

## IMS Code of Conduct

The following actions will be considered misconduct and a violation of the Code of Conduct at IMS.

### **1.1 Discrimination**

- a) Expressions of racial, religious, ethnic or gender bias, or discrimination based on these factors, directed at individuals or groups.
- b) Unequal treatment demeaning of another person for reasons including but not limited to race, gender, creed, or origin.

### **1.2 Aggressive Behavior**

IMS has zero-tolerance for any form of aggressive behavior such as harassment, stalking, or ragging activities. Misconduct of this type includes, but is not limited to:

- a) Stalking, which refers to a pattern of unwanted and persistent pursuit and intrusion into the life of another person, such as following them around, appearing uninvited at their place of residence, employment, or education, as well as making other attempts to contact the target, who clearly does not desire it. The pattern of behavior is such that it is repetitive and it causes stress in the victim, who experiences it as a threat and may therefore realistically fear for their physical safety.
- b) Harassment is in which the purpose is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or actions. Although usually stopping short of actual physical aggression, harassment is an act of hostility that has a disruptive effect on the victim's ability to function at work or school.
- c) Sexual harassment, which is any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex.
- d) Hazing or Ragging, which constitutes initiation rituals that involve abuse and that humiliate and violate the dignity of a new member. The initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.
- e) Physical assault includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving.

- f) Intimidation refers to any hostile behavior or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce in the perpetrator's demands.
- g) Any other act that endangers human life, or threatens serious physical or psychological injury.

### 1.3 Unauthorized Use or Damage to Property and Services

- a) Theft of, misappropriation of, interference with, or damage to any property of the Institute or property of others while on Institute premises or at official Institute functions. For instance, unauthorized use or alteration of fire or other safety or emergency devices; unauthorized use of a computer or a room.
- b) Unauthorized use of a university service. For instance, unauthorized use, replication, or distribution of keys or other access devices for any building, room, or facility on the campus; unauthorized use of computer resources or library privileges.
- c) Attempt of setting fire on campus, whether successful or unsuccessful, except in places designated for this purpose, such as lab burners, cooking stoves, or fireplaces.

### 1.4 Unauthorized Possession of Weapons

The unauthorized possession, storage, use or threat of use on campus of firearms, ammunition, explosives, fireworks, firecrackers or other weapons.

### 1.5 Illegal Drugs and Alcoholic Beverages

- a) Possession or consumption of opiates, cocaine, marijuana, hashish, alcoholic beverages or other intoxicating substances is strictly prohibited anywhere on campus.
- b) Offering to sell or obtain these substances.
- c) Being part of a group or circle of students where these substances are being used/consumed.

### 1.6 Dishonesty, Forgery and Misrepresentation

Some examples of violations of this category are:

- a) Providing false written or oral information to the Institute.
- b) Providing forged documents to the Institute.
- c) Providing false identification to an official of the Institute.
- d) Providing false financial information for the purpose of obtaining any concession or financial aid.
- e) Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- f) Signing a document with someone else's name, initials or signature.
- g) Financial misappropriation.



h) Misrepresentation, or false statement of fact.

## **1.7 Abuse of Disciplinary Proceedings**

Any form of non-compliance of disciplinary proceedings or an attempt to subvert the disciplinary process, including, but not limited to:

- a) Failure to appear before the Disciplinary Committee or subcommittee, or to file statements or evidence required by the committee.
- b) Providing false testimony or statement to the Disciplinary Committee, sub-committee or to an officer of the institute investigating a case for submission to the Disciplinary Committee.
- c) Trying to coerce someone from filing a legitimate complaint to the Disciplinary Committee.
- d) Knowingly filing a false complaint to the Disciplinary Committee.
- e) Attempting to influence the impartiality of a member of the Disciplinary Committee.
- f) Violating the right of privacy of a person with respect to disciplinary proceedings.
- g) Failure to comply with disciplinary sanctions.

February 18, 2025  
R-IMS/NTF/2025/105A

## NOTIFICATION

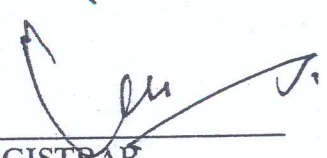
**Subject: Policies/Documents Approved in 33<sup>rd</sup> Academic Council Meeting**

1. This refers to the Academic Council Meeting held on February 18, 2025; the forum has consented for the approval / adoption of policies/committees/documents related to the curriculum and co-curriculum affairs of the Institute of Management Sciences, Lahore. The list of policies/ documents is as follows:

- i. Management Science – Departmental Vision, Mission and Strategic Plan 2025-2029.
- ii. Management Science – Departmental Alumni Association.
- iii. PhD/MPhil Program Research Guidelines / Policy.
- iv. Faculty Development Plan – 2025.
- v. Internship Policy
- vi. Alumni Engagement Policy
- vii. Career Counselling Policy
- viii. Intellectual Property Policy
- ix. IMS Code of Conduct
- x. Formal System of Planning and Evaluation
- xi. IMS Organogram
- xii. Conflict of Interest Policy
- xiii. Grievance Policy
- xiv. Community Service Policy
- xv. IMS Procurement Policy
- xvi. Policy on Ethical Standards

2. The policies/documents are in effect till further notified.

- Policies/documents are attached with this notification.

  
REGISTRAR

Brig. Mahmud Bashir Bajwa (Retd.)

CC:

- All concerned