

## **STUDENT'S CONDUCT AND DISCIPLINE REGULATIONS**

- i. These Regulations may be called "Dadabhoy Institute of Higher Education, Students Conduct and Discipline Regulations"
- ii. These rules shall apply to all students on the roll of the teaching departments and institutes of Dadabhoy Institute of Higher Education.
- iii. Discipline Committees: In pursuance of the formation of University Discipline Committee (UDC) and Institutional Discipline Committee (IDC) is required to deal with cases of indiscipline.

### **1(a). UDC**

- i. The University Discipline Committee shall consist of two senior teachers to be nominated by the Vice Chancellor, including the officer incharge of students' affairs, by whatever name called, who shall also be its Secretary.
- ii. The Chairman of the Committee shall be nominated by the Vice-Chancellor from amongst the members of the Committee.
- iii. The term of the office of members of the Committee, other than ex-officio members, shall be two years.
- iv. The quorum for a meeting of the University Discipline Committee shall be three members.
- v. The functions of the Committee shall be:
  - a). To deal with all inter-Institute cases of indiscipline in the University.
  - b). To propose regulations relating to the conduct of University students, maintenance of discipline and action for breach of discipline.
  - c). To suspend, rusticate or expel students, on the basis of the inquiry conducted under the Rules and Regulations.
  - d). To perform such other functions as may be prescribed.

### **1 (b): Institutional Discipline Committee**

Each Sectional Head/ Head of Department shall appoint a Discipline Committee, consisting of three officials / teachers of the University to deal with cases of indiscipline of students as may be prescribed.

Institutional Discipline Committee (IDC) shall have the following responsibilities and powers.

- i). Shall deal with cases of indiscipline/breach of rules.
- ii). Shall make recommendation for appropriate action to the Chairman/ Director concerned.
- iii). Shall co-ordinate with IDC of other departments in case indiscipline involves students of other department (s).
- iv). Shall make recommendations if necessary with approval of the Dean to UDC in case the penalty is beyond its jurisdiction.

## **2. Students Code of Conduct**

Every student will be expected to observe the following code of conduct:

- a) Faithfulness in his religious duties and respect for the convictions of others in matters of religion, conscience, customs and conventions.
- b) Loyalty to Pakistan and refraining from doing anything, which might lower its honor and prestige in any way.
- c) Truthfulness and honesty in dealing with people.
- d) Respect for elders, teachers, administrative and support staff.
- e) Politeness to all, especially women, children, old people and assistance to those with special needs.
- f) Cleanliness of dress, mind, speech and habits.
- g) Devotion to studies and sports.
- h) Observance of thrift and protection of public property.

## **3. Responsibilities**

- i). Every member of teaching staff shall have the power to check any disorderly or improper conduct, or any breach of the Regulations by students in any part of the Campus.
- ii). Incharge, Chairman or Director shall be responsible for maintenance of discipline in their respective units.
- iii). Each Dean shall be responsible for overall control and maintenance of order and discipline in the Faculty.
- iv). The Librarian shall be responsible for the maintenance of order in the Library.
- v). The Provost and Wardens shall be responsible for the maintenance of order in the hostels.
- vi). The Director Sports/Teacher Incharge of Sports shall be responsible for the maintenance of order among the students on or near playgrounds or while otherwise under his charge.
- vii). The Chief Proctor, Staff Proctors and Student Proctors shall be responsible for the maintenance of order among the students, on the campus and for checking behavior detrimental to the good name of the University. This setup should make every effort to detect and pre-empt undesirable activities on the campus.
- viii). Administrative Officer with the support of Provost and Chief Proctor shall be responsible for maintenance of law and order, and other security related issues, problems and conflicts on the campus. They shall also deal with law enforcing agencies in general and Campus Police in particular.
- ix). The entire setup of the University in general and that of the Administrative Officer, Provost and Chief Proctor in particular, shall work in close coordination by providing timely information, help and assistance to each other in case of any mishapening and emergency.
- x). Transport Officer shall be responsible for ensuring proper use of University vehicles and strictly check misuse of vehicles and misconduct with the students using the facility.
- xi). The Controller of Examination shall be responsible to make adequate arrangements to maintain peaceful environment during examinations. Any case of misconduct in the premises of examination centre shall be pursued by the Controller of Examination through proper forum to its logical conclusion.

#### **4. Prohibited Acts**

The following acts are prohibited for students

- i) Smoking in the classroom, laboratory, examination hall, workshop, library, auditorium or convocation hall and at all other places where academic activities are conducted.
- ii) The possession and consumption of alcoholic drinks or other intoxicating drugs within the Campus and hostels are prohibited. Even during instructions, sports, study tours, internship camps or entering such places or attending any such tour or camp is also strictly forbidden. The possession of any kind of weapons/deadly weapons within the campus and hostels are prohibited. If anyone found with the possession of any kind of weapons/deadly weapons will be handed over to the local police station and will be charged under section (13 A.O). The said person will liable for departmental action.
- iii) Collecting money, receiving funds or pecuniary assistance for or on behalf of the University except with the written permission of the Vice Chancellor.
- iv) Staging, inciting or participating in, or abetting any walkout, strike, or other form of agitation including procession, demonstration and hooliganism against the University or its teachers or officers.
- v) Inciting anyone to violence, disruption of the peaceful atmosphere of the University by making agitation speeches or gestures which may cause resentment and harassment and/or offending other individuals.
- vi) Printing, production and distribution of pamphlets, posters, cartoons of blasphemous nature.
- vii) Doing anything likely to promote rift and hatred among various groups/ classes of students.
- viii) Issuing statements in the press, making false accusations, and lowering the prestige of the University.
- ix) Unauthorized and misuse of University's movable and immovable property.
- x) Harassment in any form either physical or mental on the basis of gender, religion, sect, caste and creed, region and ethnicity.

#### **5. Acts of Indiscipline**

A student who:

- i. Commits a breach of code of conduct specified in Regulation 4 and commits any of the prohibited acts specified in clause 6; or disobey the lawful instructions/ directives of a teacher or any other person in the position of authority in the University.
- ii. Violate the undertaking/agreement submitted by the student at the time of admission, as laid by the Supreme Court of Pakistan in its interim order dated 01/07/1992 (specimen provided in this document).
- iii. Habitually neglects his/her work or habitually absents him/her self from his/her class without valid reason;
- iv. Willfully damages public/University property or the property of a fellow student or any teacher or any employee of the University;
- v. does not pay the fees, fines or other dues payable under the University Regulations and Rules;
- vi. Does not comply with the rules relating to residence in hostels;
- vii. Uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner;
- viii. Commits any criminal, immoral or dishonorable act (whether committed within the University Campus or outside),
- ix. Commits any act which is prejudicial to the interest of the University.

- x. gets involved in disturbance in the campus and hostels such as fighting with fellow students, staff and teachers, use of fire-crackers and firing (these will be considered as major violation of discipline and the students responsible for such act of indiscipline will be liable for major penalty including rustication and expulsion from the University and hostel).

## 6. Penalties

- a) The penalties which may be imposed and the authorities competent to impose each kind of penalty are specified below: -

	Penalty	Competent Authority
i	Removal from classroom, laboratory, workshop, internship or fieldwork for the period concerned, for not more than four such consecutive periods/days and/or impose a fine not exceeding Rs. 1000/	Teacher Incharge
ii	Withdrawal from games or the field for not more than one week and/or impose a fine not exceeding Rs. 1000/	Incharge of the game
iii	Withdrawal from educational tour, sports or internship.	Head of Department/Institute/ Director Teaching
iv	Removal from the Department for a period not exceeding two weeks.	Head of Department/ Institute
v	Removal from the Department/ Institute for a period not exceeding four weeks and/or fine not exceeding Rs. 5000/-	Institutional Discipline Committee (IDC)
vi	Removal from all classes or any class in any Department or college for a period not exceeding two weeks and/or fine not exceeding Rs. 5000/-	Dean of the Faculty or Chairman of the Department/Institute/Director to which the student belongs
vii	Withdrawal from Library for not more than two weeks and/or impose a fine not exceeding Rs.5000/-	Librarian
viii	Removal from hostel for a period not exceeding four weeks	Resident Warden
ix	Removal from the hostel for a period not exceeding One academic year and/or fine not exceeding Rs. 5000/-	Provost
x	Fine not exceeding Rs.1000/	Teacher, Resident Warden, Staff Proctor, Superintendent Workshop Staff Advisor of a Club or Society, or Director Sports, Transport Officer & Administrative Officer.
xi	Fine not exceeding Rs.5,000/	Chairman/Director (on the recommendation of the institutional Discipline Committee), Provost, Registrar, Chief Proctor, Director

		Teaching, Controller of Examinations, Librarian and Sectional Heads.
xii	Fine not exceeding Rs. 10,000/	Dean of Faculty in case of Inter-departmental cases of indiscipline
xiii	Fine not exceeding Rs.100,000/- and or rustication or any other penalty the UDC deems appropriate.	University Discipline Committee (UDC)
xiv	Cancellation of University Scholarship	Dean of Faculty/ Chairman/Director Teaching/Director Institute/Director Financial Assistance and Development (M&E).
xv	Removal from a position of authority in a hostel.	Provost, Warden or Assistant Warden
xvi	Removal from a position of authority in University Sports.	Director Sports
xvii	Rustication from a Department/ Institute/ Faculty	Chairman, Director, Dean with the approval of the Vice Chancellor
xviii	Expulsion from a Teaching Department/Faculty /University.	University Discipline Committee (UDC) with the approval of the Vice Chancellor.

- b. Dean of Faculty should deal with the inter-departmental cases of indiscipline in general and those in particular which involve decision/disputes amongst Institutional Discipline Committees (IDCs) of his faculty. In case of involvement of two Faculties, the case should be referred to University Discipline Committee (UDC).
- c. University Discipline Committee shall have the power to impose any of the penalties listed under regulation 8 (i to xvi) except expulsion i.e. 8 (xvii) for which approval of the Vice Chancellor shall be required.
- d. The Vice Chancellor shall have the powers to impose any of the penalties listed in Regulation 6 himself, or to refer any case to the UDC as constituted.
- e. When a case against a student is referred to the UDC, the Committee may, if it deems fit, suspend the student from the University Rolls, direct him to vacate the hostel or take any other action as the situation demands till such time the case is decided.
- f. A teacher or any other officer incharge in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act through report or otherwise, may deal with the case himself. If in his view, the nature of the case is such that it can be more appropriately dealt with by another authority; or a penalty severe that s/he is competent to impose will call in the case; s/he shall follow the procedure outlined below:

- i) If s/he is not the Dean of Faculty, Chairman of the Department, Director of Institute, S/he shall refer the case to the Dean/Chairman who may deal with it himself or refer it to the IDC.
  - ii) If s/he is the Dean of Faculty or Chairman of the Department, Director of Institute, s/he shall deal with it himself or refer it to IDC, the Vice Chancellor who may refer it to UDC depending upon the nature of the case.
- g. A student may report a case of indiscipline against his fellow student(s) to a Proctor, the Chief Proctor, Provost, Administrative Officer, Transport Officer as related to, who will refer the case to the IDC/UDC or it may be reported directly to the IDC. The IDC/UDC will investigate the case and decide accordingly. A student may appeal to the Dean or to the Vice Chancellor against the action taken or penalty imposed by the IDC and UDC, respectively.
- h. In case of dispute or any other mis-happening between or amongst student(s), teacher(s) and any other employee, the relevant IDC, Chairman, Director, Dean or UDC have the authority to deal with the case by giving equal opportunity of hearing to the parties involved. To meet the requirement of natural justice the relevant body/authority can summon the teacher or employee for hearing.
- I. it is binding on the relevant body or an authority including teachers and all others mentioned in this prospectus to deal with all case(s) falling in their respective jurisdiction and purview. The UDC being the highest disciplinary forum has the power to refer back a case to the relevant competent forum.

## **7. Rustication**

- i) The IDC, UDC, Chairman of a Teaching Department, Director Teaching, Director of an Institute/Campus or Dean of a faculty of Dadabhoy Institute of Higher Education may rusticate a student for misconduct or gross breach of discipline. Rustication whenever imposed on a University student shall always mean the loss of upto three academic years (six semesters) in so far as his/her appearance in a University examination is concerned and ban on the entry of the concerned students on the whole University Campus. The student concerned punished by UDC or by Court proceeding will not be eligible to any kind of appointment in the University.
- ii) The name of the rusticated student shall immediately be removed from the University/Department/Institute/ Campus rolls, and shall not be entitled for any refunds of dues.
- iii) A rusticated student if readmitted may appear in the examinations if S/he is otherwise eligible, and provided s/he is permitted to do so by the Director Teaching/Chairman/Dean/Director/Institute/Campus. The student will himself/ herself be responsible for loss of time, the shortage of attendances, if any, and will make full payment for that particular semester.

## **8. Expulsion**

- i) The Vice Chancellor may expel a student for misconduct or gross breach of discipline either himself or on the report and recommendations of the UDC, IDC or Dean, Chairman, Director Teaching/Director Institute/Campus, and Provost/Chief Proctor and impose ban on entry of expelled student to the larger University Campus. The student concerned punished by UDC or by Court proceeding will not be eligible to any kind of appointment in the University.

- ii) The expulsion shall be effective from the date of issue of such an order/notification or from the date of occurrence as specified by the Competent Authority.
- iii) Cases of expulsion will be registered in the University and notified to all Institutions, Departments and Universities in Pakistan. The implementation and enforcement of these decisions shall be the joint responsibility of the University administration, campus police corps and all other law enforcing agencies whenever and wherever needed.
- iv). The Vice Chancellor may, in case of an emergency, take any action against a student or students, pending reference to the Discipline Committees (IDCs and UDC) in case of rustication or expulsion, and order the removal of a student from the University roll and ban his/her entry to the whole of the University campus.
- v). The action taken as an emergency under the section (iv), the Vice Chancellor shall refer such case to the UDC for further hearing and formulate the recommendation.
- vi). No student shall be rusticated or expelled from the University unless s/he has been allowed a reasonable chance to reply to the charges/accusations leveled against him/her.

## **9. Appeal**

- i). An appeal, against rustication or expulsion, shall be referred to a Committee, comprising the Vice Chancellor, senior most Dean, Dean of the Faculty, Chairman of the Department, the Provost, Director Teaching and Chief Proctor.
- ii). Appeal against the decision of an authority who imposes a penalty, shall be filed within fifteen days from the date on which the decision is communicated to appellant provided that the Vice Chancellor may for valid reasons extend this period.
- iii). The Vice Chancellor may revise the penalties imposed by the IDC/UDC/ Dean/Chairman/ Director as the case may be.
- iv). The authority, having the power of imposing a penalty with in his/her own jurisdiction can refer the appeal for review to the higher authority.
- v). When in the opinion of the UDC, the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in Regulation.

## **10. Payment for Damages and Losses**

The Vice Chancellor or any forum to whom the Vice Chancellor may delegate his powers may direct a student, after formal investigation, to pay for any loss or damage to property of the University, public property or to a fellow student or to an employee of the University, caused by a willful act or gross negligence, and if the student does not pay for such damages within definite period, the Vice Chancellor may rusticate/expel student from the University.