **must** leave IBA premises latest by **06:00 pm**.