

**Khwaja Fareed University of Engineering and Information Technology Rahim Yar Khan  
(KFUEIT, RYK)**

**KFUEIT CODE OF CONDUCT**

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

**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**

KFUEIT 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 behaviour 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 University or property of others while on University premises or at official University 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 University.
- b) Providing forged documents to the University.
- c) Providing false identification to an official of the University.
- 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 DEFAMATION**

Deliberately accusing a person or an organization of misconduct, with knowledge that this allegation is false.

### **1.8 DISRUPTION**

- a) Disrupting or obstructing the functions or activities of the University, whether on campus, or at functions of the University off-campus.
- b) A demonstration on campus which substantially disrupts the normal operations of the University.
- c) Inciting others to substantially disrupt the normal operations of the University.
- d) Obstructing the entrance or exit of any university building or campus gate.
- e) Obstructing the free flow of vehicular or pedestrian traffic on the campus.
- f) Trespassing, that is, unauthorized entry into any area of the campus, room, or grounds.
- g) Disorderly conduct, including failure to comply the directions of faculty or staff of the University.
- h) Discourteous or rude behavior with faculty or staff of the University.

### **1.9 DISTURBANCE**

Every KFUEIT community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The university expects all students to respect this right and to be aware of the impact of their activities on others. For instance, students should refrain from being noisy in the corridors as this disturbs the ongoing classes.

### **1.10 Obscene or Abusive Conduct**

- a) Behavior, action, speech, or distribution of material that is deemed obscene or abusive.
- b) In view of regional cultural and religious norms students shall avoid tight and short clothing.
- c) In view of regional cultural and religious norms male and female students shall not be allowed to sit in form of couples on campus.

### **1.11 False Report of Emergency**

Deliberately causing or making a false report of an emergency. Some examples are false reports of a fire or a crime.

### **1.12 Violation of Rules of Campus Facilities**

Facilities such as Hostel, Sports Complex, cafeteria, laboratories or the Library are governed by

their own set of rules. Violation of these rules will be considered an offence that may be subject to disciplinary action.

All hostels at KFUEIT are single-sex dormitories, and access by members of opposite sex is strictly prohibited.

### **1.13 Misuse of Identification**

- a) Extending your access rights by lending your card to someone else.
- b) Borrowing or unauthorized possession of someone else's identification.
- c) Helping other people, who are otherwise not allowed access, to get in (including tail gating).
- d) Failure to report loss of identification card to University security immediately upon discovery of loss.

Impersonation, for example as faculty or staff member, or as another student in an examination.

- e) Tampering with devices and instruments of identification, for example, identification cards, access control hardware or surveillance devices.
- f) Misuse of Identification impose up to Rs: 10,000 fines.

### **1.14 LITTERING**

All members of KFUEIT community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trashcans are placed on campus at several locations. All members are urged to use these trashcans and refrain from littering on campus. Faculty and senior staff are authorized to approach and collect the smart cards of anyone found littering on campus and report to DSA. DSA will be imposed fine for this offence Upto Rs:5000.

### **1.15 SMOKING**

Smoking is prohibited inside of or at the entrance of any University building, substantially enclosed workplace, and University vehicles. The smoking of 'sheesha', or substance abuse is strictly prohibited all over campus and at all times. Non-compliance of this policy can result in fines up to Rs: 5000 and possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus.

### **1.16 MISUSE OF COMPUTING RESOURCES**

The University provides several forms of computing and information technology resources for the advancement of education, research, service and administration. Misuse of computing and information technology resources implies using them for some other purpose, which includes, but is not limited to:

- a) Unauthorized access to a computing or information technology resource.
- b) Exchange of passwords: Obtaining the password of an account without the owner's

consenter sharing of KFUEIT password with another person.

c) Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource, merely for the purpose of disrupting its normal operation. Intentional introduction of a computer virus, worm or Trojan horse.

d) Knowingly attempting to circumvent security infrastructure, or discovering or exploiting security loopholes without seeking permission to do so.

e) Use of computing or information technology resources to harass, intimidate, threaten, or discriminate against someone, or to knowingly access or distribute content that is obscene or sexually explicit.

f) Masking the identity of an account or a computing resource.

g) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

h) Attempting to read or access another person's email, files or communications, without their consent.

i) Intentional damage to computing or information technology resources or data.

#### **1.17 AIDING, ABETTING, OR INCITEMENT**

Helping, encouraging, or forcing another to violate any of the rules and guidelines mentioned in any part of this Code of Conduct may also be considered an offence that may carry up to the same punishment as the original offence.

#### **1.18 UNLAWFUL ACTS**

Any act by a student, alumnus or student organization which occurs on campus, or off-campus but while representing the University, which is a violation of law according to Pakistan Penal Code or other applicable law. The University reserves the right to conduct disciplinary proceedings even if litigation is pending or concluded in a court of law. The University also may refer any violation of law to Police or other judicial authorities.

#### **1.19 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 University 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.

## 2. THE PROCTORIAL BOARD SHALL PERFORM FOLLOWING FUNCTIONS:

- a. To maintain discipline in the University; ensure University rules are understood and followed; establish and sustain discipline through established rules, regulations, code of conduct and set procedures at KFUEIT.
- b. To keep an eye on the general moral behavior of the students and to prevent the student from indulging in any political activities on University premises.
- c. Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board and be forwarded to directorate of student affairs if deemed necessary.
- d. Deal at first hand with all kind of student's disciplinary matters that disturb and disrupt academic, research and administrative activities of KFUEIT.
- e. Recommend and forward cases of student's disciplinary offense to directorate of student affairs along with relevant documents, proofs and witnesses etc. based in initial fact-finding report.
- f. Work in tandem with relevant administrative departments to ensure smooth and conflict free academic environment in University.
- g. Implementation of all disciplinary rules in the university and propose new regulations or suggest improvement in existing disciplinary rules to directorate of student affairs for approval of the Competent Authority.
- h. Issues written reprimand, call parents/guardian of accused students, or take necessary action as per advice/decision of directorate of student affairs.

| <b>List of fines Proctorial Board are Authorized</b> |                                                                     |                                                                                                                                                                |
|------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | <b>Penalty</b>                                                      | <b>offence</b>                                                                                                                                                 |
| i                                                    | impose a fine not exceeding Rs. 5000/                               | Ragging activities                                                                                                                                             |
| ii                                                   | Report to DSA along with all witness and other supporting evidences | Harassment is in which the purpose is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or |

|      |                                                                                                               |                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                                               | actions.                                                                                                                       |
| iii  | Report to Harassment committee through DSA along with all witness and other supporting evidences              | Sexual harassment                                                                                                              |
| iv   | Report to DSA along with all witness and other supporting evidences                                           | Physical assault includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving. |
| v    | Upto Rs. 10000 or Depend on the damage or Report to DSA along with all witness and other supporting evidences | Unauthorized Use or /and Damage to Property and Services                                                                       |
| vi   | Fine up to Rs. 3000 or Depend on service they use                                                             | Unauthorized use of a university service                                                                                       |
| vii  | Fine upto Rs. 5000 or Report to DSA along with all witness and other supporting evidences                     | Attempt of setting fire on campus                                                                                              |
| viii | Fine upto Rs. 10000 or Report to DSA along with all witness and other supporting evidences                    | Unauthorized Possession of Weapons                                                                                             |
| ix   | Fine upto Rs. 5000                                                                                            | Smoking                                                                                                                        |
| x    | Fine upto Rs. 5000                                                                                            | Littering                                                                                                                      |

### 3. PROCEDURE FOR DISCIPLINARY HEARING

- a. The initial report of student's misconduct or misbehave will be submitted to directorate of student affairs. After reviewing an initial report, the Director Student affairs determines that the incident is deemed sufficiently serious, and it needs further investigation with the approval of Worthy Vice Chancellor case refer to the Student's Disciplinary Committee for investigation.
- b. A disciplinary hearing is a formal process conducted by the University Student

Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation(s) of the Student Code of Ethics & Conduct and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

- c. When a case against a student is referred to the Student Discipline Committee, if it deems fit, suspend the student from the classes till the finalization of the case.
- d. The Discipline Committee shall submit its report to Vice Chancellor through the Directorate Student affairs in four parts i.e. Summary of the Case, Proceedings, Findings and Recommendations. The report shall attempt to document, as much as possible, the matters relevant to the case and the inquiry as conducted by the Discipline Committee.

#### **4. PUNISHMENT OR PENALTY FOR ACTS OF INDISCIPLINE**

- i) These minor penalties are given by DSA or Disciplinary committee, and major penalties are given by Disciplinary committee. Punishment or penalty for acts of indiscipline shall be according to the gravity of the case and may be any one or more of the following:

##### **4.1 MINOR PUNISHMENTS OR PENALTY**

- a. Warning in writing: Notice to the offender, verbally or in writing, that continuation or repetition of prohibited conduct may result in further disciplinary action.
- b. Probation: Probation for a specific period.
- c. Fine: Fine which may amount up to Rs. 10,000.
- d. Withholding of certificate: Withholding of a certificate of good moral character.
- e. Removal of privileges: Deprivation from the privileges enjoyed by the students.
- f. F Grade: Award of “F” grade in a paper or course.

##### **4.2 MAJOR PUNISHMENTS OR PENALTY**

- g. Fine: Fine which may amount up to Rs. 25,000/-
- h. Cancellation of University Scholarship
- i. Exam Result: Cancellation of examination result.
- j. Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- k. Rustication: Rustication from the University for a specific period.
- l. Degree: Non conferment of degree/transcript.
- m. Expulsion: Expulsion from the University.

##### **4.3 OTHER PUNISHMENTS**

Other sanctions or a combination of above mentioned punishments as deemed appropriate may also be prescribed.

- ii) A student guilty of an act of indiscipline shall be liable to the penalties specified in the table below or promulgated through written orders/notifications with the indicated Awarding and Appellate Authorities:

| Sr.No | Penalty                                                                                                                                                                      | Awarding Authority                            | Appellate Authority |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|
| 1     | Exclusion for classroom, Laboratory, Workshop or fieldwork for the periods concerned, for not more than four such consecutive periods and /or a fine not exceeding Rs.2000 . | Teacher In-charge                             | Head of Department  |
| 2     | Exclusion from the game or the Field for not more than one week and /or a fine not exceeding Rs.3000 .                                                                       | In-charge of the Game                         | Head of Department  |
| 3     | Exclusion from Instructional Sports Tour or Survey Camp. and /or a fine not exceeding Rs.3000 .                                                                              | Teacher In-charge/Head of Department/Chairman | Dean                |
| 4     | Exclusion from the Department for a period not exceeding two weeks. and /ora fine not exceeding Rs.5000 .                                                                    | Head of Department/Chairman                   | Dean                |
| 5     | Exclusion from the Library for not more than two weeks and/or a fine not exceeding Rs.5000 .                                                                                 | Chairman/Library Committee                    | Dean                |
| 6     | Exclusion from all classes or any class in any faculty for a period not exceeding two weeks and /or a fine not exceeding Rs.5000 .                                           | Dean                                          | Vice Chancellor     |
| 7     | Exclusion from the Hall of residence for a period not exceeding six months and /ora fine not exceeding Rs.2000.                                                              | Resident Tutor                                | Warden              |
| 8     | Exclusion from the Hall of residence for a period not exceeding one year and /or a fine not exceeding Rs.5000.                                                               | Warden/Director Student Affairs               | Vice Chancellor     |

|    |                                                                                                                                   |                                                 |                 |
|----|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------|
| 9  | Suspension or removal from a position of authority in a hall of Residence and /or a fine not exceeding Rs.2000.                   | Resident Tutor/<br>Warden                       | Vice Chancellor |
| 10 | Suspension or removal from a position of authority in the Students Union or Student Society and /or a fine not exceeding Rs.10000 | Director Student<br>Affairs                     | Vice Chancellor |
| 11 | Suspension or removal from a position of authority in the University Sports and /or a fine not exceeding Rs.5000 .                | Director Sports                                 | Vice Chancellor |
| 12 | Cancellation or Remission of fee or University Scholarship                                                                        | Dean                                            | Vice Chancellor |
| 13 | Fine up to Rs. 2000/-                                                                                                             | Lecturer/ Resident Tutor                        | HOD/Warden      |
| 14 | Fine up to Rs. 3000/-                                                                                                             | Warden                                          | Vice Chancellor |
| 15 | Fine up to Rs. 5000/-                                                                                                             | Assistant Professor                             | Dean            |
| 16 | Fine up to Rs. 10000/-                                                                                                            | Chairman/ Professor/Director<br>Student Affairs | Vice Chancellor |
| 17 | Fine not exceeding Rs. 15,000/-                                                                                                   | Dean                                            | Vice Chancellor |

## **5. DISCIPLINE PROCESS**

DSA office shall call student through email or calls for the hearing a formal process. If student does not arrive for hearing and not able to give a valid written reason. Then DSA is notified his/her against the misconduct they perform.

## **6. APPEAL**

- i). An appeal, against rustication or expulsion, shall be referred to the Vice Chancellor.
- 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 DSA/Chief Proctor/ Disciplinary Committee.
- 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). In case of Proctor committee imposing any penalty the appealing authority is DSA. Written Appeal should be submitted within a week (seven days) after imposing a penalty.
- vi). Appealing authority of Disciplinary Committee's decision is Vice Chancellor.

## **7. Rustication:**

- a. Rustication may be awarded up to a maximum of 3 years. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as his/her appearance in

the examinations are concerned. The actual period of absence from the University will, however, depend upon the time of the academic year when the penalty is imposed.

- b. The student under rustication will have the option of rejoining the University at the beginning of the semester/academic year after the completion of rustication period, provided suitable courses are available in the regular semester's list of courses being offered. It shall be obligatory on the part of the University to readmit the student if he/she wishes to rejoin.
- c. No fee shall be charged from a rusticated student for the time period during which his/her name remained struck off the rolls. However, the previously deposited fee will not be refunded.
- d. No student shall be rusticated from the University unless he/she has been allowed a reasonable chance of defence against the accusations.

#### **8. Expulsion:**

- a. The name of the expelled student will immediately be removed from the University rolls, and fee for remaining month(s) of the semester will not be refunded.
- b. A student expelled from the University will not be re-admitted to any of the University's constituent or affiliated units.
- c. Cases of expulsion will be registered in University records and announced to all constituent and affiliated units.

#### **9. Interpretation:**

If any question arises regarding the interpretation of these regulations the matter shall be deliberated by the academic administration consisting of Head of the Department, Controller of Examinations, Registrar, Deans and Vice Chancellor and their decision thereon shall be final. In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.

#### **10. Removal of Difficulties:**

If any difficulty arises in giving effect to any of the provisions of these Regulations, the Vice Chancellor in individual cases may make such decision, not inconsistent with the spirit of these Regulations, as may appear to necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan Act 2014.