

IDARA AHSANUL MADARIS TRUST

Rules & Regulations for Day Scholars

Official guidelines governing attendance, academic participation, conduct, discipline, and cooperation for non-residential students.

1. Attendance & Punctuality

Day Scholars must attend the institution during all prescribed academic hours and arrive punctually. They may not leave the premises during academic hours without permission. In the event of illness or a genuine necessity causing absence or delay, parents or guardians must promptly inform the administration.

2. Participation in Academic & Training Activities

Students are required to participate regularly and punctually in all prescribed lessons, supplementary and extracurricular classes, educational activities, and training programmes.

3. Lunch & Compliance with the Daily Schedule

Students must bring their prescribed lunch and follow the institution's designated arrangements. After Asr, students must avoid unnecessary outings and comply with the prescribed institutional programme.

4. Thursday Weekly Gathering

Attendance at the institution's designated weekly gathering after Maghrib on Thursdays is compulsory, unless prior permission has been granted by the administration.

5. Dress & Personal Appearance

Students must comply with the prescribed dress code, appearance, and personal grooming standards, maintaining an appearance consistent with the institution's religious and moral environment.

6. No Unauthorised Mediation for Residential Students

Day Scholars must not act as intermediaries for residential students in carrying, delivering, communicating, or facilitating any prohibited or unauthorised item, message, or matter contrary to institutional rules.

7. Mobile Phones & Electronic Devices

Students may not bring mobile phones or unnecessary electronic devices onto the premises without permission. Permission from the administration is required for any genuine educational or emergency need.

8. Respect for Teachers & the Institution

Students must treat all teachers, supervisors, staff members, and institutional authorities with courtesy, respect, and good character, and must comply with their legitimate academic and administrative instructions.

9. Prohibition of Bullying & Harassment

Bullying, intimidation, humiliation, ridicule, harassment, or any form of physical or psychological mistreatment of another student is strictly prohibited.

10. Fighting, Violence & Abusive Language

Fighting, physical assault, threats, abusive or foul language, disrespectful behaviour, and all forms of physical or psychological violence are strictly prohibited.

11. Cleanliness & Personal Order

Students must maintain cleanliness in their clothing, person, books, and personal belongings, and must cooperate in keeping classrooms, the mosque, the courtyard, and other institutional areas clean.

12. Social Media, Photography & Video Recording

Students may not photograph or record the institution, teachers, staff, or fellow students without permission, nor may such material be shared through social media, WhatsApp, or any online platform.

13. Protection of Institutional Property

Students are responsible for safeguarding the institution's buildings, furniture, books, educational materials, and other property. Where damage is caused intentionally or through negligence, the administration may determine appropriate compensation.

14. Prohibited Items & Substances

Gutka, paan, cigarettes, tobacco, intoxicating substances, and any other item prohibited by the institution or contrary to its religious, educational, or moral environment may not be brought onto or used on the premises.

15. Complaint Procedure

Any complaint concerning a teacher, student, or the institution must be submitted to the administration through the prescribed procedure. Fighting, abusive language, threats, or social media must not be used as a means of expressing or pursuing a complaint.

16. Health & Emergency Situations

Parents or guardians must promptly inform the institution of any illness, allergy, or specific medical requirement affecting the student. In an emergency, the student must immediately inform the relevant teacher or responsible staff member.

17. Cooperation of Parents & Guardians

Parents and guardians are expected to cooperate with the institution in ensuring their child's regular attendance, punctuality, appropriate dress, academic responsibilities, and compliance with all institutional rules and regulations.

18. Breach of Rules & Disciplinary Action

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

Note: These rules and regulations are intended to support a disciplined, respectful, educational, and morally sound institutional environment. The institution reserves the right to make reasonable amendments in accordance with administrative requirements and student welfare.