



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
আর্থিক প্রতিষ্ঠান বিভাগ, অর্থ মন্ত্রণালয়
বাংলাদেশ ইন্সটিটিউট অব ক্যাপিটাল মার্কেট
(বিআইসিএম)
রেজিস্ট্রার বিভাগ
bicm.ac.bd/bicm.gov.bd

নম্বর: ৫৩.২২.০০০০.০০০.১০৪.৭০.০০০১.১৯.১

তারিখ: ২০ পৌষ ১৪৩২ বঙ্গাব্দ
০৪ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

অফিস আদেশ

ইন্সটিটিউটের একাডেমিক প্রোগ্রামের শিক্ষার্থীদের (পিজিডিসিএম এবং এমএএফসিএম প্রোগ্রামের) শৃঙ্খলা, দায়িত্ববোধ ও সুশৃঙ্খল পরিবেশ বজায় রাখার লক্ষ্যে ইন্সটিটিউট কর্তৃক একটি আচরণবিধি (Code of Conduct) প্রণয়ন করা হয়েছে, যা অবিলম্বে কার্যকর হবে।

আচরণবিধির একটি কপি পিজিডিসিএম এবং এমএএফসিএম প্রোগ্রামের সকল শিক্ষার্থীকে ভর্তির সময় প্রদান করা হবে।

এই উদ্যোগের মাধ্যমে শিক্ষার্থীরা তাদের দায়িত্ব, কর্তব্য ও আচরণবিধি সম্পর্কে সুস্পষ্ট ধারণা লাভ করবে এবং একটি সুশৃঙ্খল ও ইতিবাচক শিক্ষাবাহক পরিবেশ নিশ্চিত হবে।

সকলের অবগতির জন্য আচরণবিধিটির একটি কপি সংযুক্ত করা হল।

সকল সংযুক্তিসমূহ:

(১) Student Code of Conduct_BICM_Signed

০৪-০১-২০২৬
ওয়াজিদ হাসান শাহ
নির্বাহী প্রেসিডেন্ট
৪১০৫৩২৩০ (ফোন)
৪১০৫৩২৪৭ (ফ্যাক্স)
ep@bicm.ac.bd

নম্বর: ৫৩.২২.০০০০.০০০.১০৪.৭০.০০০১.১৯.১/১ (২)

তারিখ: ২০ পৌষ ১৪৩২ বঙ্গাব্দ
০৪ জানুয়ারি ২০২৬ খ্রিস্টাব্দ

বিতরণ:

- ১। ১ম-৯ম গ্রেডের সকল কর্মচারী, বিআইসিএম।।
- ২। ১১তম - ১৬তম গ্রেডের সকল কর্মচারী, বিআইসিএম।



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০৪-০১-২০২৬
আসিফ ইমরান
ডেপুটি রেজিস্ট্রার

BANGLADESH INSTITUTE OF CAPITAL MARKET

34 TOPKHANA ROAD, DHAKA – 1000

STUDENT CODE OF CONDUCT

Acquisition and advancement of knowledge require a safe and comfortable learning environment. As the national institute for capital market education, training, and research, Bangladesh Institute of Capital Market is pledged to provide an environment conducive for learning and research. However, all persons working at BICM and attending as students are responsible for creation and maintenance of such an environment.

Keeping this in context, the BICM Student Code of Conduct has been adopted. The document outlines the principles on which students are expected to behave and interact in terms of academic integrity and behavioral discipline to maintain a safe, respectful and productive learning environment.

Academic Integrity

Students are expected to uphold the highest standards of honesty in all academic work. They are discouraged to adopt any means of academic dishonesty, which may include:

Plagiarism: Presenting the work, ideas, or words of another person as one's own without proper acknowledgment or citation.

Cheating: Any dishonest action to gain an unfair advantage in an assessment, including copying during exams, using unauthorized materials, or sharing answers.

Fabrication: Inventing or falsifying data, research results, or information in an assignment or report.

Facilitating Academic Dishonesty: Helping another student violate the rules of academic integrity (e.g., taking an exam for someone else or providing one's work for copying).

Misrepresentation: Falsely stating facts or circumstances to gain academic advantage (e.g., forging medical certificate to excuse an absence).

Behavioral Discipline

Students must behave in a manner that respects the rights and safety of others, and preserves institutional property. Key expectations include:



Respect for Persons:

- Treating all members of the institute (faculty, staff, and students) with dignity and respect.
- Refraining from any sort of harassment, bullying, discrimination, or intimidation based on race, religion, gender, sexual orientation, disability, or other characteristics.
- No act of ragging (hazing). This includes intimidation, humiliation, ridicule and physical threats; exercise of power over another through negative behavior; insulting, abusing, disparaging or intimidating behavior or words

Safety and Environment:

Prohibition of violence*, threats of violence, or any action that endangers the safety of others. These include:

- Adhering to rules regarding fire safety and emergency procedures. Students must not access the fire safety equipment except for a genuine cause or during a fire drill. Smoking is strictly prohibited inside BICM premises, so is any other act that may falsely trigger the fire safety devices (Any activity that may produce smoke or trigger the fire alarm signal).
- Respecting and valuing all institute property (tablets, tables, chairs, lecterns, computers, public addressing systems, sound systems, curtains, projectors, projection cameras, monitors, wall mounted all-in-one computers, keyboard, mouse, laser pointers, laptops, hand held electronic devices, books and furniture in the library, computer laboratories, cafeteria premises, prayer room, recording studio, faculty office, staff offices, kitchen/pantries, washrooms, hall rooms, conference room, stairways, and driveways) and prohibiting vandalism or theft** of any kind. These include:

- o Willful or malicious damage to or destruction of the institute's property
- o Willfully and maliciously setting fire on the institute's property
- o Reckless behavior causing damage or destruction of institute's property or the property of others
- o Tampering, or damaging or unauthorized use of elevators, security devices such as doors and locks, institute's equipment such as computers and electronics, vehicles, and/or other equipment of the institute
- o Intentionally spoiling any interior decoration of the institute

*The act of physical abuse/violence includes but is not limited to:



- Beating, punching, kicking, or any kind of infuriating/annoying/irritating physical contact with anyone at the institute
- Direct threat of violence (verbal or written or by electronic messaging system)
- Deliberate obstruction or interference to any person's right to attend or participate in the institute's functions (Classes, examinations, presentations, submission of term papers, assignments, degree awarding ceremony, etc.)
- Reckless behavior that causes danger to or threat other person(s)
- Intentional obstruction or interference to any person's right to attend or participate in the institute's functions (Classes, examinations, presentations, submission of term papers, assignments, degree awarding ceremony, etc.)
- Causing fear and apprehension using misrepresentation, misinformation, force or coercion to solicit support, signatures or participation in activities of a subversive nature or detrimental to the normal functioning of the institute.
- Any conduct, expression or language considered improper in interacting with faculty members, staff, or students of the institute.

** It includes

- Misappropriation or conversion of institute's funds, supplies, equipment, labor, material, space, or facilities
- Possessing, storing, or transporting stolen property of the institute
- Aiding or abetting theft of institute's property
- Misappropriation of funds, any form of embezzlement of money and lack of transparency in declaring supporting financial documents by student bodies of BICM, including any student club/forum and other ventures managed by BICM students
- Damaging (including tearing off pages or removing part of a page) or stealing library books, computer lab equipment, or any other equipment of the institute

Compliance with Rules:

Students are expected to:

- Maintain regular attendance and be punctual in classes and other scheduled activities
- Act timely on instructions/notices/office orders issued by the BICM Authority from time-to-time
- Use mobile phone and other communication devices responsibly while in class and on campus. Students are expected to put their mobile phones on 'silent' mode while entering a class lecture and maintain a modest / soft tone while talking over the



W.H.S.

phone in public (Outside the classroom) or move to a private area for personal or loud conversations to avoid disturbing others.

- Avoid possessing, using, or distributing illegal drugs or alcohol or any other intoxicating materials on and off-campus.
- Avoid assembling at the institute premises for any sort of political activity or gathering not authorized by the institute.
- Not use their BICM studentship identity in any political activity or in affiliation with any political party
- Avoid carrying or possessing weapons, firearms, knives, clubs, explosives or explosive materials like bombs, cocktails, glass splinters, explosive chemicals or their like or similar in nature, and fireworks.
- Avoid usage of any instrument with the intention of harming/injuring any faculty member, staff, or student of the institute.

Identity and Access:

Students are expected to:

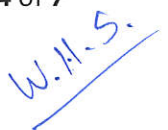
- Carry their student ID Card and be able to show it upon request by any member of the faculty or staff of the institute while on campus. Accessing the institute premises and facilities without possession of a valid ID Card may be considered unauthorized and may be subjected to disciplinary action.
- Access only the authorized areas and not misuse institute's resources.

Willfully lending one's ID Card to another will result disciplinary action for the lender and the recipient. Forging of ID Card is also lead to disciplinary action.

Unlawful association / tarnishing institute's image:

Students are expected to abstain from:

- Any activity or behavior that damages the institute's public image or cause disruption of the institute's normal function
- Association with any kind of group and/or individuals that is prohibited by the government, against the law of the country and detrimental to local/national/global peace and security. The institute authority reserves the right to expel students found in association with such groups/individuals and in some cases, handover the student to the law enforcing authority
- Propagating any form of hate message or speech on campus, over social media, or any other means that deliberately demean any religion, race, culture, or ethnic group which are punishable offence by the law of the land



- Any form of message, image, drawing, social media post, or any other type of communication that directly or indirectly instigate or support extremism/terrorism, acts of terrorism or activities that lead to extremism, and are against the security and sovereignty of the country

Social Misconduct/ Harassment:

Students are expected to refrain from any sort of social misconduct or harassment, including:

- Abusive or disorderly conduct
- Using indecent or abusive or vulgar language with any student, faculty member, staff member, guest etc.
- Any behavior or gestures or clothing or acts of expression with an intention to tease or annoy any student, faculty member, staff member, guest etc.
- Sexual harassment or obscenity in any form
- Sexual advances, requests for sexual favors and other verbal or physical harassments of sexual nature
- Promising favors in exchange of sexual conduct and any form of pleasure seeking from others
- Verbal, non-verbal, mental, and/or physical harassment
- Uploading of indecent pictures or making indecent and untruthful comments via any social media platform like Facebook, Instagram, X, WhatsApp, or by e-mail etc.

Cyber Crime:

The following activities will be considered as cyber crime and students are expected to refrain from any such activity:

- Misbehavior and crimes*** committed through
 - o E-mail
 - o Blogs
 - o Social Networking Sites
 - o BICM LAN or BICM's Intranet or BICM's web portals/sites
 - o Mobile phone

*** These include fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behavior, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber- bullying

- Unauthorized recording, storage, sharing, distribution of images, videos, or sound by any means without the consent of the person being recorded



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- Cyber bullying, i.e. the use of electronic communication to bully a person, if the bullying occurs on-campus or adversely affects the safety of any student, faculty member, staff, guest etc. while at the institute premises/campus.

Disorder and Disorderly Behavior:

Disruption is an act or a combination of actions by an individual or a group of individuals, who unreasonably interferes with, hinders, obstructs or prevents the smooth and regular functioning and operations of the institute including holding of classes and administrative functions. Authorized officials of the institute have the right to restrain or prohibit such disruptive behavior and take such other action as may be deemed proper.

Following actions will be considered as disorders/agitation and disorderly behaviors. Students are expected to now associate with any such activities:

- Riot and incitement to riot, application for force or coercion or organizing meetings/processions/demonstrations intended to solicit support or obtain signatures to show support of compel any member of the institute to participate in activities subversive of discipline or of normal functioning of the institute
- Involvement in illegal strikes and agitation
- Any breach of institute's rules, regulations, or policies

Intolerance:

All members of the institute, including students, are expected to be tolerant and respectful towards others irrespective of gender, race, religion, class, political affiliation, caste, status of position in the institute or the society at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is considered as an act of intolerance.

Other misconducts:

- Assembling, roaming, or walking in the BICM premises without justified causes after regular class hours at night; any other such activity that may disturb the normalcy or peace of the institute campus
- Any act of indiscipline or disturbances in various activities of the institute or any function, ceremony, etc. being held at the institute premises/campus
- Making false allegations, character assassinations of faculty members, staff members, students, or guests
- Any other act as deemed improper by the concerned BICM authority



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Student Grievances

BICM authority shall attend any grievance of any student for possible redress. A student may submit application addressed to the Executive President of the Institute, in writing in case of a grievance redressal.

Disciplinary Action

Failure to comply with the Student Code of Conduct will result in disciplinary action, which may include:

- Verbal or Written Warning
- Loss of Privileges (e.g., restricted access to certain facilities)
- Cancellation of a particular examination
- Cancellation of several examinations of a semester
- Cancellation of all examinations of a semester
- Withdrawal of any waiver/scholarship awarded or being enjoyed either directly from BICM or from any other organization through BICM (As a BICM student)
- Suspension from the institute for a defined period
- Expulsion (Permanent removal from the institute)
- Fines or Restitution (Payment for property damage)
- Revocation of Degree or Certificate (in cases of post-graduation discovery of severe academic fraud)
- Legal or police action
- Any other action that may be deemed to be fit by the BICM Authority



Asif Imran
Deputy Registrar
Bangladesh Institute of Capital Market



Wajid Hasan Shah
Executive President
Bangladesh Institute of Capital Market