

# FOUNDATION UNIVERSITY, ISLAMABAD

## FUI DISCIPLINE POLICY CONTENTS

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## FUI DISCIPLINE POLICY

1. **Introduction:** Good discipline is key to success in the achievement of goals. Absence of discipline leads to many uncertainties, unrest and may result in chaos and confusion. Alternatively, disciplined environment has a good impact on the development of growing minds and gives a better grooming field for a novice. The ultimate achievement of education is a disciplined mind which works within the constraints and challenges of life and follows an act of rules without impinging upon the rights of others. The prevailing FUI environment stands out and shines mainly due to our unflinching resolve to follow our ethical, social and religious values. However, we are also aware of the changing winds due mainly to the media and communication advancement resulting into shrinking of the global distances and the erosion of ideological barriers. These SOPs have been formulated to meet these challenges by suitably modifying and dovetailing the essentials to cater to the changing requirements of the society.

2. **Aim:** To spell out a comprehensive policy for the constituent-Institutions/ **campuses** with a view to help them create a civilized and conducive environments for knowledge seekers at the FUI.

### 3. **Policy**

- |    |                           |   |  |
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| a. | <b><u>PART - I</u></b>    | - | Terms and Code of Conduct  |
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| d. | <b><u>PART - IV</u></b>   | - | Rules of Business  |
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**PART - I**  
**TERMS AND CODE OF CONDUCT**

1. **Objectives:** The SOP is designed to achieve the following:-
  - a. Project, portray and present a true reflection of an academic institution wherein academic activities are conducted in keeping with our social, cultural and religious values.
  - b. Provide conducive and congenial teaching and learning environments free of all disturbances and distractions.
  - c. Inculcate, refine and reform the character/personality traits of the students to meet the future challenges in a disciplined, organized and civilized manner.
2. **Cardinals of Conduct:**
  - a. Punctuality in all spheres i.e. attendance, assignments, events.
  - b. Appearance to be acceptable, decent and becoming.
  - c. Fair play and justice in all dealings.
  - d. Self disciplined individuals will fully following honour code.
  - e. Display of sense of responsibility in attitude.
  - f. Maturity commensurate with the age and place of individuals.
  - g. Positive attitude and approach towards professional undertakings.
  - h. Reward and punishment as per the merit of actions.
  - j. Leading by personal example.
3. **Strategy for Implementation:**
  - a. Information and awareness of the expectations to all concerned and convincing thorough rationale and sound reasoning.
  - b. Display seriousness in implementation by the authorities.
  - c. Encouragement and reward for the good ones.
  - d. Patience and tolerance in execution of policies by grooming and counseling the defaulters progressively and gradually.
  - e. Collaboration, cooperation and coordination between the faculty, students, management and parents.
  - f. Effective communication with the students especially boarders by the faculty and the management staff through regular interactions / visits.
4. **Terms related to Discipline and Conduct:**
  - a. Student: Student is a person who is enrolled at FUI for the current academic period.
  - b. Good Standing: The award of Degree is conditioned upon the students standing and qualifying basic parameters of Institute's graduation requirements. Good Standing means the student has resolved any unpaid

fees or acts of academic or behavioral misconduct and complied with all sanctions imposed as a consequence of the conduct.

- c. **Misconduct:** Misconduct requires intentionally and knowingly committing/omitting an act not mere inadvertent omission, commission without any intention to cause harm.
- d. **Impartial:** It means the person is not personally involved in the alleged act or does not have personal interest in the act in the outcome of disciplinary proceedings.
- e. **Willful Act:** It is an act done with stubborn purpose, but not with malice act done intentionally, knowingly and purposely as distinct.
- f. **Difference between the negligence and willful negligence:** Negligence is the failure to exercise the appropriate degree of care, where as willful negligence is a negligent act which is done intentionally and knowingly with some motive.
- g. **Preponderance of the evidence:** It means that what would lead a reasonable person to conclude that it is more likely than not that a violation occurred.

5. **Code of Conduct:** Students have to abide by the rules and regulations of the **FUI Institutes/ Colleges/ Campuses** and follow the codes of conduct. Students are expected to observe disciplinary standards of the campuses in their dealings. Various parameters of misconduct and acts of omission are given below which are not desirable:-

- a. **Unbecoming Behavior:**
  - (1) Cheating, using unfair means in the exam hall.
  - (2) Attempting or causing injury to an individual provoking physical contact with others is prohibited, when the person knows or should reasonably believe that the other person will consider the attack “offensive”
  - (3) Conduct by physical, verbal or electronic means that is sufficiently severe so as to threaten an individual’s ability to work or disrupt their work.
- b. **Abuse of self or others:**
  - (1) Engaging in any intentional or reckless action that may result in mental or bodily harm.
  - (2) Inflicting mental or bodily harm upon any person (including one’s self).
  - (3) Causing a person to believe that the offender may cause mental/bodily harm.
- c. **Malicious Harassment:**
  - (1) Causing physical injury to the other person
  - (2) Causing physical damage to or destruction to another person’s property/building.
  - (3) Threatening a person or group of persons.
- d. **Reckless Endangerment:** It is engaging in conduct that creates a substantial risk of physical harm to another person and is prohibited.
  - (1) **Smoking:** FUI is a “**NO SMOKING ZONE**”.

- (2) **Alcohol:** Use and possession of intoxicating beverages is totally prohibited within the Institute Campus, as well as on sports, cultural or study tour or trips etc.
- (3) The use/possession/carrying/handling/selling/buying of addictive drugs in the FUI premises including the Hostels is STRICTLY PROHABITED. All packets/bags/baggage shall be checked for any contraband drug by the security staff on the instructions of Security Officer.
- (4) Fire arms/dangerous weapons: Carrying or possessing and use of any fire arm, explosives and other dangerous weapons are prohibited.
- e. Illegal or attempted illegal entry or trespassing in the Institute/College: Any one not belonging to the FUI, on trespassing offense may be taken serious and report launched with the Civil Police.
- f. Misrepresentation, Fraud and Falsification of Institute Record:
  - (1) False identification.
  - (2) Falsifying, misrepresentation forging, altering or fraudulently obtaining an Institute transcript or degree.
  - (3) Offering any false information in any institute discipline proceedings.
- g. Computer Abuses: Conduct that violates the Institute “Electronic Policy” (See page 8).
- h. Disruption:
  - (1) Disruption of classes, laboratories, offices or ceremonies.
  - (2) Conduct which threatens, harms, incites violence or endangers the health and safety of any person.
  - (3) Damaging, defacing or abusing institute facilities, equipment or property.
  - (4) Creating noise to interfere with Institution or student programs or activities.
- j. Violations:
  - (1) Violation of any policy or rule of the institute.
  - (2) Willful refusal or failure to comply with proper order of institute officials acting in performance of their duties.
- k. Failure to Cooperate with an Institute Investigation: Failure to cooperate with the investigation team by withholding evidence.
- l. Unauthorized Collection of funds: To collect any money or receive donations on behalf of FUI / College without any authority and or knowledge of the FUI.
- m. Inflammatory Speeches: This may cause resentment in the institute.
- n. Dress Violation: Violation is taken a case of serious disciplinary matter. Dress regulation is applicable from the campus barrier/gate onward and within the boundaries of the **campuses**.
- o. Unlawful Intimidation: To influence or intimidate any student of the institute for any illegal gains and favour is prohibited.
- p. **Bullying / Ragging:**

- (1) Bullying means offensive, abusive, intimidating or insulting behavior, abuse of power and / or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and / or vulnerable, which undermines the student's self - confidence and / or reduces the student's feelings of self - esteem and self - worth, and which may cause the student to suffer stress.
  - (2) Ragging means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students of alumni, is brought to bear on students who are in any way considered junior by other students. Ragging includes individual or collective acts or practices which include, but are not limited to :-
    - (a) Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint.
    - (b) Violating the status, dignity and honour of such students.
    - (c) Exposing students to ridicule and contempt and affect their self - esteem.
    - (d) Verbal abuse and aggression, indecent gestures and obscene behavior.
- q. Misuse of Social Media: Posting/Modified picture of any student/faculty/staff on social media for any comments are not allowed.

## 6. **Moral Turpitude:**

- a. Conduct that is considered contrary to community standards of justice, honesty or good morals.
- b. The concept of moral turpitude escapes precise definition but has been described as an “act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen, or to society in general, contrary to the accepted and customary rule of right and duty between man and man. The specific acts that such a concept includes inevitably change over time, as general public acceptance or abhorrence of issues alters.
- c. Any case related to **moral turpitude shall be handled expeditiously**. The timings for reporting, investigating and disposal be telescoped. However, the requirements of legalities, justice and fair play be met under all circumstances.

## 7. **The Classification of a Crime or other Conduct Constituting Moral Turpitude**

- a. Prior conviction of a crime of moral turpitude (or in some jurisdictions, moral turpitude conduct, even without a conviction) is considered to have a bearing on the honesty of a witness and may be used for purposes of witness impeachment.

- b. Moral turpitude offenses may be grounds to deny or revoke a professional license such as a teaching, license to practice law, or other licensed professions.
- c. It is of great importance for immigration purposes, as offenses which are defined as involving moral turpitude are considered bars in immigration into a country.

Category	Crimes Involving Moral Turpitude
<b>Crimes Against Property</b>	Fraud <ul style="list-style-type: none"> <li>• Making false representation</li> <li>• Knowledge of such false representation by the perpetrator</li> <li>• Reliance on the false representation by the person defrauded</li> <li>• An intent to defraud</li> <li>• The actual act of committing fraud</li> </ul>
	Evil intent <ul style="list-style-type: none"> <li>• Arson</li> <li>• Blackmail</li> <li>• Burglary</li> <li>• Embezzlement</li> <li>• Extortion</li> <li>• False pretenses</li> <li>• Forgery</li> <li>• Fraud</li> <li>• Larceny (grand or petty)</li> <li>• Malicious destruction of property</li> <li>• Receiving stolen goods (with guilty knowledge)</li> <li>• Robbery</li> <li>• Theft (when it involves the intention of permanent taking)</li> <li>• Transporting stolen property (with guilty knowledge)</li> </ul>

<p><b>Crimes Committed Against Governmental Authority</b></p>	<ul style="list-style-type: none"> <li>• Bribery</li> <li>• Counterfeiting</li> <li>• Fraud against revenue or other government functions</li> <li>• Mail fraud</li> <li>• Perjury</li> <li>• Harboring a fugitive from justice (with guilty knowledge)</li> <li>• Tax evasion (willful)</li> </ul>
<p><b>Crime Committed Against Person Family Relationship and Sexual Morality</b></p>	<ul style="list-style-type: none"> <li>• Abandonment of a minor child (if willful and resulting in the destitution of the child)</li> <li>• Adultery</li> <li>• Assault (this crime is broken down into several categories, which involve moral turpitude):- <ul style="list-style-type: none"> <li>• Assault with intent to kill, commit rape, commit robbery or commit serious bodily harm</li> <li>• Assault with a dangerous or deadly weapon</li> </ul> </li> <li>• Bigamy</li> <li>• Paternity fraud</li> <li>• Contributing to the delinquency of a minor</li> <li>• Gross indecency</li> <li>• Incest (if the result of an improper sexual relationship)</li> <li>• Kidnapping</li> <li>• Lewdness</li> <li>• Manslaughter :- <ul style="list-style-type: none"> <li>• Voluntary</li> <li>• Involuntary (where the statute requires proof of recklessness, which is defined as the awareness and conscious disregard of a substantial and unjustified risk which constitutes a gross deviation from the standard that a reasonable person would observe in the situation. A conviction for the statutory offense of vehicular homicide or other involuntary manslaughter only requires a showing of negligence will not involve moral turpitude even if it appears the defendant in fact</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>acted recklessly)</li> <li>• Mayhem</li> <li>• Murder</li> <li>• Pandering</li> <li>• Prostitution</li> <li>• Rape (including “Statutory rape) by virtue of the victim’s age)</li> </ul>
<b>Attempts, Aiding and Abetting, Accessories and Conspiracy</b>	<ul style="list-style-type: none"> <li>• An attempt to commit a crime deemed to involve moral turpitude</li> <li>• Aiding and abetting in the commission of a crime deemed to involve moral turpitude</li> <li>• Being an accessory (before or after the fact) in the commission of a crime deemed to involve moral turpitude</li> <li>• Taking part in a conspiracy (or attempting to take part in a conspiracy) to commit a crime involving moral turpitude where the attempted crime would not itself constitute moral turpitude.</li> </ul>

## Electronic Policy

**8. Computer System Abuse Policy:** The FUI Computer users must practice ethical behavior in their computing activities, protect the system resources and to respect the rights of others.

**9. The FUI Computer System Abuse Policy prohibits:-**

- a. Using, or attempting to use, the center's computer systems (FUI Server) without prior authorization or for unauthorized purposes.
- b. Obstructing the operation of the computer systems, or attempting to do so.
- c. Inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so.
- d. Supplying, or attempting to supply, false or misleading information to University users through University Email account.
- e. Accessing or trying to access the banned sites.
- f. Attempting to modify computer equipment or peripherals without authorization.
- g. Attempting to add/delete/change software, such as games, graphics, or the software installed by FUI without authorization.
- h. Using of an account without proper authorization from the owner of the account.
- j. Reading or using private files, including the University Administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization.
- k. Copying University-owned licensed or copyrighted software on any other PC.

- l. Physically damaging or destroying the computer equipment maintained by FUJ.
- m. Excessive Network Usage, downloading movies, playing online games.
- n. Hacking or attempting to hack into computer / e mail accounts through the University Internet server.
- o. Hijacking some one's Wi-Fi or Bluetooth connection.

**10.** This policy is applicable to all University Computer Users included students, faculty and staff. Violation of this policy may result in immediate dismissal from academic programs or university-related employment.

## PART - II RESPONSIBILITIES

### 1. **Basic Responsibility for Maintaining Discipline:**

- a. **Principal/Director**. The overall responsibility/conduct and discipline of students, faculty and management staff rests with the Dean/Principal/Director as prescribed in the charter of duties.
- b. General (Campus) - The Principal/Director, all faculty members and College Administration
- c. Class Room - Teacher in the class
- d. Department - HOD/Faculty members
- e. Examination Hall - Examination superintendent, invigilator or any other person designated/nominated by the college administration/controller of examination
- f. Library - Manager Student Affairs (MSA) and Librarian.
- g. Hostel Premises - Administrator, Manager Administration, Hostel Wardens and deputed duty officer (faculty member)
- h. Cafeteria/Canteen - Administrator, Manager Admin, Hostel Wardens and deputed duty officer (faculty member), teachers
- i. **Student Hub** - **MSA and his Staff.**

### 2. **Responsibility of Student**

- a. Discipline in the Class Room
  - (1) All students should rise when a teacher enters the class for the first time.
  - (2) All students to be inside the class room five minutes before the start of a lecture.
  - (3) Students must observe the class timings strictly. Any one coming after 10 minutes of the start of the class will be marked absent.
  - (4) Use of mobile phones is strictly prohibited (sms/playing, receiving calls, dialing etc)
  - (5) Students are not allowed to leave/enter the class room without permission of the teacher.
  - (6) Disturbance/violence/misbehaviour in the class shall not be tolerated.
  - (7) Students must enter the class properly dressed failing which they will not be allowed to sit in the class.
  - (8) Threats or misbehaviour with the faculty will be taken as a serious offense.
  - (9) Students must ensure display of ID card in the class/campus.
  - (10) Students must avoid situations where they are alone with a member of the opposite sex in the class room.
  - (11) Smoking is prohibited in the campus premises.

(12) Destruction of FUJ/college fixtures, equipment or property will be taken as serious violation.

(13) Students must not take eatables in a classroom even when the room is free.

b. **Discipline in the Examination Hall**

- (1) Read the examination hall instructions before entering.
- (2) Leave all kinds of helping material, chits, notes etc outside the examination hall. Any one found with above mentioned items will be dealt with strictly.
- (3) Enter the hall 15 minutes before the start of the paper.
- (4) Sit at the specified seat.
- (5) Layout chart of the seating plan must be consulted before sitting.
- (6) Borrowing and lending stationary items is strictly prohibited. No talking, whispering among one another is allowed.
- (7) Do not write anything on the question paper which may facilitate others.
- (8) Follow the instructions given by the invigilators. Any disobedience will be considered to be disciplinary case.

c. **Discipline in the Library**

- (1) Enter with the authorized library card otherwise entry may be denied.
- (2) Any student checked on misbehaviour, may be asked to leave by the Library In charge.
- (3) Carrying of food item/drink in the library is strictly prohibited.
- (4) Smoking and use of mobile phones in the library are prohibited.
- (5) Maintain complete silence in the library and do not disturb others already sitting.
- (6) Library timings must be followed strictly.
- (7) Damaging, spoiling, mutilating books will be taken as an offense.
- (8) **Playing games in the library is strictly prohibited.**

d. **Discipline in the Cafeteria**

- (1) Avoid shouting, unethical and unsocial behaviour.
- (2) Avoid passing unparliamentarily remarks on each other.
- (3) Do not discuss political/religious matters which may cause resentment.

- (4) Use of unpleasant language especially within the hearing distance of female students shall be taken as a serious offense.
  - (5) Respect the staff and avoid getting into arguments with them. Instead report the issue to the authority.
  - (6) Smoking is not allowed in the cafeteria.
- e. Discipline at Hostel
- (1) Rules/regulations laid down for Hostel will be strictly observed.
  - (2) Possession of any kind of weapon is strictly prohibited.
  - (3) Use of liquor & drugs is strictly prohibited and will be taken as serious offense.
  - (4) Any damage to campus/college property shall result in a hefty penalty.
  - (5) No meetings/gatherings of boarders shall be allowed in the hostel.
  - (6) Student must display and show good social and moral values living with each other.
  - (7) Guests of students will be allowed only upto the visitor's rooms and only at specified timings.
  - (8) Hostel residents will not take day scholars into their rooms.
  - (9) The senior faculty and hostel management will visit the hostels periodically (at least once a month) and communicate with the boarders. This may include having a meal with the boarders. This interaction will be recorded by the warden hostels.
- f. Discipline at the Premises
- (1) Students must enter the premises with the authorized ID Card.
  - (2) Students must ensure their dress meet the prescribed criteria.
  - (3) Students must follow good code of conduct. They shall be punished for misconduct and immoral behaviour.
  - (4) Smoking is not allowed in the premises.
  - (5) No student is allowed to bring any guest unless allowed by the authorities.
  - (6) Punctuality will be adhered to strictly.
  - (7) Male and female students must avoid situation where they are alone with a student of the apposite sex.
  - (8) No male student is allowed to go to the area earmarked for female students for any purpose.
  - (9) Dress can be checked at the main entrance as well as by the teacher in the class/campus.

- (10) Award/appreciation letters will be given to the best students (both male/female) in dress and attendance.
- (11) Senior students should be a model for juniors.
- (12) Habitual, ill disciplined student will be weeded out after thorough probe.
- (13) Student absent for four consecutive weeks without info will be struck off the college rolls.
- (14) Students to maintain proper/decent hair cut and shave regularly (less those with proper beard).
- (15) Be polite and courteous to fellow students, teachers and the staff.
- (16) Instigation or taking part in any boycott of examination/class/event or create disturbance will be dealt with strictly.
- (17) Students must use earphone if they want to listen to songs in the campus. Playing music via speakers is prohibited.
- (18) Students must not loiter in areas where they may disturb classes.

g. Hospital Premises (FUIC Only)

- (1) The students must strictly observe ward timings during clinical training.
- (2) The students must exhibit high standard of behaviour with hospital doctors, patients and hospital staff.
- (3) Students must be polite and attentive to the patients and to their attendants.
- (4) The students are expected to respect patient's dignity, privacy and protect confidential information.
- (5) Students examining the female patients and carrying out procedures like venepuncture/fluid aspiration/ECG/bone marrow aspiration/FNAC etc in the presence of a female attendant/nurse.
- (6) Students must deal with patients/attendants in a professional manner and avoid developing personal relationships with them.
- (7) The rules/regulations of respective wards/departments enforced by the HOD must be strictly followed.

3. **Responsibility - Teacher:**

a. Class Room

- (1) Punctuality must be observed strictly.
- (2) Any student coming 10 minutes late in the class will be marked absent. However, habitual cases be notified to Student's Affairs Office by the faculty member.
- (3) Dress of student will be checked at the beginning of the class and Students Affairs Office be apprised through a note in case of not adhering to the instructions.
- (4) Motivational Talk for 5 minutes shall be delivered to the students at the beginning of the class occasionally.
- (5) No student will leave the class without the teacher's permission.
- (6) The teacher must ensure proper marking of attendance.

- (7) The faculty will wear black gown/white lab coats while teaching the class.
  - (8) The use of cell phone will not be allowed in the class/lab etc.
  - (9) The teacher must provide guidance in all the academic/personal affairs of the students.
- b. **Examination Hall**
- (1) The teacher shall be present in the examination hall at least **15 minute** prior to the commencement of the examination.
  - (2) The teacher shall not leave the hall without the permission of the Superintendent.
  - (3) The teacher must ensure that there is no switching or changing of seats once allotted.
  - (4) The teacher must ensure effective control while performing row/line duties.
  - (5) The teacher must be polite but firm with the students.
  - (6) If any evidence of cheating found, take the paper under custody and inform the Superintendent for necessary action.
- c. **At the Premises**
- (1) The teacher must remain watchful for any ill discipline observed.
  - (2) Ensure that students are respectful.
  - (3) Have a general chat with the students while moving from one place to another.
  - (4) Listen to the problems of the students and be helpful.
  - (5) Reach to the students in case of any untoward scene/incident taken place and resolve the issue with undertaking.
  - (6) Must stop/prevent or report any act of ill discipline or misconduct observed.
4. HODs: Be responsible for the conduct and discipline at following places:-
- a. Department
  - b. At the Premises
  - c. Examination Hall/Lab etc
5. Management / Administration Staff: To abide by rules and regulations and take on the responsibilities as per charter of their duties.

## PART - III

### PUNISHMENTS, SANCTIONS AND APPEALS

1. **Punishments.** Following punishment or any combination of punishment may be imposed on a student for violation of code of conduct.
  - a. Warning letter: For preventing a repeat of the violation in the future.
  - b. Disciplinary Probation: Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions.
  - c. Depriving of Facilities: Withdrawing of hostel facility, Lab, Library or participating in extracurricular activities for specific period.
  - d. Transcript or Registration: Restricting release of student transcript or access to registration.
  - e. Cancellation of Exams / Paper: In case of severe academic dishonesty, student's complete exam / paper can be cancelled depending on the gravity of offence in that semester / year.
  - f. Withholding Degree: The degree may be withheld in case the student is dismissed from the college.
  - g. Suspension: A student can be suspended for a specific period of time. Upon recommendations of CDC, he / she may be granted reinstatement at the institute's discretion.
    - (1) Suspension is effective immediately if their stay is detrimental for the campus peace and tranquility.
    - (2) Student will be expelled on possession of alcohol/drug.
  - h. Dismissal: Student may be dismissed on discipline violations of serious natures such as firing in the campus, fighting between two groups with or without outside assistance, immoral / unethical behavior, anti Islam activities.
  - j. Forfeit entitlement:
    - (1) Financial assistance for specific period.
    - (2) Be dropped from the medals table.
  - k. Withholding Certificates: Of good moral character/reference letter.
  - l. Fine: As prescribed and empowered to the Rector, Dean/Principal, Director and other appointments.
2. **Appeal System:**
  - a. No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
  - b. The appeal to Principal/Director will be for revision of sanction in all cases but dismissal or misconduct of a serious nature will be referred to FUI, where it has been appealed or otherwise.



- c. The defaulter / accused has to process his appeal through Principal / Director to the FUI, if he thinks that justice has been denied to him by the Discipline Committee as well as Principal/Director.
- d. Principal/Director's and the Rector's decision on the appeal will be final and binding.
- e. If student does not appeal within 7 days of the award of the punishment, the same will be considered affirmative. Principal/Director's decision is final except dismissal or offense of serious nature which has to be communicated to and ratified/approved by the Rector FUI.

3. Fines: **Following rates of different fine for student:-**

a.	Absence per Lecture	-	Rs 100.00
b.	Absence per day	-	Rs 200.00
c.	Chapter / Monthly (or a similar) Test Absence	-	Rs 400.00
d.	Term Test (or a similar) Absence	-	Rs 600.00
	*Absence a day prior to the Chapter, Monthly & Term Tests be the same as for the test.		
e.	Violation of Dress Code	-	Rs 500.00
f.	Late Comer	-	Rs 100.00
g.	Smoking in the Campus	-	Rs 3000.00
h.	Use of Cell Phone inside the class, building including Labs, Class Rooms, Tutorial Rooms and Galleries etc (Cell Phones also be confiscated for 2 weeks)	-	Rs 400.00
j.	Throwing of litter in college premises	-	Rs 200.00
k.	Inappropriately Sitting Closely in Pairs with Opposite gender	-	Expulsion from college permanently/ for one year / semester and/or Rs 5000.00
l.	Fake Student ID Card	-	Rs 10000.00
m.	Exchange of ID Cards	-	Rs 5000.00
n.	Lost of student ID Card	-	Rs 1000.00
o.	Scuffle	-	Rs 10000.00
p.	Misbehaved with Staff, Faculty, Invigilator	-	Rs 10000.00
q.	Entering in Campus without Student ID Card	-	Rs 200.00

4. Fine / compensation will be paid by the defaulter in case of damage to property / equipment as per the assessed values plus 100%.

5. The extent and limits of monitory punishment / fine has also been prescribed for various disciplinary committees in this policy.

## PART - IV

### RULES OF BUSINESS

1. Constituent colleges are required to report discipline cases of serious nature to Registrar FUI immediately on occurrence followed by conducting an in depth inquiry.
2. Complainant must file a complaint in writing with MSA/Administrator.
3. Complainant must have direct knowledge of the alleged misconduct and be willing to appear at the hearing if necessary.
4. Any case reported by faculty/official as regards misconduct will be referred to the Disciplinary Committee through **MSA**.
5. Repeated habitual negligence if found on the part of the student will also be referred to disciplinary committee and/or students counseling cell.
6. MSA/Administrator/Senior Class Teacher will determine the validity of the alleged misconduct and process the case after the approval of Principal/Director. However if the allegation is mild in nature the same may be admonished verbally or through levying a fine upto Rs. **1000/-** with due process notifying letter to the Principal/Director office and Accts office and endorsement made in the documents of the individual. The complainant should also be informed.
7. The aggrieved students and alleged offender will be notified in writing, regarding the convening of Discipline Committee through a written notice.
8. Notice in writing will be served to both the parties by Student Affairs Office and the parents of the student will also be informed.
9. Even if the student withdraws the complaint after filing it the hearing may be conducted in the student's absence. If the alleged offender student is found responsible for violation of conduct of code, the college/campus may impose disciplinary sanctions.
10. Encourage the student to submit the written explanation of the alleged incident.
11. MSA office will apprise both parties about institute disciplinary policy & rules of punishment on the misconduct and omission.
12. Once the notice is served **Campus** Disciplinary Committee will start hearing the case as notified.
13. If the student fails to appear at a hearing after proper notice, the committee has the right to proceed in student's absence and level the responsibilities/punishment.
14. The administrative hearing is not a legal hearing.
15. The disciplinary committee is bound by the rules of evidence and may admit any relevant information but shall exclude immaterial with undue repetitions of information.
16. The committee must prove the allegation by the preponderances of the evidence.
17. Discipline Committee must summarize as under.
  - a. Statement of witnesses/accused
  - b. Findings
  - c. Recommendations
18. Summarized proceedings will be forwarded to the Principal/Director for its final decisions. After the final decision MSA shall inform in writing to the student, of the actions approved by the Principal/Director and a copy to the parents for information.

19. A copy of the Discipline Committee findings/recommendations for formal endorsement/approval of the Rector be sent to FUI when the punishment is beyond the preview the **Campus** Disciplinary Committee.

20. **Reporting Channel / System**

- a. All incidents of ill discipline / misconduct shall be reported to the Registrar FUI within the 12 hours verbally / telephonically followed by an incident / occurrence report within 24 hours as deemed appropriate by the **Director / Principal**.
- b. Cases of serious nature involving students / faculty shall invariably be reported to FUI and **Campus Inquiry Committee** meeting be ordered within 24 hours.
- c. The incident / occurrence report must essentially cover the following :-
  - (1) Brief of incident including time / date persons involved, circumstances etc.
  - (2) Actions by the college / staff / faculty to control the situation.
  - (3) Action taken by the college and / or recommendations for the FUI.

## PART - V COMMITTEES

### University Discipline Committee (UDC)

1. The Discipline Committee of the University has been vested with the powers and responsibilities for the good conduct of University students and to deal with the cases of in-discipline. It shall also perform such other functions as prescribed in the regulations.

2. **Composition:** The UDC shall be notified by FUI and comprise of a Chairman, three members and a secretary as **follow:-**

- |    |           |   |                                 |
|----|-----------|---|---------------------------------|
| a. | Chairman  | - | Professor (nominated by Rector) |
| b. | Members   | - | 1x Professor                    |
|    |           | - | 1x Assistant Professor          |
|    |           | - | 1x Lecturer                     |
| c. | Secretary | - | <b>Deputy Registrar FUI</b>     |

3. **Meetings:**

- a. Discipline Committee meeting shall be held as and when any discipline case is referred to the Committee.
- b. A special meeting of Discipline Committee may be called by the Chairman Discipline Committee at any time to consider any matter of urgent nature.
- c. The Secretary shall place each issue before the meeting and then the decision of Discipline Committee whether by consensus or by voting shall be produced to writing.
- d. Presence of all the members in case of University Discipline Committee is mandatory.
- e. Decision of the Discipline Committee shall be expressed in term of views of the majority as per the regulations or voting of members present.
- f. In case the members are equally divided, then the Chairman Discipline Committees shall have the powers to exercise his/her casting vote.
- g. The proceedings of the meeting of the Discipline Committee shall be recorded and approved from the Chairman Discipline Committee.
- h. Approved copies of decisions shall be circulated among all the members of the Discipline Committee for information. Relevant extracts would also be forwarded to all concerned officers/college for information/compliance.
- j. Progress on outstanding points is closely monitored for compliance within the prescribed period.
- k. The cases considered/recommended by the University Discipline Committee are reported to the Board of Governors.
- l. Appeals against the decision of the University Discipline Committee shall be made to the President FUI through the Rector. The decision of the President shall be final on the issue.

4. **Powers of Punishment:** The Discipline Committee is a recommendatory body whose recommendations shall be approved by the Rector. May recommend the following to the Rector:-

- a. May expel a student from the University.
- b. May withdraw a student for two semesters/**one year**.
- c. May disallow entry into hostel on permanent basis.
- d. May disallow entry in the University for a period of four weeks.
- e. May impose a fine upto Rs. **30,000/-**.

### **Campus Discipline Committee (CDC)**

5. **Composition:** The Campus Discipline Committee shall be notified by the campuses and copy of the same will be forwarded to Registrar Office for information. It will consist of the following:

- a. President - Professor (Nominated by Director Campus)
- b. Members - 1x Associate / Assistant Professor from each college of FUIC / Each Deptt of FURC / FUSC  
- Manager Administration FUIC / FURC / FUSC
- c. Secretary - MSA / AMSA of concerned campuses.

The majority of disciplinary cases will be decided by the Campus Discipline Committee, however, it will recommend serious cases to the University Disciplinary Committee.

### 6. **Meetings:**

- a. The **Campus** Discipline Committee meeting shall be held as and when any discipline case is referred to it.
- b. The presence of all members of the **Campus** Discipline Committee is mandatory during the meeting.
- c. In case the members are equally divided then the President of the **Campus** Discipline Committee shall have the powers to exercise his/her casting vote.
- d. The proceedings of the meeting of the **Campus** Discipline Committee shall be recorded by the Secretary and got approved from the President of the **Campus** Discipline Committee.
- e. The cases considered/recommended by the **Campus** Discipline Committee are reported to the University.
- f. Appeals against the decision of the **Campus** Disciplinary Committee shall be made to the Rector through the Principal.

7. **Powers of Punishment:** The **Campus** Discipline Committee can recommend the following punishments to the Principal/Director for his approval. For the rest it will forward the recommendations to the Rector through the Principal:-

- a. **May disallow on entry in the Campus / Hostel up to two weeks. It may also be exercised by the Director Campus given the circumstances without referring to the Discipline Committee.**
- b. **May withdraw a student for Semester / Term.**

- c. May Impose Fine up to Rs. 15000/-
- d. Recommend case for FUI Discipline Committee.

8. **Counseling Committee (Counseling Cell):**

- a. **General:** For the mental well-being of students a Counseling Committee should be formed to provide counseling services to students in need. The main purpose of a Counseling Committee should be to help ensure that students remain psychologically healthy. A Counseling psychologist will work to help students cope with problems which may affect their daily lives. This could be held at each campus and/or centralized at **FURC**.
- b. **Purpose:**
  - (1) Counseling Services will strive to enhance the well being of students by facilitating their emotional, interpersonal, and intellectual development.
  - (2) Counseling psychologist to provide emotional support, impart life skills, and encourage self-reflection; all with the purpose of empowering students to navigate their way towards greater autonomy and effectiveness.
  - (3) Provide counseling, advocacy, psycho-education, and referral services to students. Counseling Service staff will work diligently to create a safe environment that is inclusive and welcoming of all students. Additionally, to serve as consultants to the campus, promoting an informed, prepared and safe community.
  - (4) Counselling Committee will advise students and families on how to deal with problems in various areas of life. This generally will include problems in their homes and university.
  - (5) In addition to dealing with psychological problems of students belonging to university, students' academic concerns at higher stage of their education will be also dealt with by a University Counselling Service.
  - (6) Improve learning and social adjustment, by addressing the student's learning and behavioral problems.
  - (7) **Suggestions will be put forward by the counseling cell for necessary improvements in the classroom environment, faculty members and parents.**
  - (8) Provide assistance and support in a variety of environments to those seeking help coping with trauma, abuse, educational or career concerns, addiction, psychological or social issues.
  - (9) Students in need of long term support will be referred to an appropriate facility (to Psychiatry Unit for stress and anger management, treatment of depression, attempted suicide cases and anxiety etc and to drug addiction centers for treatment and rehabilitation).

c. **Procedure:**

- (1) Discipline Committee/**Faculty** of **Campus** will refer cases to Counseling Committee in order to deal with all the above mentioned issues.
- (2) **Other than discipline committee cases, counseling services will be provided to students after mutual consent of the student and his/her parents.**
- (3) Through personal interviews, group sessions and personality tests, Psychologists **will assess** and identify the problem and will then offer advice, support, rehabilitation and guidance on various aspects of a person's life, such as education, vocation, rehabilitation, mental health, family, substance abuse and behavior, among others to solve an individual's issues. **{Mental health care will be provided by assessing a person's situation and dispensing advice}.**
- (4) **Composition:** **Counseling cell will be headed by director counseling and assisted by two counselor as per authorization approved for FURC psychology department.**

**9. Confidentiality:** Discipline proceedings held under the provisions of this code of conduct shall be of a confidential in nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc received and / or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access and / or seek copies of any of the record(s) of the disciplinary proceedings.

**10. Sharing of Information:** Where appropriate, information about a disciplinary offence may be passed on to the student's parents / guardians / sponsors. The student or parent or both may also be required to give written assurances or undertaking to support expected conduct throughout his / her stay at the University.

## **PART - VI**

### **Do's and Don'ts**

In order to avoid unnecessary stress and strain students are advised to strictly observe the following Do's and Don'ts:-

a. **Do's**

- (1) Be in time.
- (2) Wear proper / specified uniform.
- (3) Maintain proper haircut.
- (4) Maintain the dress in a clean and tidy state.
- (5) Clear all dues well in time.
- (6) Utilize allowed passages (especially main campus)
- (7) Be polite and courteous to fellow students, teachers and staff.

b. **Don'ts**

- (1) Violate any rules and regulations.
- (2) Visit un-authorized places.
- (3) Indulge in politics.
- (4) Visit cafeteria except during the specified time.
- (5) Indulge in dispute/scuffles.
- (6) Use unfair means/cheat in examination.
- (7) Visit campus without proper uniform for any reason except when allowed i.e. during sport week, fun fair and going on class trip etc.
- (8) Smoke within college campus/hostel.
- (9) Consume alcohol or other intoxicating drugs within the college campus/hostel.
- (10) Collect any money or receive donations or pecuniary assistance for or on behalf of the College.
- (11) Stage, incites, participate in or indulge in any walkout strike or other form of agitation against the College, faculty members, officials or staff.
- (12) Interfere in the official proceedings of the examination or other college business.
- (13) Threat or misbehave with the officers or other employees of the College or try to influence such officers or other employees in any way in connection with their official assignments.
- (14) Instigate or take part in any boycott of examination or create disturbance in or around the examination hall.
- (15) Misuse the contact details of faculty and staff provided in the Student's Hand Book.



## PART – VII

### IMPLEMENTATION METHODOLOGY

1. General. The students are required to abide by the rules and regulations of the FUI and are expected to have absolute integrity and honesty concerning their day to day life at the campus. However, there is a need to keep a constant watch on the violations of College discipline rules, dress code violations and lack of participation in academic activities, unnecessary loitering in the campus, spending long hours in the Cafeteria, etc. To this end each constitution college shall compose a Discipline Implementation Committee (DIC).

2. Composition

- a. **President** - HOD / Administrator of the Campus
- b. **Members** - 3/4 Faculty members (Asst Prof/Lecturer/Demonstrator)  
(depending upon the size of premises)
- c. **Secretary** - AMSA of the Campus

3. Area of Responsibility: The campus areas be sub divided and responsibility assigned to the members of DIC for control e.g. academic block, departments, canteen, cafeteria, play ground etc.

4. Task / Responsibility: The Implementation Committee shall be responsible to check and minimize the following irregularities and recommend suitable action:-

- a. Take suitable measures to ensure academic activity.
- b. Loitering during class/ward timings.
- c. Improper uniform - As prescribed in this policy.
- d. Ensure use of authorized passages only.
- e. To check the presence of the students in the unauthorized places within each department. All staff offices, reproduction facilities, CR section and other confidential spaces marked by the respective HODs for their confidential work.
- f. Smoking within campus.
- g. Use of intoxicants within in the college campus.
- h. Collection of money/funds on behalf of the FUI / College without proper permission.
- j. Stage incites, participate in or indulge in any walkout strike or other form of agitation against the college, faculty members, officials or staff.
- k. Interference in the official proceedings of the examination or other college business.
- l. Threat or misbehave with faculty/staff of the college or try to influence employees in any way in connection with their official assignments.
- m. Instigate or take part in any boycott of examination or create disturbance in or, around the examination hall.
- n. Creating disturbance or indulgence in fighting inside college premises.
- o. Damaging college property, defacing campus building walls/doors etc.

- p. Punctuality and attendance.
  - q. Student going out of college campus (except ward duty) without properly issued out pass from Junior class Teacher and signed by MSA.
5. HODs Responsibilities: All HODs are required to report any violations mentioned above, observed or reported upon, to **Campus** Discipline Implementation Committee. The HODs within their respective domains/departments shall be responsible for ensuring implementation of rules and regulation and report violation as mentioned above.
6. Jurisdiction/Functioning of Members
- a. Counseling on the spot.
  - b. Reporting to the President DIC.
  - c. Reporting Procedure: Any violation reported/observed by the HOD/faculty shall be reported to the Discipline Implementation Committee forthwith.
  - d. Regular Monitoring: Duty officers will monitor at the entrances in the morning.
  - e. Spot Checks: Will be organized by the DIC under instructions from Principal/Director to monitor/implement the rules and regulation within college premises i.e. cafeteria, and other hide outs.
  - f. Department Checking: The sub committee within their area will depute a faculty member to carry out regular spot checks for loitering students and counsel them on the spot or report to MSA.
7. Interaction with Parents:
- a. All those students checked more then thrice will be given a written warning and their parents/guardian will be informed /called up by the college authorities.
  - b. Regular intimation of attendance to the parents on monthly basis.
  - c. Intimate details to parents through class teacher the conduct/discipline/attendance problems of students during the Parent Teachers meeting.
8. Notices / Advance Warnings: All instructions will be notified well in advance to the students so as to forewarn them about the implementation of rules.
9. Dress Code / Uniform Students:
- a. **FUIC** - Annex A
  - b. FURC / FUSC - Annex B
  - c. Faculty:
    - (1) Dress Trouser and Collared Shirt with Neck Tie/Safari Suit/Shalwar Kameez with Waist Coat with Dress Shoes.
    - (2) Trousers with Sober coloured Shirt with Neck Tie, Dress Shoes.
    - (3) Suit/combination any colour with Neck Tie.
    - (4) Faculty Gown, White Coat must be worn while taking classes.
10. Slippers/Jeans/T-Shirt/Chappal/Joggers are not allowed to be worn by any one.  
Management Staff:
- a. Dress Trouser-shirt/Full Sleeve, Tie.
  - b. Safari Suit, Suit, combination with Tie.
  - c. Any coloured Suit.
11. Additional Measures for Control:

- a. **Campuses** be marked as “**No Smoking Zone**” prominently.
- b. **Separate rest areas** be earmarked exclusively **for female** students in the campus and cafeterias/canteens.
- c. Campuses should mark the Academic Blocks/Areas as “**Silence Zone**”.
- d. The **Principal/Director** to go around the classes and campus **at least once a month**.
- e. Visitors should not be allowed inside the campus unless required by the authorities.
- f. All **IN/OUT movement** of student’s guests/visitors be **recorded** at the gates/entrances.
- g. Effectively cover the sensitive areas, entrances exits, canteens, cafeteria etc with **CCTV cameras**. Monitoring be resorted to guard against any disturbances or violations of rules. Campuses to work out plans and gradually built up the resource for this purpose.

**PART - VIII**  
**PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE**  
**ACT 2010**  
**(To be read in conjunction with Cabinet Division's D.O letter No. 1/15/2010-IMP-II dated 29 March 2010, Primer Minister's Sectt U.O. No. 6(11)/FSA/2010 dated 22 Mar 2010 and HEC letter No. 15-03/HEC/A&A/2010/448 dated 28 Jun 2010)**

General

1. Sexual harassment in a co-educational Institution is not a new issue. There is awareness at National level to recognize the problems and its re-dress besides legal implications which must be attended to by all including the Head of campus, the Faculty, Management and the students alike.
2. This code of conduct is being communicated to all for its implementation in line with Act of the Protection against Harassment for Women at the work place. All employees, faculty embers, administrative staff and students are expected to follow this code of conduct.
3. All male members working in FUI must display decent and respectful attitude while dealing with female staff/students during routine business relating to academic or administrative matters.
4. Following is strictly prohibited:-
  - a. Counselling or discussion in closed door compartments.
  - b. Gratifications/exchange of gifts involving female employees or female students.
  - c. Outing/excursions arranged by male faculty for individuals/group of female students, without prior permission of the Authorities.
  - d. Advances of any kind as enumerated in the Act.
  - e. Unwelcome requests for favours of any kind.
  - f. Other behavior where:-
    - (1) Submission to any miss-conduct is made either explicitly or implicitly a term or condition for an individual's employment or participation in a sponsored educational program or activity.
    - (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
    - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual academic or work performance, or of creating an intimidating, hostile or offensive educational or working environment.
  - g. Asking the female to visit their offices after office hours to discuss assignments/other official matters.

- h. Asking the female to meet them outside the work premises with the promise of improvement in their official standing.
- j. Harassment by senior students of junior female students.
- k. Unwelcome advances whether it involves being physical or not.
- l. Epithets, jokes, written or oral with indecent and un-parliamentary references and gossip of indecent nature.
- m. Using derogatory remarks referring to females.
- n. Male deliberately establishing physical contact with female employee even by a touch of file, pen or pencil etc.
- o. Male Teacher's referring to body parts and reproductive cycles to create an embarrassment for female students during class lectures.
- p. Unwarranted exposure by female while having meeting on one to one basis.
- q. Female students visiting male teacher in his office unnecessarily and spending long hours and initiating intimacy for her academic benefits.
- r. Asking female to visit the operation theater/class room/lecture halls/laboratories etc once no operation / procedure /class is in progress.
- s. Exchange/sending of SMS/MMS/WhatsApp on cell phones or asking e-mail addresses without mutual consent/willingness.

5. Reporting of Complaints: All complaints regarding infringements/ violations of the code of conduct shall be reported to the following verbally, in writing or through a droplet in the complaints/suggestion boxes of the Dean/Principal, Director and Administrator, Open or sealed addressed to President of the Committee on the subject. The complainant can also route her complaint through her HOD. On receipt of complaint the competent authority shall refer it to the Committee for addressing the complaint and necessary action as per section 3 to 6 of the Women Protection Act No. IV of 2010.

6. Composition of the Inquiry Committee:

- a. Campus Level
  - (1) President : Assoc Dean/HOD/Prof Male/Female
  - (2) Members : 1x Assoc Prof (Male)  
1x Assistant Prof (Female)
  - Secretary : Manager Student Affairs

7. Jurisdiction of Inquiry Committee: The inquiry committee shall process all complaints within the purview of Women Protection Act 2010 and in line with direction of HEC and Prime Minister of Pakistan Directive. FUI Rules/Regulations on conduct and discipline shall all be also applicable.

8. The contents of the Act may also be explained to the Faculty and staff by the Management through a central lecture once every year.

9. All faculty members/administrative staff of FUI and constituent institution are required to thoroughly go through the salient features of Women Protection Act 2010 and

campuses shall render a certificate to this effect 10<sup>th</sup> of Jan, May, Aug and Oct to FUI as per specimen attached as **Annex C**.

10. Confidentiality: All communications, complaints and any proceeding shall be treated as '**CONFIDENTIAL**', by all concerned.

11. The Deans/Principal/Director are required to disseminate the contents of the Act to students, faculty and management staff and ensure the act is known to all.

## PART - IX

### EXAMINATIONS

1. **General:** Examination is an essential part of the education process through regular university internal/external evaluations. The students are evaluated in all three dimensions - cognitive, affective and psychomotor. The basic principle of examination system is to achieve uniformity in all the campuses of FUI. Under mentioned code of conduct is laid down for examinations in both the campuses.

2. **Handing over Examination Material:** The centre superintendent receives examination material from the control room 30 minutes before the start of exam. Superintendent signs the Material Receiving Performa after verifying that the question papers envelope is properly sealed and exam material is sufficient to conduct the exam.

3. **Start and Supervision of Examination:** Assistant Controller of Examinations and Centre Superintendent will visit examination rooms to ensure that the examination starts on time and the standard procedure are being followed. The required procedure to be followed is:-

- a. Invigilators enter the students in examination room 15 minutes before the start of examination.
- b. Check the student's ID Cards and Examination Roll Number Slip and sign all the roll number slips.
- c. Make the students sit according to the seating plan.
- d. Make the following announcement to the students;
  - (1) ANY BOOKS, NOTES, BAGS OR OTHER MATERIAL NOT AUTHORIZED FOR USE IN THIS EXAMINATION MUST NOT BE IN YOUR CUSTODY.
  - (2) NO CELL PHONE IS BROUGHT INSIDE THE EXAM HALL OR ROOM AND ARE DEPOSITED OUTSIDE THE EXAM HALL/ROOM TO A PERSON SPECIALLY DESIGNATED FOR THIS JOB.
  - (3) YOU MAY NOT LEAVE DURING THE FIRST HALF OR THE LAST TWENTY MINUTES OF THE EXAMINATION.
  - (4) PLEASE KEEP YOUR ID CARDS AND ROLL NO SLIPS IN FRONT OF YOU.
  - (5) DO NOT WRITE ANY THING ON QUESTION PAPER EXCEPT YOUR ROLL/REGISTRATION NUMBERS.
- e. Distribute answer books/sheets to the students. Ask the students to write their Names and Registration Numbers on the answer books.
- f. Open the sealed envelope of the question papers in front of the students.
- g. Start distribution of the question papers to the students 2 minutes before start of examination.
- h. Distribute the question papers upside down and make the following instructions to the students:-

“WE ARE DISTRIBUTING YOU THE QUESTION PAPERS UPSIDE DOWN. PLEASE DO NOT TURN OVER THE QUESTION PAPER TILL YOU ARE ASKED TO DO SO”.

- j. If there is more than one exam, make sure that all students have the question paper relevant to them.
- k. Start examination at the scheduled time through the following announcement:-
  - (1) YOU CAN NOW TURN OVER THE QUESTIONS PAPER AND START THE EXAM.
  - (2) WRITE YOUR REGISTRATION ON TOP OF THE QUESTION PAPER
  - (3) WE ARE STARTING THE EXAM AT \_\_\_\_\_ AM.
  - (4) THE DURATION OF EXAMINATION IS \_\_\_\_\_ HRS.
  - (5) WE SHALL FINISH THE EXAM AT \_\_\_\_\_ AM.
- l. Write the start time and ending time of the paper on the white board.
- m. Allow the late coming students to enter the exam till 30 minutes after the start of examination, after which no late coming student should be allowed to enter the exam.
- n. Promptly distribute extra sheets to the students as and when required.
- o. All answer booklets and answer sheets must be signed by the deputy superintendents before or during the conduct of the examination.
- p. Ensure that candidates are constantly and appropriately supervised.
- q. Conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates.
- r. Make announcements about the time when:
  - (1) Half the time is over, and
  - (2) 15 minutes are left to the end of examination.
- s. Use of Washroom by the Candidate: The use of washroom facility is generally disallowed, however, if the need is alarming or urgent, the superintendent may allow one student at a time to go to the washroom in the company of an attendant / sweeper.



#### 4. **Use of Unfair Means Committee (UMC)**

- a. Examination in all academic institutions is a very important process of student's academic assessment. Although all efforts are made by the Faculty and the exams department to ensure a free and fair conduct of examination yet a significant number of cheating and use of unfair means (both, in the annual and semester exams) are reported by the invigilating and supervisory staff. In FUI these cases are referred to a Sub Committee of Discipline Committee, entitled as "**Use Of Unfair Means Committee (UMC)**".
- b. The main function of this committee will be to check and respond to the reported cases of unfair means, cheating, misconduct, impersonation, and similar during the module / sessional/ mid / terminal exams and make recommendations according to approved policy.
- c. **Composition of the Committee**. Each campus will have its own Unfair Means Cases (UMC) committee with the following composition:-
  - President - Professor/Associate Professor to be nominated by the Campus Director
  - One Faculty member to be nominated by the Dean
  - Deputy Controller Examination
  - Secretary - Assistant Manager Student Affairs

\* The committee may call on special invitation one or more than one members in any meeting if deemed necessary.
- d. **Procedure / Meetings**
  - (1) The tenure of the Committee shall be two years.
  - (2) The Committee shall meet immediately after the completion of examination (not later than a week).
  - (3) The quorum of the committee shall be three.
  - (4) The Committee shall study the cases reported by the invigilating/supervisory staff to the DCE who shall present each case before the Committee.
  - (5) The accused student(s) shall be given the opportunity to explain their position in writing and before the Committee

- (6) If the charge is established the Committee shall recommend penalty in each case according to the nature and gravity of the offence and as per approved/notified policy.
- (7) The recommendations of the Committee shall be approved by the Respective Campus Director.
- (8) The secretary shall endorse a copy of approved minutes to all concerned i.e. MSA, HOD, Exam Department Dean of the faculty, student concerned etc.

## 5. Punishments / Penalties

<u>Charges</u>	<u>Punishments</u>
<b><u>Copying cases</u></b>	
(1) Possession of copying material (but not used)	<ul style="list-style-type: none"> <li>• Cancellation of paper</li> <li>• Fine of Rs. 2,000.00</li> <li>• Warning letter to be issued</li> </ul>
(2) Possession & use of copying material	<ul style="list-style-type: none"> <li>• Cancellation of paper</li> <li>• Fine up to Rs.5000/-</li> <li>• Warning letter to be issued.</li> </ul>
(3) Copying from fellow student(s)	<ul style="list-style-type: none"> <li>• Cancellation of paper of both the students</li> <li>• Fine of Rs.5000 each.</li> <li>• Warning letter to be issued to both the students.</li> </ul>

### Cell Phones/Digital diaries

(1) Possession of Cell phones & Digital diaries etc.	<ul style="list-style-type: none"> <li>• Fine of Rs.5,000.00 shall be imposed</li> <li>• Warning letter to be issued.</li> </ul>
(2) Use of cell phone/Digital diaries, watches etc during exam	<ul style="list-style-type: none"> <li>• Cancellation of paper</li> <li>• Warning letter to be issued</li> </ul>

### Identity Not Proved / Unauthorized Attempt of Paper

(1) Barred from appearing in the exams due to any matter related to violation of FUI discipline rules yet found attempting the paper	<ul style="list-style-type: none"> <li>• If allowed to sit in the exam due to oversight and attempts the paper, the unevaluated answer sheet shall be sent to Examination Department and presented in the UMC.</li> <li>• The Committee may <u>allow evaluation</u> of the script on production of evidence or <u>cancel</u> the <u>script</u></li> <li>• <u>Warning letter to be issued.</u></li> </ul>
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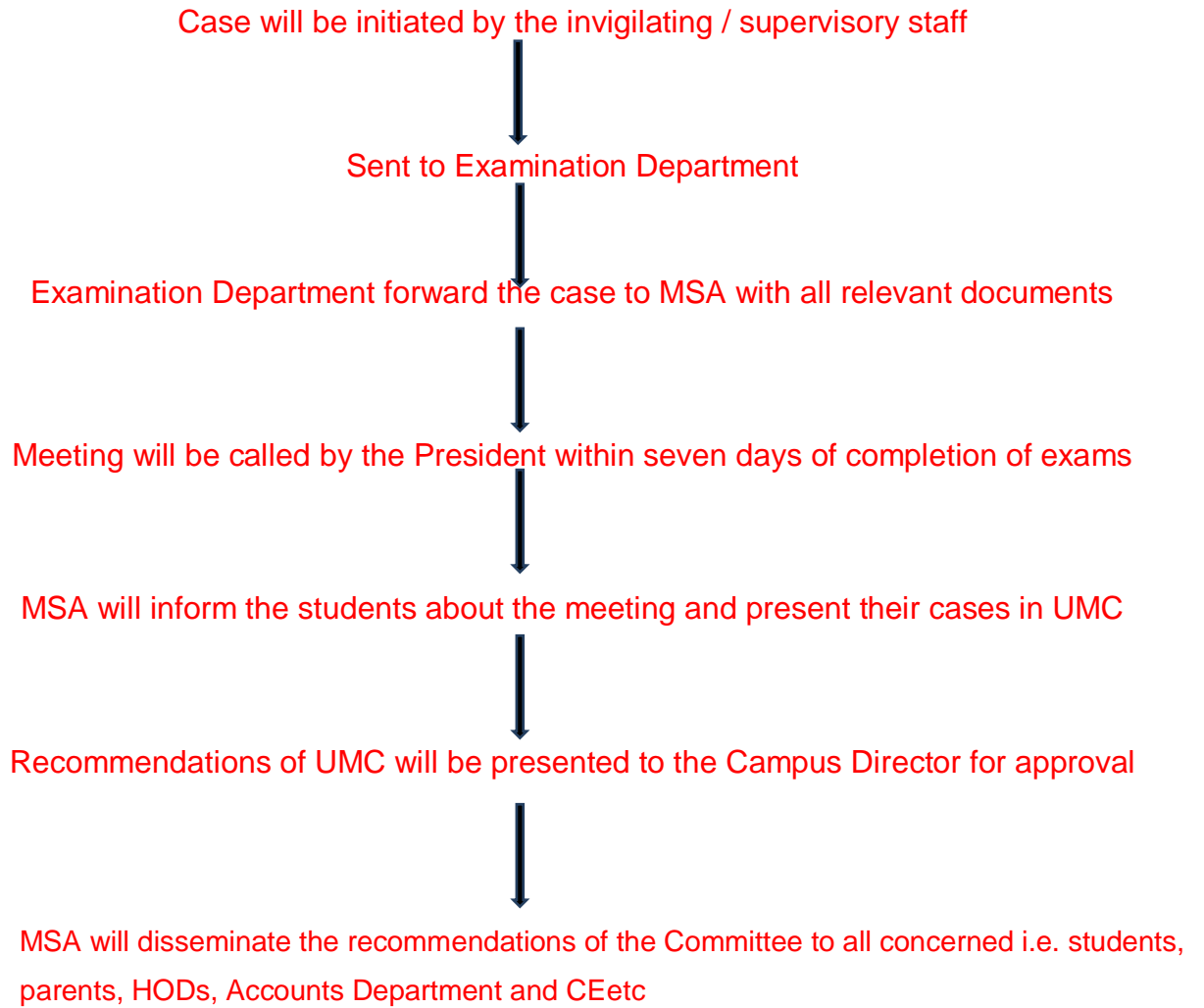
(2)	Impersonation	<ul style="list-style-type: none"> <li>• Cancellation of Paper / Entire Module Exam / Semester Exam / Annual Examination.</li> </ul>
(3)	Repetition of same offence during the course of study/programme	Immediate expulsion from the university and handing over the case to the investigating agencies if deemed necessary.
(4)	Identity not proved – without roll number slip / ID card	Fine of Rs. 1,000.00.

### **Misconduct**

(1)	Use of abusive language / threatening, making unrest inside the exams hall	<ul style="list-style-type: none"> <li>• Cancellation of paper / entire semester exam / module exam / Annual exam. Fine of Rs.5000- 10,000/- (depending upon the nature of the case).</li> <li>• Warning letter to be issued.</li> </ul>
(2)	Indulging in physical torture/assault with the invigilating staff or fellow students during exams	Imposition of major penalty that is immediate expulsion from the university for a minimum period of 2 years or forever depending upon the gravity of the case.
(3)	Stealing / tearing / destroying of answer sheets	<ul style="list-style-type: none"> <li>• Cancellation of entire exam</li> <li>• Imposition of fine Rs. 20,000.00 (twenty thousand).</li> <li>• Issuance of warning letter</li> </ul>
(4)	Repeating the same offence in a single semester / year	Cancellation of entire semester / annual exam and imposition of fine upto Rs. 10,000.00 (ten thousand)
(5)	Any other	<ul style="list-style-type: none"> <li>• The UMC Committee will be authorized to decide penalty in cases other than the above mentioned according to the nature of offence, with the consensus of majority of the members during the meeting.</li> <li>• The Committee may relax the above penalties in any case if during the proceedings student gives appropriate supporting evidence.</li> </ul>

- Reporting official will be required to appear before the UMC Committee when called for.
- Appearance before the Committee is mandatory for the accused students, failure to appear before the committee on two consecutive calls shall lead to exparte decision.
- The recommendation of UMC will be submitted to the Campus Director through the MSA of the Campus.
- The students will have the right to appeal to the higher authority against the decision of the Committee within 7 days of receipt of letter.
- Registration in the next semester / year shall be subject to the recommendations of the committee and on payment of fine if any.

## FLOW CHART



6. Instruction to Candidate and Rules for the Examination Hall are attached as Anx D.

**Annex A**

To FUI Discipline Policy

**FUIC**

**FUMC**

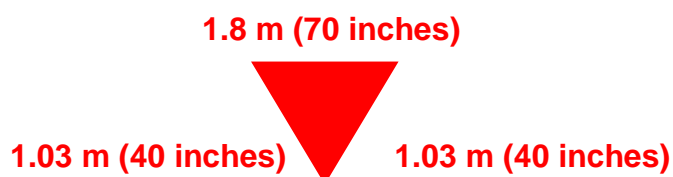
1. **Winter**

- a. Male - White shirt with full sleeves  
Light Grey Trousers  
Maroon Neck Tie  
Maroon Sweater “V” neck\*\*  
Maroon Blazer  
Black Socks  
Black Oxford Shoes
  
- b. Female - White Shirt (knee-long) with full sleeves  
White Shalwar  
Maroon Scarf\*&Maroon Dupatta  
Maroon Sweater “V” neck\*\*  
Maroon Blazer  
Blacks Socks  
Black Oxford Shoes

2. **Summer**

- a. Male - White shirt with full sleeves  
Light Grey Trousers  
Maroon Neck Tie  
Black Socks  
Black Oxford Shoes
  
- b. Female - White Shirt (knee-long) with full sleeves  
White Shalwar  
Maroon Scarf\*&Maroon Dopatta  
Blacks Socks  
Black Oxford Shoes

**\*The triangular head scarf with the following dimensions will be used :-**



The tow equal sides will be further boarded with a maroon coloured lace of 6.5 cm (2.5 inches) breadth.

\*\*The sweater can be optionally worn along with the blazer. The period for wearing the sweater without blazer is notified by the administration according to the season. While in the college or in the Hospital premises, every student will wear a knee-long white overall with college ID card displayed above the right pocket.

Male students will maintain hair cut of a standard size and shave regularly. Students with beards are to keep them trimmed.

No excessive makeup and wearing of expensive jewellery in the campus by Female students.

**Note:**

For **FUCD** - Colour of the Neck Tie, Blazer, Sweater and Head Scarf / Dupatta will be **Green**.

For **FUIRS** - Colour of the Trousers, Neck Tie, Blazer, Sweater and Head Scarf/Dupatta will be **Blue**.

For **FUCN** - Colour of the Trousers, Neck Tie, Blazer, Sweater and Head Scarf/Dupatta will be **CAMEO**.

## **Annex B**

To FUI Discipline Policy

### **FURC / FUSC**

- Tights, Sleeveless, see through, Capris, Short Shirts, T shirts and indecent dress shall not be worn by female students.
- Dupatta/stoal shall be worn by female students.
- T-Shirts and Shirts without Colors shall not be worn by male students.
- Faded/ripped jeans shall not be worn.
- Dress with indecent/provocative remarks inscribed shall not be worn by the both male and female students.
- There shall be no wearing of jogging suits and exercise clothing during Classes by both female students.
- No excessive makeup and wearing of expensive jewellery in the campus by Female students.
- Pony tail and chaddar with shalwar kameez is not allowed for male student.
- Lab coats shall be worn where applicable.

**Annex C**  
To FUI Discipline Policy

**WOMEN PROTECTION ACT – 2010**

Certified that the contents of Women Protection Act 2010 have been read, understood and code of conduct is being implemented for all faculty/ staff regarding their handling of routine matters/studies assignments concerning female staff/female students.

\_\_\_\_\_  
( Head of Institution )

Dated \_\_\_\_\_

To: Administration Branch  
(Through Estb Branch)



**INSTRUCTIONS TO CANDIDATES AND RULES FOR THE EXAMINATIONS HALL**

Candidates appearing in any examination conducted by FUI must read the following instructions very carefully.

1. Be punctual; you should be present in the vicinity of the Examination Hall well before starting time for each paper or practical, and be seated as directed by the invigilation staff. The door of Examination Hall will be closed before the starting time and the paper will start at the exact time.
2. Possession of firearms, knives etc, inside and in the vicinity of Examination Hall is a crime under country's law; and shall constitute a punishable offence.
3. Bring all your needed equipment e.g. pens, pencils, sharpeners, rulers etc with you. You would not be allowed to borrow these items from other candidates.
4. Books, Magazines, notes, written or blank paper sheets etc are not allowed inside Examination Hall. If found in the possession of a candidate, his/her paper will immediately be cancelled.
5. Writing on palm, arm or anywhere on the candidate's body is considered enough proof of cheating whether the written material is related or unrelated to the exam paper. Such a written material will result in the cancellation of the paper.
6. **Proper uniform is mandatory** to appear in Annual / Supplementary Examinations.
7. **Electronic notebooks and mobile phones** are strictly not allowed in the Examination Hall. Calculators may be allowed in certain papers.
8. Your all **activities** are being **monitored by the CCTV Camera**.
9. No foods, beverages or cigarettes will be allowed inside or consumed in the examination Hall.
10. No candidate should allow anyone to impersonate him to appear in the examination on his/her behalf. This will result in serious consequences such as cancellation of registration from FUI.
11. Cheating from, and helping other candidates in the Examination Hall would also result in serious consequences.
12. No page should be torn from the main answer book or extra sheet, and no part of these is to be taken out the Exam Hall. Such Practice will result in the cancellation of the paper.
13. You must maintain discipline in the Examination Hall. Talking, making noise, shouting or throwing objects etc will be considered as serious and punishable offence.
14. The invigilation staff will be very courteous, friendly and helpful but do not ask them for any help in answering the questions. This will be taken as cheating. You may ask them if any clarification in the question paper is required.
15. The subject teacher will be present for ½ hours in the Examination Hall. You may ask him/her if clarification / correction in examination paper is needed. After he/she leaves, no one will be allowed to ask any question.
16. You are also required to be respectful and polite towards the invigilation staff. Show of temper, anger, misbehavior, misconduct or disrespectful utterances will be dealt with serious punishment.

I, **Mr. / Miss** ..... **S/O, D/O**  
**Mr.**..... have read the above instruction and have understood them well. If involved in any of the above offences, I am liable to strict punishment. This may result in permanent cancellation of my registration from FUI and expulsion from Faculty / College / Institute / Department.

**Date:** .....

**Signature of Candidate** .....