ITU Student 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. University ID Card

The University ID card must be worn at all times on University premises and during University-sponsored activities, and produced upon entry to University buildings.

The card is non-transferable; any misuse or allowing its use by another person shall render the cardholder liable to disciplinary action.

Upon withdrawal, suspension, or expulsion, all rights and privileges attached to the card shall cease forthwith, and the card shall be surrendered to the University.

Students are bound to show their student cards if asked by the security staff, proctor or any official of the university.

5. Prohibited Acts and Behaviours

a) Violence, Abuse or Harassment

Acts that intentionally or recklessly cause or threaten physical or mental harm, including abusive language, harassment, assault, or violence, on University premises or at University-sponsored activities.

b) Weapons and Dangerous Materials

Possession or use of firearms, explosives, crackers, or any biological, chemical, or other dangerous materials.

c) Fraud and Document Misuse

Providing false information; falsification, unauthorized alteration, or misuse of University records, documents, electronic data, signatures, seals, or affiliation.

d) Disorderly or Indecent Conduct

Disorderly, indecent, or disruptive behavior, including breach of peace or unauthorized audio/video recording without consent on University premises. Conduct violating standards of decency, ethics, or religious, cultural, or social values on University premises.

e) Unauthorized Access / Theft or Property Damage

Unauthorized entry into or use of University facilities, equipment, or possession or misuse of University property. Theft of University property or services, or deliberate or reckless damage to University assets.
In case a student's belongings get lost or stolen at the ASTP Campus, 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 of investigation by the security and IT staff.
For Barki Campus, the admin office should be contacted.

f) Non-Compliance with Officials

Failure to comply with lawful directions of University officials in the performance of their duties.

g) Violation of University Rules or Law

Violation of University regulations or applicable laws, including possession, use, sale, or distribution of drugs, narcotics, or intoxicants on campus.

h) Misuse of IT Systems or Electronic Communication

Unauthorized access to systems or data, misuse of passwords, disruption of computing services, transmission of malicious software, copyright violations, cyber-crimes, or sending abusive or offensive electronic communications.

i) Incitement to Misconduct
Acts or speech intended to incite or encourage violence or other misconduct.

j) Animals on Campus
Bringing animals into University buildings without authorization.

k) Prohibited Political or Extremist Activity
Involvement in political, ethnic, racial, sectarian activities, or membership in any banned organization on campus.

l) Gambling
Participation in gambling or wagering involving money, goods, or services on University premises.

m) Smoking (tobacco, substances, e-cigarette and vapes etc.) and Drug Use
In compliance with the HEC Policy on Drugs and Tobacco Control at HEIs, smoking (in all its conventional and electronic forms) is strictly prohibited on University premises. Any student found smoking will be referred to the Anti-Drug and Tobacco Committee and may face major or minor penalties as defined in the policy. Furthermore, the use or possession of drugs in any form will result in immediate expulsion from the University.

n) Disruptive Use of Mobile Devices
Use of mobile phones in classrooms, examination halls, laboratories, or libraries in a manner that disrupts academic activities.

o) Littering
Discarding waste, trash, or any material on University premises except in designated disposal areas. Consumption of food is not allowed inside teaching venues or common rooms.

6. Digital Communication & Email Etiquette Guidelines:

The following SOPs must be adhered regarding digital communication and email correspondence: -

a) **Use of ITU Email:** Use only your official ITU email for academic/administrative communication and avoid personal or unauthorized account access.
b) **Professional Email Etiquette:** Write clear, polite, concise emails with proper subjects, avoid informal language, and always proofread before sending.
c) **Online Platform Conduct:** Use ITU-approved platforms professionally and avoid irrelevant, unverified, or inappropriate content.
d) **Attachments and Links:** Send only necessary attachments, avoid large files, and share safe, valid links

e) **Respectful Communication:** Communicate respectfully; harassment, offensive language, and discrimination are prohibited.
f) **Communication Hours:** Follow official working hours i.e. 9:00 AM to 5:00 PM while sending emails and avoid expecting responses after hours.
g) **Handling Sensitive Information:** Protect confidential material, password-secure sensitive files, and verify recipients before sending
h) **Security and Reporting:** Avoid suspicious links/files and report phishing or inappropriate communication to IT department.

7. Dress Code

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

8. University Entry and Parking

a) Entrance is prohibited without a university card.
b) Official spaces such as the reception areas and one window offices' work desks are restricted for the students to enter.
c) Students must park in the designated Student Parking Areas only.
d) **For ASTP Campus:**
    i. Students should only use ITU Gate to enter the building.
    ii. Students are only allowed to use ITU Elevator/Lift to reach the ASTP Campus (6th floor).
    iii. Main tower Lifts shall only be used for Prayer/Namaz (3rd Floor) and Lunch (3rd Floor) of ASTP Campus.
    iv. Any violation /misbehavior in the student lift will be prosecuted.
    v. Students are expected to show utmost discipline in the campuses and especially in the lifts.
    vi. Students should stay in the campus area of the ASTP building.
    vii. Strict action will be taken against those students who are found on other floors of ASTP Campus.
    viii. Keep all birthday celebrations in the food court area (Level 2 only).
    ix. Student cars are not allowed in the building parking area. They can park their car at Ittefaq Hospital paid-parking for ASTP campus or at the designated student's car parking area at Barki Campus.
    x. 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/ITU Admin decides for further action.
    xi. Visitor entry will be entertained through the university management only.
    xii. Pick and drop stickers will not be issued to the students for ASTP Campus. The Permission for access till pick and drop area at Barki Campus will only be granted after formal application and approval.

9. 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.

10. Sports

All participants in University sports activities shall maintain sportsmanship and respectful conduct toward teammates, opponents, officials, staff, and spectators. Violence, abusive or foul language, and participation under the influence of drugs are strictly prohibited and shall lead to disciplinary action.

By participating in University sports, individuals agree to abide by the ITU Student Code of Conduct and accept the decisions of match officials.

11. Off-campus Conduct

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

12. Disciplinary Action and Hearing of Complaints

Each-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, Proctors Committee or ITU Disciplinary Committee in disciplinary hearings. Depending on the gravity of the situation, the concerned authority will decide to impose a minor departmental penalty.

12.1 Proctor:

- A Proctor is an authorized university official appointed to supervise student conduct, maintain discipline, and enforce the Student Code of Conduct.
- A Proctor is a member of the Proctor’s Committee vested with individual authority to enforce discipline and levy fines under the Student Code of Conduct.

12.2 Penalty Imposition Powers of Proctors:

a) Verbal or Written Warning: Notice to the accused, orally or in writing that further disciplinary action may result in the continuation or repetition of prohibited conduct.
b) Probation: Placing a student on disciplinary probation for a specific duration.
c) Fine: Fine that can be up to Rs. 10,000.
d) Suspension: Suspension from the rolls, and/or ban on entry in the premises of the University for a specific duration.

e) Recovery: Imposition of fine for recovery of loss or damage to movable or immovable University property up to a maximum amount of PKR 10,000.
f) Proctor's Committee may transfer case to the another committee on the basis of its nature or severity.
g) Withholding of Certificate: Withholding of a certificate of good moral character.
h) Removal of Privileges: Revocation of privileges and entitlements availed by the student.

The Proctor's Committee will be authorized to hear the minor complaints and impose any one or more of the punishments if the accused is found guilty.

12.3 Proctors' Committee (For Minor Complaints)

Cases of minor complaints will be forwarded to the relevant Proctor's Committee.

12.3.1 Proctor Committee I (Block-C, Barki Campus)

Committee Members:

1. Faculty Member (FoS) (Convener)
2. Additional Registrar (Co-convener)
3. Coordinator (GGS)
4. Representative from Academics Office
5. Coordinator (FoS) (Member/Secretary)

12.3.2 Proctor Committee II (Block-A and Adjacent Areas, Barki Campus)

Committee Members:

1. Faculty Member (FHSS) (Convener)
2. Faculty Member (FBM) (Co-convener)
3. Representative from Academics Office
4. Representative from Admin Department
5. Coordinator (FBM) (Member/Secretary)

12.3.3 Proctor Committee III (Block-B and Adjacent Areas, Barki Campus)

Committee Members:

1. Faculty Member (FoE) (Convener)
2. Deputy Registrar (Co-convener)
3. Representative from Academics Office
4. Coordinator (FoE Undergraduate Office)
5. Coordinator (FoE Graduate Office) (Secretary)

12.3.4 Proctor Committee IV (General Areas of the University, All Campuses)

Committee Members:

1. Chief Librarian (Convener)
2. Controller of Examinations (Co-convener)
3. Nominee of the Dean FoE
4. Nominee of the Dean FoS
5. Representative of the Registrar - I
6. Representative of the Registrar - II (Member/Secretary)

Note: - The Quorum of the committee shall not be less than one half of the members. It is *recommended* to have at least one female member in each committee of Proctors.

12.4 Disciplinary Committee for Serious Complaints

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

1. One senior faculty or staff member (BS-19 or above) to be nominated by the Vice Chancellor
2. Nominee of the Dean Faculty of Sciences (member)
3. Nominee of the Dean Faculty of Engineering (member)
4. Nominee of the Dean Faculty of Business & Management (member)
5. Nominee of the Dean Faculty of Humanities & Social Sciences (member)
6. Student Representative (to be nominated by In-charge SSPO)
7. Nominee of the Registrar from Admin Department (member)
8. One female faculty member to be nominated by the Vice Chancellor (member)
9. Nominee of the Registrar from Academics Office (member)
10. Deputy Registrar (member/secretary)

The Vice Chancellor to nominate any of the faculty members as Convener.

The Disciplinary Committee shall operate under the same approved guidelines in the ITU Student Code of Conduct, maintaining uniformity in procedures and penalties. The quorum for the committee meeting shall comprise at least four members, to validate proceedings and decisions.

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 in addition to the minor punishments as outlined above (if required):

12.4.1 Major Punishments

a) Fine: Fine that can be up to PKR 50,000.
b) Rustication: Rustication from the institution for a specific period.
c) Expulsion: A penalty of expulsion from the University.

d) Recovery: Imposition of fine for recovery of loss or damage to movable or immovable University property up to a maximum amount of PKR 50,000.

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).

In case of imposition of fine, the Student Accounts office shall issue a voucher in the prescribed manner and the fine shall be paid by the offender within ten (10) days from the issuance of its notification. The original Bank Deposit Slip showing payment of fine shall be submitted to the Office of the SSPO, Academics Office as well as respective Dean concerned within due date, failing which the name of the defaulter student shall be suspended/struck off the University rolls by University. The defaulter student(s) shall not be entitled to file an appeal until he/she deposits the amount of fine.

In case, on the appeal of a student, fine is remitted or reduced, the amount of fine/its balance may be refunded to the student concerned by the Student Accounts office.

13. Appeal Against Penalties

a) A student upon whom any penalty has been imposed by the Proctor or the Proctors' Committee may, within seven (07) days from the date of receipt of the order, file an appeal against such order before the Disciplinary Committee.
b) A student upon whom any minor penalty or major penalty, or both, has been imposed or retained by the Disciplinary Committee may, within seven (07) days from the date of receipt of the order, file an appeal against such order before the Grievance Redressal Committee.
c) The Disciplinary Committee or the Grievance Committee, as the case may be, may:
    i. dismiss the appeal; or
    ii. acquit or pardon the appellant; or
    iii. order a fresh inquiry; or
    iv. reduce or enhance the penalty; or
    v. suspend the punishment for a specified period, which may be conditionally re-imposed immediately upon evidence of the student's involvement in acts of indiscipline or otherwise.

Provided that no recommendation or decision shall be made unless the affected student is afforded an opportunity of being heard in person; provided further that in the event the student fails to appear for the personal hearing without sufficient cause, the Committee may proceed to decide the matter *ex-parte*.

Provided further that where the Appellate Authority proposes to enhance the penalty, it may by an order in writing, inform the accused student of the action proposed to be taken and the grounds thereof.

14. Grievance Redressal Committee for Students

The Grievance Redressal Committee formed in accordance with the clause 18 (2) of the ITU's Act 2012.

It constitutes of the following:

1) Nominee of the Vice Chancellor (Convener)
2) One Dean to be nominated by the Vice Chancellor (member)
3) 2 senior-most faculty members of the University other than the convener (members)
4) Registrar (member/secretary)

The quorum should be one half of the members. The decision of the GRC will be final and binding on the student(s).

15. Federal/Provincial Laws and Ordinances

Any breach of federal or provincial ordinances will result in legal action as prescribed by the law.

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.