

ITU Students Code of Conduct

1. General

- a. ITU is Pakistan's leading research-oriented IT University. The university is dedicated to its mission of leading, inspiring, and serving humanity, graduating culturally enlightened, technologically knowledgeable, academically skilled, and research-oriented productive citizens. With all its resources, the University pursues her sublime confidence and accountability wholeheartedly.
- b. In the perspective of the University, the prescribed sets of laws, rules, and safeguards outlined in this section are essential for creating and maintaining an educational climate in line with the university community's teaching, learning, and developmental efforts.

2. Defining the terms

- a. 'Complainant' indicates an individual making a complaint or reporting a breach of the rules and policies of the University Code of Conduct.
- b. 'Intentional' indicates deliberate.
- c. 'Respondent' indicates an individual convicted of violating the Code of Conduct of the University.
- d. 'Student' indicates any individual presently enrolled for whom the organization preserves academic records as specified by the laws of the university.
- e. 'Reckless' indicates carelessness or ignorance about the possibly damaging effects of one's behavior, when there is a danger of damage to humans, property or normal university activities.
- f. 'University Official' is a person employed in an administrative, management, academic, research or support staff position.

3. Moral Dishonesty

Moral dishonesty is an act that does not comply with recognized decency standards.

4. Conduct

a. Use of the ITU Code of Conduct

The ITU Code of Conduct refers to behavior shown on the premises of the University, activities sponsored by ITU, and off-campus conduct that adversely impacts the reputation of the University and its goals. Every ITU member is liable for his / her behavior.

b. Classroom Standards

The primary responsibility of the individual faculty member is to manage the classroom atmosphere. If a student engages in any forbidden or illegitimate act or other behavior resulting in a class being disrupted, the faculty member may direct the student to leave the class for the rest of the duration of the class.

c. University ID Card

- i. A photo identification / registration card or visitor pass is awarded to each member of the university society, which must be worn at all times at university premises or at university-sponsored operations. Upon entering university building, identification / registration cards must be presented.
- ii. Identification cards cannot be transferred. The card owner will be called upon to account for any fraudulent use of his / her identity card and will be subject to University disciplinary action if he

/ she has helped with such fraudulent use. The card will be surrendered if any other person is allowed to use it by the student to whom it was issued.

- iii. Upon withdrawal from the University by a card owner, all rights and privileges related to the ID card will automatically cease. The identification card must be surrendered to the organization if the student withdraws or is suspended or expelled from the university.

5. Visitors & Guests

Students may be held responsible for their guests' misconduct during their presence at university premises or in university operations. Visitors, including guests, shall conduct themselves on a university campus at all times in an orderly manner.

6. Discipline Matters

The University is a place where students are taught not only as a means of graduating, but also of developing their characters and enriching the community in which they belong. It is therefore highly essential to have disciplined and structured life on campus. In order to generate and maintain an orderly and decent atmosphere on the premises of University, it is important to establish laws and regulations. The Discipline Committee is established for this purpose. The Discipline Committee heads are empowered to punish students found guilty of misconduct.

7. Ill-disciplinary practices

It is prohibited for all students to engage in behavior that results in any of the following:

a. Abuse, Assault, Threatening Behavior

These include acts that deliberately or recklessly endanger, threaten or cause physical or mental damage to any individual at university premises or at university-sponsored operations, or that deliberately or reasonably cause such damage but not restricted to abusive language, physical or verbal misconduct, harassment, violence.

b. Firearms, Explosives and Other Weapons

Use / possession of dangerous (biological / chemical) materials and weapons of any kind, firearms, explosives, crackers, etc.

c. Providing fake information, falsification or unauthorized use of documents

Intentionally providing fake data to the University and its representatives or misusing affiliation with the University to gain access to external agency / services or using fake data or resources of the University to compromise the University name. Falsification, unauthorized alteration or unauthorized use of any University document or electronic transmission, or academic and non-academic records, signatures, seals, or stamps.

d. Indecent Behavior

Engaging in disorderly or indecent behavior, violating peace, encouraging or involving another individual to break peace at university premises or functions / activities sponsored by universities. Any unauthorized use of electronic or other devices to record any person's audio or video without his/her prior knowledge / permission at university premises.

e. Theft

Theft of assets or services at university premises or activities sponsored by the university.

f. Damage to Property

Deliberately or recklessly destroying or damaging, or trying to destroy or harm, University property or other assets on University premises or activities sponsored by University.

g. Non-Compliance with Official Direction

Failure to comply with appropriate direction of University officials acting in performance of their duties.

h. Violation of University Regulations and Policies

Violating laws or policies of the university, including amendments and additions taken from the date of publication. For example, use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants etc. on the campus directly or indirectly.

i. Unauthorized Access to Facilities

Unauthorized access or use of the facilities and equipment of the University. Unauthorized possession, duplication or use of keys to any property, facilities or equipment at the university or unauthorized entry or use of property at the university.

j. Unauthorized Use of Computer or Electronic Communication Devices

Robbery or any other misuse of computer equipment and assets include the following:

- i.** Illegal access to a file, intended to use, read or modify the contents, or for any other purpose.
- ii.** Illegal transfer of a file.
- iii.** Illegal use of the identification or password of another person.
- iv.** Disruption with another student's work, faculty member, or official at the university.
- v.** Sending vulgar, abusive or threatening messages.
- vi.** Computer virus transmission.
- vii.** Disruption with the regular computing operation of the university.
- viii.** Illegal software duplication or other violation of copyright laws.
- ix.** Illegal access or unauthorized, malicious use of University computer equipment or networks or electronic communications devices or the use of such equipment or devices to obtain illegal access or use of off-campus computer equipment.
- x.** Involvement in misuse of internet and cyber-crimes, i.e. uploading offensive material that leads to provocation or maligning anyone.

k. Inciting Others to Misconduct

Use of words or actions intentionally to incite or encourage violent or retaliatory behaviors or other acts of misconduct.

l. Identification/Registration Cards

Failure to wear, produce or surrender a University official's identification card upon request.

m. Animals

Bringing an animal to the university building is strictly prohibited.

n. Indulgence in Illegal Activities

Involvement in political / ethnic / racial / sectarian activities or membership of any banned organization and involvement in such organizations for furthering the cause of a political party.

o. Gambling

Illegal exchange of cash offers or services as a result of an organized or unorganized game or competition.

p. Smoking

Smoking is strictly prohibited on University premises. If any student is found smoking Or using/having drugs in any form will be presented to the Disciplinary Committee.

q. Abuse of the Student Conduct System

Abusing the student conduct system includes the following:

- i. Failure to comply with a University official's notice of appearing as part of the student conduct system for a meeting or hearing.
- ii. Falsifying, distorting or misrepresenting data before a university hearing body or designated hearing officer.
- iii. Interruption or conflict with the orderly conduct of a hearing proceeding.
- iv. Violation of the hearing of the University Code of Conduct.

r. Indulgence in Acts of Moral Turpitude

Indecent behavior conducted on campus, including classes, cafeterias, labs, etc., disobeying the standards of decency, ethics, and religious / cultural / social values by a single student or groups of students.

- s. Damage to university furniture / stuff, scribbling / carving, wall chalking, lab / university equipment etc.
- t. Use of mobile phones in classrooms, examination halls, laboratories and libraries thus disrupting the calm of these places.

8. Off-campus conduct

Conduct outside university premises should not affect the University's interest / image.

9. Enforcement of Code of Conduct

Matters of indiscipline would be referred to the concerned authorized to examine disciplinary matters and decide on them in accordance with the rules and regulations of the ITU. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held responsible for their guests ' misconduct while at university premises or events sponsored by the university. Students charged with violations of this Code are subject to disciplinary action under ITU rules / regulations / statutes.

10. Littering

It is everyone's responsibility to keep the campus environment clean and tidy. No littering or trash on the campus premises should be carelessly thrown or left. To deposit the refuse, the designated waste boxes should be used.

11. Sports.

It is expected that all individuals and teams involved in sports will always show sportsmanship, respect, consideration and appreciation to their opponents, teammates, officials and staff at the university.

- a. Under no circumstances should a player or sportsman react violently or use any form of foul or abusive language, whether it is directed at a staff member, official match, opponent, playing colleague, official team or spectator.
- b. Individuals who sign the player registration form agree to abide by this code of conduct and agree that any deviation from these guidelines will result in disciplinary action by the University.
- c. Persons under the influence of drugs are not allowed to participate in the University's sport activities and as such the defaulters shall be liable to ITU disciplinary action.
- d. Please remember, on a final note, that there is no ideal referee, umpire or official. You may not agree with any decision being taken and the umpires and sports officials may also make errors, just like players.

12. Dress Code

Students are supposed to wear decent and sober dress to sustain the academic dignity and sanctity of the educational institution.

- 13.** All faculty members, administrative staff and support staff are expected to monitor this code of conduct and report any disregard or violations thereof to the institution for taking appropriate corrective action/remedial measures.

- 14.** The following Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of all actions and activities relating to or impacting on the University (ASTP premises) or its students and employees. All students are required to be aware of and act consistently with requirements set down in this **Code of Conduct.**

- Students should display their cards at the main entrance of the building.
- Entrance is prohibited without a university card.
- Students should only use ITU Gate to enter the building.
- Main building entrance (Reception side) is highly restricted for the students to enter.
- Students are only allowed to use ITU Elevator/Lift to reach the campus (6th & 4th Floor).
- Main tower Lifts shall only be used for Prayer/Namaz (3rd Floor) and Lunch (3rd Floor).
- Any violation /misbehavior in the student lift will be prosecuted.
- Students are expected to show utmost discipline in the campus and the lifts.
- Students should stay in the campus area.
- Strict action will be taken against those students who are found on other floors.
- Keep your curricular and Extra-curricular activities in the campus area.
- Smoking is only allowed in smoking zones (Level 3 Tuck Shop area)
- Students are bound to show their student cards if asked by the facilitation officer.
- Keep all birthday celebrations in the food court area (Level 2 only).
- Playing cards at any place of the building is strictly prohibited.
- Nuisance is restricted in the building in any form.
- Sitting in stairs, sitting in windows etc... is prohibited.
- Student cars are not allowed in the building parking area. They can park their car at Ittefaq Hospital paid-parking.
- Students should park their bikes properly. Follow instructions given by the support staff in the parking area for better parking management. Otherwise the bike will be retained until FCC decides for further action.
- Students are not allowed to bring visitors with them. Visitor entry will be entertained through the university management.
- Pick and drop stickers will not be issued to the students.

- In case a student's belongings get lost or stolen then firstly it should be reported to the university management and only after written approval they can come to FCC Room (Level 1) to initiate investigative measures.

Any type of harassment will be tackled under the ITU harassment policy under the HEC guidelines.

Hearing of Complaints

a. For minor complaints

A committee of proctors will be authorized to hear the minor complaints:

Committee: I	Additional Registrar	(Admin)
	One Faculty Member	(FoS)
	One Faculty Member	(FBM)
	Academic Coordinator	(FoS)
Committee: II	Additional Registrar	(Admin)
	One Faculty Member	(FoE)
	Coordinator	(EE)
	Coordinator	(CE)
Committee: III	2nd & 3rd Level along Surrounding of the Building	
	Coordinator	(FBM)
	Coordinator	(Eco)
	Deputy Registrar	(Academies)
	Program Manager	(Admin)

Note: There must be at least one female member in each committee of Proctors.

All above will be Proctors in their individual capacities and can charge fines to any student upon any violations. If the issues involve a number of students of 3 and above or issues of some serious nature, it requires to be listened by the proctors' committee. The Quorum of the committee should not be less than ½ of the above mentioned

The committee will be authorized to hear the minor complaints and impose any one or more of the following Punishments if the accused is found guilty.

Minor Punishments

1. Warning in Writing.

Notice to the accused, orally or in writing that further disciplinary action may result in the continuation or repetition of prohibited conduct.

2. Probation.

Probation for a particular time period.

3. Fine.

Fine that can be up to Rs. 10,000.

4. Withholding of Certificate

Withholding of a certificate of good moral character.

5. Removal of Privileges

Deprivation from the advantages enjoyed by the student.

b. For Serious Complaints

If the nature of the incident is serious, the complaint will be forwarded to the Central Disciplinary Committee. The Central Disciplinary committee will be consisting of the following:

c. Discipline Committee

ITU Disciplinary Committee is composed of the following members:

One Faculty Member from each faculty:

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|--|---------------------|
| 1. Faculty of Sciences | Nominee of the Dean |
| 2. Faculty of Engineering | Nominee of the Dean |
| 3. Faculty of Business & Management | Nominee of the Dean |
| 4. Faculty of Humanities & Social Sciences | Nominee of the Dean |
| 5. Students' representative from the institution. | Member |
| 6. Office in charge Student Affairs | Member |
| 7. Additional Registrar/Dep. Registrar/Assist. Registrar (Admin) | Member |
| 8. Manager Academics/Dep. Registrar/Assist. Registrar (Acad) | Member/Secretary |

Quorum of the committee will be 50% from the both faculty and administration

- d. In addition to all above the Registrar will be authorized to charge fine upto Rs. 25,000/- (which can be increased from time to time) in case of any violations or disobedience of any announced/informed guidelines/code/rules/regulations/policy from time to time. He is also authorized to waive any percentage or all of the fine(s).

After offering the defaulter complete chance to express his / her point of view, the Discipline Committee shall grant punishment any one or more of the following:

Major Punishments

1. Expulsion

Expulsion from the class for up to one semester for a particular period.

2. Fine.

Fine that can be up to Rs. 50,000.

3. Rustication

Rustication from the institution for a specific period.

15. Disciplinary Process

a. Case Referrals

Each ill-disciplinary case shall be reported to the Registrar/Additional Registrar/Manager Academics. Any charge should be submitted as quickly as possible after the alleged violation has occurred, preferably within 24 hours of the violation. Those referring cases are usually supposed to serve as a complainant and to present appropriate proof before the Proctors / ITU Discipline Committee in disciplinary hearings. Depending on the gravity of the situation, the concerned authority will decide to impose minor departmental penalty.

b. Hearing of Disciplinary Cases.

A disciplinary hearing is a formal method carried out by the Proctors / Disciplinary Committee of the Institution. This official process is intended to collect and consider appropriate data regarding the alleged violation/s of the Code and to determine and suggest a penalty.

c. Punishments.

Proctors / ITU Disciplinary Committee will suggest a penalty on the basis of the seriousness of the situation after giving the defaulter complete chance to express his / her point of perspective. This must be done before imposing the penalty.

d. Appeals.

An appeal against the Discipline Committee's decision may be lodged with the Vice Chancellor within seven working days of announcement of the decision.

16. Federal/Provincial Laws and Ordinances.

Violation of a Federal/Provincial law or ordinance will be treated accordingly under these laws.