

RULES AND REGULATION FOR THE STUDENTS

BASIC INTRODUCTION

Conduct is the set of rules & regulations to maintain discipline among the students. This Code of Conduct will be enforced in the Institute, in the constituent Institutes and Sub-Campuses. The Al-Bahria Institute (ABI) has emerged as a leading research Institute in Pakistan. The Institute is fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, and academically competent and research oriented productive citizens who are prepared to lead, inspire, and serve humanity. The Institute wholeheartedly commits itself and all its resources to this sacred trust and responsibility. The ABI community comprises of a diverse population of students in pursuit of academic excellence. It strives to refine the institutivity of students to reason and to communicate freely and clearly so as to become responsible, morally equipped and moderate. It is therefore expected that these attributes, in turn, should be reflected in their everyday behavior, attitude and dress. ABI believes that the regulations, guidelines and safeguards described herein are indispensable features to maintaining an academic environment.

1. Definition of Terms

Unless there is anything repugnant in the subject or context, the expressions used in these regulations and defined or used in this Code of Conduct shall have the meaning assigned to them respectively.

Definitions of different terms are

1. Complainant means a person who makes a complaint or reports a violation of the Institute Code of Conduct or Institute regulations and policies.
2. Intentional means deliberate. Respondent means a person who has been accused of violating the Institute Code of Conduct.
3. Student means any currently enrolled person for whom the Institution maintains educational records, as defined by the Institute regulations.
4. Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal Institute operations exists or can be reasonably foreseen.
5. Institute Official is a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position.
6. Authority: means Chairman (Board of Governor), Discipline Committee and DSA, as the case may be.
7. Discipline Committee means a Committee constituted under rules of the Institute consisting of members and co-opted members.
8. Punishment: includes any penalty which Discipline Committee deems fit, defined in the rules.
9. DSA: means Director Student's Affairs and includes other officers of the Directorate.
10. DDC: means Departmental Discipline Committee consisting of not more than three members out of which one will be the Convener.
11. Officer: means Officers they are investor (BOG / Directors) or having Master Degree in academic & nonacademic departments and includes members of vigilance squad.
12. Fine: Fine imposed by the Committee or recommended by an officer, member of vigilance squad or by any person approved by the Authority.
13. Chairperson: means chairperson of the teaching department.

2. Academic Dishonesty

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of Institute academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty.

Common examples of academically dishonest behavior include, but are not limited to, the following:

1. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination sheet; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.
2. **Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. **Plagiarism:** Intentionally or knowingly or unknowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
5. **Unauthorized Collaboration:** Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

3.Unfair Means

Use of unfair means generally covers the following:

1. An attempt to have access to the question paper before the test/examination.
2. Use/possession of unauthorized reference material during test/examination.
3. Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
4. Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/exam paper etc.

Moral Dishonesty: Moral dishonesty means act which does not conform to known norms of decency.

Extension of the ABI Code of Conduct: The ABI Code of Conduct applies to conduct that occurs on the Institute premises, at ABI sponsored activities and to off-campus conduct that adversely affects the Institute reputation and/or the pursuit of its objectives. Each member of ABI shall be responsible for his/her conduct.

Classroom Standards: The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period and report the matter to the concerned Chairperson/ Incharge, who will forward the matter to DDC/Director Students Affairs. Students must be protected against infringement of their rights and unfair practices. **Identification/Registration Card:** Each member of the Institute community is issued a picture Identification/Registration card or visitor's pass, and must wear it at all times while on Institute premises or at Institute-sponsored activities. Identification/Registration cards must be presented upon entering Institute buildings and must be worn while on Institute premises.

Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the Institute if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.

Upon card owner's withdrawal from the Institute, all rights and privileges related to the identification card will automatically cease. If the student withdraws, or is suspended or expelled, from the Institute, the identification card must be surrendered to the College/institute as the case may be.

Visitors and Guests: Students cannot invite any visitor without the permission of Competent Authority. Students may be held accountable for the acts of misconduct of their

guests while on Institute premises or at Institute-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior.

4. Acts of In-discipline/Prohibited Conduct

All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

Academic Dishonesty: Violating the Institute Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

Abuse, Assault, Threatening Behavior: Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person/ student, or oneself, on Institute premises or at Institute-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion etc.

Firearms, Explosives and Other Weapons: Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on Institute premises, with or without a license to possess the same has been issued to the possessor.

Violation of Disciplinary Sanction: Violating terms of any disciplinary sanction imposed in accordance with ABI Statutes.

Furnishing False Information, Forgery or Unauthorized Use of Documents: Intentionally furnishing false information to the Institute and its officials; or misusing affiliation with the Institute to gain access to outside agency/services; or using false information or Institute resources to compromise the name of the Institute. Forgery, unauthorized alteration, or unauthorized use of any Institute document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

Disorderly Conduct or Indecent Behavior: Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or hiring another person to breach the peace on Institute premises or at Institute-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Institute premises without his or her prior knowledge. **Theft:** Theft, or attempted theft, of property or services on Institute premises or at Institute-sponsored activities.

Damage to Property or its Destruction: Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises or at Institute-sponsored activities. **Non-Compliance With Official Direction:** Failure to comply with reasonable direction of Institute officials acting in performance of their duties.

Violation of Institute Regulations and Policies: Violating Institute regulations or policies including amendments and additions adopted since the publication date.

Alcohol/Drugs/Intoxicants: Distribution, possession, and consumption of alcohol/drugs/intoxicants on Institute premises or at Institute-sponsored activities.

Unauthorized Access to Facilities: Unauthorized access or entry to, or use of, Institute facilities and equipment Unauthorized possession, duplication or use of keys to any Institute premises, facilities or equipment; or, unauthorized entry to or use of Institute premises.

Unauthorized, Use of Computer or Electronic Communication Devices: Theft or other abuse of computer facilities and resources including, but not limited to:-Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose. Unauthorized transfer of a file.

Use of another individual's identification and/or password.

Interference with the work of another student, faculty member or Institute official.

Sending obscene, abusive or threatening messages.

Transmission of computer viruses.

Interfering with normal operation of the Institute computing system.

Unauthorized duplication of software or other violation of copyright laws. Unauthorized access to, or unauthorized, mischievous or malicious use of Institute computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

Provoking Others to Misconduct: Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

Identification/Registration Cards: Failure to wear, or to produce or surrender the identification card upon the request of a Institute official.

Animals: Bringing an animal into any Institute building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which express permission has been granted by the Institute Authority.

Demonstrations: Walking in large groups, shouting and talking loudly near class rooms, aimless sitting in corridors after class timings, demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the Institute community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area (or any Institute sponsored activity).

Political Activities: Unauthorized use of Institute facilities or equipment for political activities.

Harassment: Includes the following: Passing remarks, placing visual or written material, aimed at a specific person or group: a. With the intention of causing harm to the person or group; and/or, b. Creating an environment which limits a student's educational opportunity. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity. Physical assault.

Gambling: Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

Smoking: Smoking is prohibited on Institute premises.

Mobile Phones: Use of mobile phone in the class room is completely banned. It should be switched off during class hours. No one can bring mobile phone during exams in the examination room/hall.

Abuse of the Student Conduct System: Abusing the student conduct system including, but not limited to:

- Failure to obey the notice from a Institute official to appear for a meeting or hearing as part of the student conduct system.
- Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the Institute.
- Disruption or interference with the orderly conduct of a hearing proceeding.
- Causing a violation of Institute Code of Conduct hearing to convene in bad faith.

Indecent Behavior at the Campus/ Disturbing Academic Atmosphere: Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students. Damage to the institute fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/institute equipment, etc. Use of mobile phone/ listening music in class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

Off-Campus Conduct: Conduct occurring off Institute premises is such that it should not affect the interest/image of the Institute.

5. Enforcement of Code of Conduct

Matters of indiscipline would be referred to the College, Institution or ABI authorities, which are authorized to check indiscipline matters and decide as per ABI rules, regulations and policy, or as per the decision of Discipline Committee it deems fit. Parents of those students who disobey authority and violate the code of conduct will be informed. Students are not allowed to bring their guests at the Campus except their parents.

6. Punishment or Penalty for Acts of In-Discipline

Punishment or penalty for acts of in-discipline shall be according to the gravity of the case and may be any one or more of the following:

7. Minor Punishments

- Warning in writing: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- Probation:** Probation for a specific period not exceeding four months.
- Fine:** Fine which may amount up to Rs.5000/-.
- Hostel Suspension/Permanent Removal:** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- Withholding of Certificate:** Withholding of a certificate of good moral character.
- Removal of Privileges:** Deprivation from the privileges enjoyed by the students.
- F Grade:** Award of “F” grade in a paper/ cancellation of the examination for one paper or more.

8. Major Punishments

- Fine:** Fine which may amount up to Rs.25000
- Exam Result:** Cancellation of examination result.
- Ineligibility:** for further admission.
- Rustication:** Rustication from the class for a specified period up to two semesters after the expiry of the punishment, the student shall be admitted in the semester where he/ she left.
- Expulsion:** includes expulsion from the Institute for indefinite period, cancellation of studentship and admission, ineligibility for further admission. Degree: Non conferment of degree/transcript.
- Other sanctions or a combination of above mentioned punishments as deemed appropriate.

9. Discipline in the Hostels

Instructions already issued in this regard by the Administrative Directorate will be followed.

10. Discipline Process

- Case referrals:** Each case of in-discipline shall be reported to the Chairperson Hall Council of the College/Institute/Centre/ through HOD or the warden of the hostel. Any charge should be submitted as soon as possible after the alleged violation takes place. Chairperson Hall Council depending upon the gravity of the case will decide to award minor punishment or refer the same to ABI Discipline Committee for decision by senior competent authority for major punishment.
- Procedure-disciplinary hearing:** A disciplinary hearing is a formal process conducted by the ABI Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within reasonable period.
- Punishments:** ABI Discipline Committee will recommend/ impose a penalty (major or minor) as a punishment according to the gravity of the case after giving full opportunity to the defaulter to give his/ her point of view or as the case may be.
- Appeals:** An appeal against the Discipline Committee decision can be filed to the Vice Chancellor within fifteen days of the notification of the decision.

10.General

Gender Mixing: Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.

Littering: It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.

Sports

- All individuals and teams involved in sports should participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and Institute staff at all times.
- Under no circumstances should participants react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

- Individuals signing the player registration form agree to instituted by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the Institute.
- Persons under the influence of drugs are not permitted to participate in sport activities at the Institute and as such will result in disciplinary action by ABI
- Director Sports, ABI will be responsible for maintaining discipline in all the playgrounds.

Library: The Librarian shall be responsible to maintain discipline in the library. He may require a student to leave the library on an act of indiscipline or report to DSA.

Parking: Wrong Parking at the Institute will result in fine Rs.200/- for car and Rs.100/- for motorcycle or as the case decided by the Committee or Incharge Parking Stands.

11. Dress Code

In order to maintain academic dignity and sanctity of the Institution, students and staff of the Institute are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of life style at ABI campuses. Purpose of Dress Code is to establish the basic guide lines for appropriate work dress that promotes a positive image of ABI and also allow maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. To institute by the student dress code, student should not:

- Wear tight or see-through dress.
- Wear Shorts, or sleeve-less shirts.
- Wear Tee-Shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others.
- Wear torn clothing.
- Wear jogging or exercise clothing during classes.
- Put on excessive makeup or wear expensive jewelry.
- Wear untidy, gaudy or immodest dress in classrooms, cafeteria and institute offices. Wear unprofessional attire in formal programs and interviews.

All faculty members and administrative officers, support staff and students will be expected to monitor this code of conduct and report any such disregard or violations to college/institution/ headquarter ABI for taking appropriate action/remedial measures.