

# **IDARA AHSANUL MADARIS TRUST**

## **Darul Iqama Regulations for Students**

Official Student Code of Conduct and Residential Guidelines

### **1. Dress, Appearance and Personal Presentation**

All students must maintain the prescribed Islamic dress, appearance and personal presentation in accordance with the institution's religious and administrative guidelines. The kurta must be long and extend below the knees, while the pajama or shalwar must be worn above the ankles. Hair must be kept according to Islamic guidelines, and shaving or trimming the beard is not permitted.

### **2. Respect for Teachers, Supervisors and Responsible Staff**

All students must conduct themselves with respect and good character toward teachers, supervisors, staff members and institutional authorities, and must follow all legitimate academic and administrative instructions.

### **3. Return After Holidays**

After every scheduled holiday, each student must return to the institution on the prescribed date. In the event of an unavoidable circumstance, the parent or guardian must inform the administration in a timely manner.

### **4. Leaving Studies or the Darul Iqama During the Academic Year**

Students must not discontinue their studies or leave the Darul Iqama during the academic year without a valid reason. In the event of a genuine necessity, parents or guardians must formally contact the administration.

### **5. Change of Academic Department**

After the commencement of studies, transfer from one academic department to another will not ordinarily be permitted, unless the administration considers the transfer appropriate in light of the student's educational interests and circumstances.

### **6. Relations Among Students**

All students must treat one another with good character, brotherhood and respect. Inappropriate interaction, friendship or relationships with older or younger students that conflict with the institution's religious, moral or administrative standards are prohibited.

### **7. Bullying and Harassment**

Bullying, threatening, intimidating, humiliating, mocking, pressuring or harassing any student because they are younger, weaker or newly admitted is strictly prohibited.

### **8. Fighting, Violence and Abusive Language**

Fighting, physical assault, threats, abusive or vulgar language, disrespectful conduct and every form of physical or psychological violence are unacceptable.

### **9. Adherence to the Darul Iqama Schedule**

All students must strictly follow the prescribed Darul Iqama timetable, including prayer, study, meals, rest, sleeping and waking times.

### **10. Rest and Quiet Hours**

During designated rest and sleeping hours, students must not leave their rooms unnecessarily, create noise or disturb the rest of other students.

### **11. Permission to Leave the Darul Iqama**

No student may leave the Darul Iqama or institutional premises without permission from the designated supervisor or responsible authority. Students must follow the institution's prescribed permission process.

### **12. Home Visits, Meetings and Leave**

Going home, meeting parents or relatives, or taking leave for a particular need is permitted only in accordance with the institution's prescribed system and with administrative approval. Unnecessary leave should be avoided.

### **13. Cleanliness and Personal Hygiene**

Students must maintain proper cleanliness of their bodies, clothing, hair, nails, bedding, rooms and personal belongings. Every student is responsible for keeping the Darul Iqama, washrooms, ablution areas, mosque and other shared facilities clean.

### **14. Meals and Shared Facilities**

Students must observe the prescribed meal times and dining etiquette. Unnecessary use or wastage of food, water, electricity, furniture and other shared facilities must be avoided.

### **15. Personal Belongings and Institutional Property**

Students are responsible for safeguarding their personal belongings and institutional property. Using another student's belongings, money, books, clothing or personal items without permission is prohibited. Deliberate damage to institutional property is prohibited, and the administration may determine appropriate compensation where damage occurs.

### **16. Mobile Phones and Electronic Devices**

Mobile phones, smartwatches, gaming devices and other unnecessary electronic devices may not be brought into or used in the Darul Iqama, unless specifically permitted by the institution for an educational or emergency purpose.

### **17. Photography, Video Recording and Social Media**

Photographing or recording the institution, teachers, supervisors or other students without permission is prohibited. Such photographs or recordings must not be shared on social media, WhatsApp or any online platform without authorization.

### **18. Inappropriate Material**

Students may not possess or use books, magazines, images, videos, games or other material that conflicts with the institution's religious, educational, moral or character-building environment.

### **19. Intoxicating and Prohibited Substances**

Gutka, paan, cigarettes, tobacco, intoxicating substances and any other prohibited or harmful substance are strictly forbidden to possess or use.

### **20. Harmful or Prohibited Items**

Students may not bring into the institution any item prohibited under institutional rules or any item that may pose a risk of harm to the student or to any other person.

### **21. Academic Responsibilities**

Students must participate regularly in all prescribed examinations, tests, lessons, study sessions and other academic activities, and must follow the instructions of their teachers.

## **22. Illness, Injury and Emergencies**

During their stay, students must immediately inform the relevant teacher or supervisor in the event of illness, injury or any emergency.

## **23. Complaint Procedure**

If a student has a complaint concerning a teacher, supervisor, another student or the institution, the student must approach the designated responsible person or administration. Fighting, abusive language, threats or social media must not be used to pursue or resolve a complaint.

## **24. Preservation of Institutional Discipline**

Activities that undermine institutional discipline, including factionalism, incitement or encouraging others to violate institutional rules and regulations, are prohibited.

## **25. Contact with Unrelated Persons**

Students may not meet or engage with visitors or unrelated persons entering the Darul Iqama without permission from the administration.

## **26. Breach of Rules and Regulations**

In the event of a violation of these rules and regulations, the institution reserves the right to take appropriate corrective, disciplinary and administrative action, considering the nature and seriousness of the matter.

## **27. Amendment of Regulations**

The institution may, when necessary and in the educational and character-building interests of students, add to, amend or modify these rules and regulations in light of circumstances and requirements. Students and their parents or guardians will be informed of such changes.

These regulations are intended to preserve a disciplined, respectful, safe, educational and spiritually nurturing environment for all Darul Iqama students. The institution reserves the right to amend these regulations when required in the educational and character-building interests of its students.