

## **IFM STUDENT REGULATIONS 2013**

[Made Under Section 7(3) of  
The Institute of Finance Management Act, Cap 91, RE 2002]

### **PREAMBLE**

Having been aware of the following, that is to say:

- i. That the Institute of Finance Management (IFM) was established by the Institute of Finance Management Act, cap 91 R.E. 2002 to provide training, consultancy services and conduct research in the fields of insurance, and banking;
- ii. That the Institute's fundamental purpose can be realized only if its members work and interact peacefully in conditions which permit freedom of thought and expression and in the spirit of respect for the rights of other persons:

WHEREAS these Student Regulations are promulgated and made to maintain these conditions and protect the Institute from actions, which would damage the academic reputation and status of the Institute and its members;

NOWHEREFORE these Regulations are intended to achieve the following objectives:-

- i. To establish and maintain a state of good relationship and harmony among members of IFM student community, which is conducive to teaching and learning.
- ii. To assist in the role of building up awareness among students on what is expected of them by their respective nations as trained future professionals.
- iii. To provide peaceful environment to lecturers, non-teaching staff and visitors and encourage positive social interaction, so as to maintain a good corporate image.
- iv. To safeguard all the physical facilities, and properties of the Institute or any other property lawfully within the premises or under the care of the Institute.
- v. To set general guidelines on student welfare, conduct, discipline, disciplinary procedure and penalties.

## **PART I**

### **SHORT TITLE AND COMMENCEMENT**

1. These Regulations shall be cited as the Institute of Finance Management Student Regulations, 2013 and shall come into force after being approved by the Institute's Governing Council.

### **INTERPRETATION**

2. In these Regulations unless the context otherwise requires:-

"The Act" means the Institute of Finance Management Act, cap 91 R.E. 2002

"Baraza" means a lawful assembly of all students convened by either IFM Management or IFMSO.

"The Appeals Committee" means the Institute's Student's Disciplinary Appeals Committee established under these Regulations.

"Competent authority" shall include any staff or organ of the Institute vested with disciplinary powers.

"Council" shall have the meaning ascribed to it by the Act.

"Dean of Students" means an officer of the Institute responsible for student welfare, discipline, guidance and counseling.

"Disciplinary Committee" means the Students Disciplinary Committee established under these Regulations.

"Disciplinary Offence" shall have the meaning of any act or behavior which contravenes these Regulations.

"Hostel" includes external hostels where the Institute's students stay.

"Student" shall include all registered students and continuing students eligible for registration.

"Warden" means an officer of the Institute responsible, inter alia, for hostels of residence and the safety of students while in hostels at the Institute under the guidance of the Dean of Students.

## **CONDITIONS PRECEDENT TO ENROLMENT**

3. These regulations, the prospectus and any other regulations for the time being in force shall be made accessible to all students.
4. Acceptance of a place at the Institute of Finance Management is conditional upon agreement by the student to abide by these Regulations and any other conditions of admission as set by the Institute. Signing of the Student Declaration Form shall signify the student's awareness and acceptance of the Regulations. Ignorance of these regulations or any other regulations shall not exonerate the student from liability.
5. Payment of full tuition fees shall be a condition for registration to pursue and/or to continue with studies at the Institute of Finance Management; provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Institute. Payment of full hostel fees shall be a condition for acceptance as a residential student.

## **APPLICATION**

6. These Regulations shall apply to all students of the Institute.
7. The Rector of the Institute of Finance Management shall be responsible for the enforcement of these Regulations.

## **PART II**

### **PROVISIONS RELATING TO RESIDENCE**

#### **8. Student Accommodation**

Except where accommodation is provided by the Institute, students shall find their own accommodation outside the Institute. Students residing in hostels outside the Institute shall abide by these regulations and any other regulations that may be set by the management of the hostel they reside in.

#### **9. Hostel Rooms**

The Institute's hostel rooms are furnished with basic furniture. Any addition of furniture or other property in the room by a student shall be by written permission of the Dean of Students. Occupants are responsible for the proper care of all property and any damage or loss must be reported to the Warden of the respective block of residence.

#### **10. Hostel Room Inventory**

The room occupants shall sign for all inventories and the condition of property found in the room at the commencement of occupancy and sign off at the end of the occupancy, otherwise they shall be charged for property not handed in.

**11. Cleanliness**

Students shall take good care of the room and shall be fully responsible for the general cleanliness and tidiness of the room.

**12. Cooking in Hostels**

Any form of cooking is not allowed in the Institute's hostel. For purposes of this section cooking entails frying, roasting, boiling, baking and warming by use of any appliance or source of energy;

Provided that boiling of water by use of electric kettle shall be allowed. All students with electric kettles shall be required to get written approval of the Warden of the respective hall and shall ensure that the kettle is in good condition, without any defects that may make its use dangerous.

**13. Transfer of Furniture**

Students shall not interfere with or transfer furniture or fitting of any kind from any part of the Institute buildings without prior written permission from the office of the Dean of Students.

**14. Appliances in Hostels**

No cooking appliances and electric or electronic devices shall be used in students' rooms. Students may bring into their rooms radio or television sets with leave of the Warden of the respective hall. Any unauthorized appliance if found in hostel rooms shall be confiscated by the Institute until the end of the semester.

**15. Student Functions**

No student parties or functions shall be allowed in hostels or other areas of the Institute unless written permission is obtained from the office of the Dean of Students. For specific official or social student functions, permission to extend musical performance in specified places within the Institute's premises may be granted by the Institute until but not beyond midnight.

**16. Vacating Hostel Residences**

All students shall vacate the hostel room in which they stay at the end of each semester when the Institute closes for vacation. The room shall be left in a clean state and all personal belongings shall be removed.

**17. Staying on Campus During Vacations**

On compelling grounds to be determined by the Hostel Committee students may be granted permission to stay on campus during vacations on condition that they shall undertake to meet the cost of their stay at prescribed rates;

Provided that students may be allowed to stay in hostel rooms free of charge or at reduced rates for special reasons and with written permission from the Rector.

### **18. Keys**

- (a) Room key(s) must be returned on leaving the hostel at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned. Each key holder shall ensure that he/she has signed in the key register when the key is returned to the Warden of the respective block of residence.
- (b) Loss of key(s) by students shall be immediately reported to the Warden of the respective block of residence. The key will be replaced on payment of the cost of a new key or new lock by the student.

### **19. Drying of Laundry**

Balconies, windows, corridors and communal areas shall not be used for drying or airing of beddings, towels or clothing.

### **20. Money and Valuables**

Each student shall be personally responsible for safety of his/her money and other valuables brought in the room. The Institute shall not be responsible for any loss.

### **21. Visitors**

Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places.

### **22. Student Relations**

Students shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately.

### **23. Unauthorized Occupancy**

Each room shall be occupied by occupants allocated by the appropriate authority. Permitting an unauthorized occupant to live in a hostel room is prohibited.

### **24. Access to Hostel Rooms**

Students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staff requiring entry into a hostel room occupied by a student shall be required to:

- i. Identify himself or herself by stating his/her name and position and showing his identification card.

- ii. State reasons for requiring access.

### **25. Denial of Access**

Where access into a hostel room is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall be required to:

- i. Be accompanied by a security officer and a student representative. For the purposes of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.
- ii. Make a written report of the incident and submit to the appropriate authority.

## **PROVISIONS RELATING TO CAFETERIA**

### **26. Cafeteria Services**

- a) The Institute's catering service is privatized; students shall pay for their meals served in the canteen or elsewhere as the case may be.
- b) Students shall observe such behavior and regulations as may be set out by the cafeteria operators and approved by the Institute.

## **PROVISIONS RELATING TO THE USE OF LIBRARY AND COMPUTER LABORATORIES**

### **27. Admission**

Admission to the computer laboratories and library and use of computers, books and any other materials, including electronic reading materials shall be conditional upon the strict observance of the computer laboratory or library regulations.

### **28. Hours of Service**

Students shall be required to abide by the opening and closing hours as shall be issued by the appropriate authority.

## **PART III**

### **PROHIBITION OF MISCONDUCT**

- 29. Misconduct of any kind by students is hereby prohibited. For the purpose of these Regulations misconduct shall mean improper interference, in the broadest sense, with the proper functioning or activities of the Institute or of those who work or study in the Institute; or action which otherwise damage

the Institute. Any student misconduct shall amount to a disciplinary offence and shall include but not limited to:

**i. Violence**

Using or threatening to use force or striking a fellow student, an employee of the Institute or any other person at the Institute's premises or any other place that the student may be under the auspices of the Institute.

**ii. Destruction**

Maliciously or recklessly damaging, defacing or destroying any property of the Institute, property under the care of the Institute or property belonging to any member of the Institute's community or authorized visitors.

**iii. Obstruction**

Any act or conduct which is likely to obstruct or obstructs or frustrate or frustrates the functions, duties, activities or proceedings of any organ, member of staff, student or any authorized visitor to the Institute.

**iv. Interference**

Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the Institute or any other premises used by the Institute.

**v. Inciting**

Inciting, conspiracy or preparing to incite either orally or by use of literature.

**vi. Unauthorized Possession of Keys**

Unauthorized possession of a key for any room/office belonging to the Institute.

**vii. Disobedience**

Refusal or failure to comply with a lawful order or directive given by any staff of the Institute acting on his/her behalf or under an order from any competent organ or authority of the Institute.

**viii. Use of Unacceptable Language**

Use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the Institute or any other place where the student may be under the auspices of the Institute.

**ix. Dishonesty**

Forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the Institute, its employee, any other person, or Institution whether in cash or otherwise.

**x. Inviting Barred People**

Knowingly inviting or entertaining a student, an organization, students or any other person(s) or groups known to have been barred from the Institute.

**xi. Refusal to attend a Disciplinary Committee Meeting**

Refusal to attend a meeting convened or authorized by the Disciplinary Authority or any other authority of the Institute when summoned by written notice by such authority or organ.

**xii. Contempt of the Disciplinary Committee**

Refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the Institute.

**xiii. Unlawful Assembly**

Unauthorized holding of student Baraza or any other meeting at the Institute's premises or anywhere else.

**xiv. Nuisance**

Drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, or sleeping in halls of residence, or interference of the work of any employee of the Institute or any other person lawfully performing any work for the Institute within the Institute's premises or any other place.

**xv. Unauthorized Invitation of outsiders**

Inviting outsiders such as guest speakers and/or social entertainers, or journalists or any other persons howsoever described without prior written permission from the Rector or any other authority of the Institute.

**xvi. Sexual Harassment**

- a) Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment or discrimination may be physical, verbal, psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical gestures, sexual advances; or sexually explicit sign, statement or gesture.
- b) Sexual harassment shall also include derogatory statements, or sexually discriminatory remarks or indecent actions made by a student of the Institute which are offensive to the Institute's employee, a fellow student or any other person at the Institute to feel threatened, interfere with students' smooth and peaceful pursuance of his/her studies, or which undermine one's general feeling of security, reputation or creates a threatening or intimidating environment.

**xvii. Rape and Indecent Behavior**

Rape or physical or verbal attack and indecent behavior towards any person by a student.

**xviii. Embezzlement of funds**

Mismanagement or embezzlement of funds belonging to the students' organization or any other funds that may be available for students' use.

**xix. Collecting Money**

Collecting or charging money from any student, student groups or any other person at the Institute without prior written permission from the Rector.

**xx. Unauthorized Possession of Lethal Weapons**

Unauthorized carrying of lethal weapons which can cause harm to the owner or others and jeopardize peace.

**xxi. Demonstrations, Mob Action and Class Boycott**

Demonstration by students without written permission from the Rector which permission shall not be unreasonably withheld. Provided that where students shall boycott classes for three consecutive days they shall be suspended forthwith.

**xxii. Smoking**

Smoking within the Institute's premises is prohibited.

**xxiii. Doing generally undesirable act**

Doing or engaging in an act, which, in the judgment of the Rector, is undesirable and likely to jeopardize harmony and security of the students and the Institute's community in general.

**PART IV  
DISCIPLINARY PROCEDURE AND PENALTIES**

**A. PROCEDURES**

**30. Breach of Regulations**

Without prejudice to any specific penalties provided for in these Regulations, breaches of these Regulations shall first be reported to the Dean of Students who shall have powers to either warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him/her an opportunity to be heard or to forward the case to the Students' Disciplinary Committee depending on the gravity of the offence alleged. The Dean of Students may take action on his or her own motion where he/she witnesses or otherwise becomes aware of any breach of these regulations by a student.

### **31. Non-Compliance with the directions of the Dean of Students**

Non-compliance with the directions of the Dean of Students to rectify the breach, or repeated breaches of any of these Regulations by any student provided for under these Regulations shall be reported in writing by the Dean of students to the secretary of the Student's Disciplinary Committee.

### **32. Disciplinary Committee Meeting**

Upon receipt of a report from the Dean of students the Disciplinary Committee shall meet within seven days to consider such breach.

### **33. Right to a Hearing**

At the meeting of the Committee, the student concerned shall be entitled to be heard together with any witnesses he/she may choose to bring in his/her support and the Disciplinary Committee shall have powers to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it to arrive at an impartial and just decision.

### **34. Irregularity of Proceedings**

No irregularity of the proceedings of the Student Disciplinary Committee shall have the effect of nullifying the decision thereof unless it is proved that such irregularity actually occasioned a miscarriage of justice.

## **B. PENALTIES**

### **35. Imposition of Penalties**

The Student Disciplinary Committee may impose any of the following penalties in appropriate cases:

- i. A verbal warning;
- ii. A written warning;
- iii. A severe warning, with a direction to have it recorded in the personal file of the student concerned;
- iv. A fine commensurate with the nature of the offense committed.
- v. A suspension from classes or hostel for a period not exceeding one year at the student's own expenses;
- vi. A dismissal from hostel or Institute where
  - a. One has previously suffered a penalty specified in (iii) above;
  - b. A student does not comply with the penalty provided for under (v) by either remaining or being seen within the Institute's class or hostel;
  - c. A student is found guilty of misconduct under these regulations which also constitute a criminal offense under any law of the country;

- d. In any other case in which the gravity of the offence is found to warrant dismissal.

**36. Remedies**

Notwithstanding the penalties as provided for above, the Student’s Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation, make restitution or any other remedies as may be determined for the loss or damage caused to the Institute or any other injured party.

**37. Review of previous Committee decisions**

Where circumstances demand, the Disciplinary Committee shall have the power to revise its previous decision upon application by the student affected or the Dean of Students. Such review shall be confined to procedural irregularities only. The aggrieved party shall make such application within fourteen days from the date of the decision.

**38. Imposition of a lesser penalty**

Notwithstanding any penalty provided for under these regulations the Students’ disciplinary Committee, Appeals Committee or any other competent body may impose a lesser penalty having duly considered the circumstances of a particular case.

**PART V**

**STUDENT DISCIPLINARY COMMITTEE**

**39. Establishment**

A committee is hereby established to be known as the Student Disciplinary Committee

**40. Composition of the Committee**

The Student Disciplinary Committee shall be composed of the following persons:

- i. Registrar - Chairperson
- ii. Head of the Department responsible for Student records and affairs - Member
- iii. IFMSO Minister for Legal affairs - Member
- iv. Head of Department of the Student - Member
- v. Human Resource Manager - Member

- vi. IFMSO Minister for Social Affairs - Member
- vii. Legal Officer - Member/Secretary

viii. Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

**41. Conflict of Interest**

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

**42. Quorum**

Four members of the committee shall constitute a quorum for the meeting.

**43. Committee Procedures**

The Students' Disciplinary Committee shall adopt its own procedures as it may deem fit provided that such procedures shall ensure that the principles of natural justice are observed.

**44. Committee Decisions**

All decisions at a meeting of the Student Disciplinary Committee shall be arrived at by a majority of votes of the members present. In case of a tie of votes the Chairperson shall have a casting vote in addition to the deliberative vote.

**STUDENT DISCIPLINARY APPEALS COMMITTEE**

**45. Establishment**

There is hereby established a committee to be known as the Student Disciplinary Appeals Committee

**46. Composition**

The Student Disciplinary Appeals Committee shall be composed of the following:

- i. Rector - Chairperson
- ii. Director of Undergraduate Studies or Director of Postgraduate School\* - Member
- iii. Director of Human Resource and Administration - Member
- iv. President of IFMSO - Member
- v. Speaker of ISRC - Member
- vi. Dean of the Appellant's Faculty - Member
- vii. Legal Secretary - Member/Secretary

viii. Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

**47. Conflict of Interest**

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

**48. Quorum**

Five members of the committee shall constitute a quorum for any proceedings.

**49. Appeals**

- a) Any party aggrieved by the decision and/or penalty imposed by the Students Disciplinary Committee as provided for under these regulations may appeal to the Student Disciplinary Appeals Committee within 7 days from the date the penalty was imposed.
- b) Any appeal shall be in writing setting out the grounds of appeal.

**50. Appeals Committee Meetings**

The Student Disciplinary Appeals Committee shall meet within fourteen days following the receipt of an appeal.

**51. Hearing Procedure**

- a) At the hearing of the appeal the appellant shall be entitled to be heard. No other person in representative capacity for the appellant shall be allowed to appear before the Student Disciplinary Appeals Committee.
- b) The appellant shall be heard on the grounds of appeal as submitted and no other ground shall be entertained without leave of the chairperson. Appeals based solely on pleas for mercy shall not be entertained.

**52. Competence of Members to the Appeals Committee**

Any member of the Students Disciplinary Committee who took part in the decision, which is the subject of an appeal before the Students' Disciplinary Appeals Committee, shall not take part in the hearing of such appeal.

**53. Powers of the Appeal Committee**

In determining an appeal the Student Disciplinary Appeal Committee shall have powers to confirm, vary or set aside any decision and/or enhance, reduce or set aside any penalty imposed by the Student Disciplinary Committee. Where the Appeal Committee is of the opinion that the proceedings of the Students' Disciplinary Committee were so unprocedural as to occasion a miscarriage of justice it shall order a rehearing.

#### **54. Decisions of the Appeals Committee**

The decision of the Student Disciplinary Appeals Committee on such an appeal shall be final and conclusive.

### **PART VIII**

#### **MISCELLANEOUS**

#### **55. Identity Cards**

Students shall wear identity cards issued by the Institute at all times when in the premises of the Institute. Where a student fails or refuses to produce his/her identity card when required to do so by an official of the Institute the student may be barred to enter or removed from the premises of the Institute. In addition, disciplinary measures may be taken against such student.

#### **56. Marriage**

Any student is free to marry. Married students, like any other students shall comply with these Regulations.

#### **57. Dress Code**

Students shall dress in a decent manner and in conformity with the dress code that may be prescribed by the Institute from time to time.

#### **58. Examination Regulations**

Students' conduct relating to examinations shall be as provided for in the Institute's Examinations Regulations.

#### **59. Institute's Certificates**

- (a) All Institutes' certificates shall be issued using the names which appear on the certificates by which a student gains admission to the Institute.
- (b) An Institute's Certificate shall be issued in a different name only in special cases when there is sufficient evidence to show a change of name upon presentation of a duly registered deed poll.

#### **60. General use of the Institute's facilities and utilities**

Students shall strive to conserve energy by putting off lights and electrical appliance whenever not needed, turn off water taps after use and shall use the Institutes utilities like water, lift, computers and communication equipment and any other utilities in a responsible manner.

#### **61. Without prejudice to the generality of the foregoing clause:**

- a) Students shall not use the Institute's telephones for private calls.

- b) Students may use public telephones installed at convenient places in the campus for use by students on such terms as may be prescribed

#### **62. Institute's Transport**

Officials of the Student's Organization (IFMSO) or recognized student societies may, with written permission from the Dean of Students tender a requisition for transport to the Transport Officer.

#### **63. Students with vehicles**

- a) Any resident student who wishes to bring a vehicle to the Institute shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Institute's campus.
- b) Without prejudice to the foregoing, Management of the Institute reserves the right to allow or refuse any student to park his/her vehicle in the premises of the Institute.

#### **64. External Communication**

Students shall communicate with any external stakeholders such as Government offices, the media and the general public in their private capacity. No student may communicate with external stakeholders on behalf of or for the Institute.

#### **65. Amendment of these Regulations:**

The Governing Council may, at anytime, amend these regulations.

#### **66. Dispute in Interpretation**

Where any dispute arises with the interpretation of these Regulations, the dispute shall be placed before the Student Disciplinary Appeals Committee which shall resolve the dispute. Any party aggrieved by the decision of the Student Appeals Disciplinary Committee may appeal to the Governing Council within fourteen days of the decision. The interpretation of the Council shall be final and conclusive.

#### **67. Recognition of Students' Activities**

Only student activities which are consistent with the IFMSO constitution shall be recognized and protected by these regulations

#### **68. Repeal**

The IFM Students' Regulations, General Welfare, Conduct, Discipline, Disciplinary Proceedings and Penalties of 1996 are hereby repealed.

**69. Saving Provisions**

All misconducts committed or proceedings which began prior to the coming into force of these regulations shall be dealt with in accordance with the repealed regulations.

# **INSTITUTE OF FINANCE MANAGEMENT [STUDENT] DRESS CODE**

## **1. PREAMBLE**

WHEREAS, the Institute of Finance Management (IFM) is a public higher learning institution established by Act of Parliament Cap 91 RE 2002 as a corporate body. The Dress Code is designed to maintain and perpetuate the reputation of IFM and its students and foster academic excellence at the institute. By adhering to required standards of dress, all IFM students will project an image of decency, competence and credibility during their interactions with staff, colleagues and the general public.

AND WHEREAS, the Dress Code is intended to support the Institute's effort to maintain a positive corporate image and to be a centre of excellence and an agent of change through training, research and consultancy in financial studies, information technology and related disciplines in Southern Africa.

AND WHEREAS, given the wide range of goals under the IFM Mission and Vision, including but not limited to offering market-led, quality and professional programmes in finance, accounting, banking, insurance, tax management, social protection and information technology, the Institute is aimed at preparing top quality graduates for gainful employment at middle and senior management levels.

AND WHEREAS, the Institute is committed to ensure that students are nurtured in accordance with the Mission and Vision of the Institute so as to become responsible professionals and citizens of the country.

NOW THEREFORE, this Dress Code is adopted under the IFM Student Regulations 2013 as general guidelines regarding students' dressing at the Institute

## **2. APPLICABILITY**

This Code applies to all fulltime and part time students when present at the Institute or using the Institute's facilities or participating in events prepared by the Institute or in which the Institute is involved. The Institute's Management may adjust these dress guidelines when necessary, such as to meet heightened disciplinary and academic requirements and the Institute's aim to nurture students so that they become responsible members of the society.

## **3. DRESS CODE**

This Code is made in accordance with Regulation 57 of the IFM Student Regulations 2013 to provide guidelines on the appropriate dress code and conduct to be observed by all students of the Institute when on the Institute's premises or when attending any official functions organized by IFM or in which the Institute is involved.

### **3.1 APPROPRIATE DRESSING**

- i. Every student is required to display their Identity Card when attending or when present in the vicinity of the Institute's Administrative offices including lecture halls, theatres, rooms and library.
- ii. Neat, Decent and well covered formals and semi-formals.

- iii. Clean shave and well groomed hair is a must.
- iv. Jeans without holes
- v. T-shirts or Shirts with full or half Sleeve.
- vi. Skirts which flow well below knees

### **3.2 INAPPROPRIATE DRESSING**

#### **A. Female Dressing**

*Unacceptable clothes for women include:*

- i. Transparent dresses of any kind which are not supported by a reasonably heavy underskirt.
- ii. Gowns and skirts hanging above the knees and thus do not cover the knees when seated.
- iii. Sleeveless blouses, backless blouses or dresses.
- iv. Any type of dress that cover the entire face (*nikabs*), when in class, library, examination rooms, computer lab or other places where the identity of the student is required.
- v. Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
- vi. All kinds of shorts should not be worn.
- vii. Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language.
- viii. Tightly fitting clothes and skin tights.
- ix. Pajamas, flip flops or slippers in classes, library and offices.
- x. Gowns and skirts hanging above the knees.
- xi. Clothes with slits above the knees.
- xii. Hats or caps worn back ward.
- xiii. Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

#### **B. Male Dressing**

*Prohibited men's wear include*

- i. Slovenly looking clothes such as 'mlegezo' trousers and shorts which also show the underwear.
- ii. All kinds of shorts or cut-offs.
- iii. Un-buttoned shirts and sleeveless shirts.
- iv. Clothing that reveals the torso.
- v. Head stockings, caps (other than religious head wear eg. the Muslim cap) hoods and bandannas worn round the head.
- vi. Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.
- vii. Turbans worn alone or over caps.
- viii. Ear rings
- ix. Jeans with holes, three fourth trousers, half trousers, track suits

### **C. General**

*Prohibited dressing for both male and female:*

- i. Mini-skirts, sleeveless blouses/shirts/tops.
- ii. Unwanted or provocative or obscene or inciting political, religious or obscure, captions and photos or designs on the dress are not allowed.
- iii. Clothes with frayed hems and the beach comber type of clothes are also prohibited.
- iv. Shorts or Half Trousers of any form are permitted.
- v. Any kind of tattoo on the body or limbs should not be disclosed.
- vi. Leggings, stretch pants, spandex and the alike.
- vii. Any other kind of dress or clothing which the institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

## **4. ENFORCEMENT**

All officers of the Institute including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students (Student Affairs).The Dean of Students will take action as provided for by the Revised IFM Student Regulations 2013 and if found guilty a student may be

issued any one or a combination of two or more penalties as provided in Regulation 35 of the IFM Student Regulations 2013.

