

CHAPTER-1

RULES FOR RESIDENCES OF STUDENTS

1. Every student on the rolls of the University/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution shall live during the term time:
 - (1) with his/ her guardian or near relative appointed by the guardian for this purpose; or
 - (2) in a University/ College hostel; or
 - (3) in a hostel recognized by the University.

Provided that the Principal of College or Chairperson of the University Teaching Department or Director of Institute/ Centre/ School may permit a student to live in an un-recognized hostel or other lodging as a special case. A list of all such cases shall be forwarded, as the case may be to the Registrar immediately, after finalization of the admission.

2. Rules for University Halls/ Hostels

- (1) The residential accommodation in Halls/ Hostels comprises:
 - (a) Cubicles
 - (b) Dormitories etc.
- (2) All whole time students admitted directly to the University/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution for a regular course of study will be eligible to apply for accommodation in the University/ College Halls/ Hostels.
- (3) Applications for allotment of seats in the Halls/ Hostels shall be submitted to the concerned Head (in triplicate) on prescribed form along with three photographs (passport size) and duly attested by the concerned Head to the Halls/ Hostels Superintendent, who will keep one form with him/ her and forward two forms, one to the Provost Hostels/ Director Students Affairs (DSA) and the other to the concerned Head indicating on the forms the number of room allotted to the student. The Provost Hostels/ Director Students Affairs will be kept informed of the changes made in the allotment of seats within the Halls/ Hostels by the Superintendent.

- (4) At the beginning of each academic year, a resident student shall be required to produce a certificate from the concerned Head to the effect that he/ she is on the rolls of the Department/ Institute/ Centre/ School/ College/ Affiliated Institution concerned in order to get the allotment of his/ her Hall/ Hostel seat renewed. Heads of the departments will also supply a copy of promoted students. Students seeking admission in Halls/ Hostels will produce a clearance certificate from Hepatitis B, C and communicable diseases.

3. Confinements

- (1) Hostel accommodation is not a right but facility provided by the University. It is solely the prerogative of the University to offer a accommodation in the hostel.
- (2) A student, who fails to fulfill the degree requirements within the minimum prescribed time duration, shall not be allowed to reside in the University hostels.

4. Fee and Dues

- (1) The procedure for the payment of fee and dues is as under:
 - (a) Admission fee at the time of admission as may be prescribed.
 - (b) Hostel Security (refundable) as may be prescribed.
 - (c) Rent per month as may be prescribed.
 - (d) Electric Charges per month as may be prescribed.
 - (e) Common room and service charges per month as may be prescribed.
 - (f) Miscellaneous (including repairs, utensils, newspapers etc.) as may be prescribed.
- (2) All Halls/ Hostels dues shall be deposited in the concerned account with designated bank. The Bank Challan showing the amount to be paid under various heads will be provided by the Hall/ Hostel Office. It shall be the responsibility of the applicant to provide the proof of the payment to the concerned Superintendent.

- (3) The monthly Halls/ Hostels dues shall be paid by the 15th of each month. The allotment of the residents shall be cancelled, who fail to pay their dues by the end of the month.
- (4) Names of the residents who have not paid their dues shall be reported by the Superintendent to the Provost/ Warden/ DSA/ concerned Head in the first week of each month who will check that the defaulters leave the hostel. The Provost/ Warden/ DSA/ concerned Head may however, allow a further period of grace in exceptional circumstances.

5. Discipline

- (1) The student shall not be entitled to reside in the university hostels after the period of the prescribed degree course. As the student shall not be bonafide student of the university after availing the time period prescribed for the degree course, he/ she shall not be entitled to represent themselves in the university functions/ events or avail the facilities as are available to the bonafide students.
- (2) Residents are expected to develop the habit of self-discipline. They will not conduct themselves in a manner, which may interfere with the study and convenience of fellow residents or injure the feelings. Nothing can make social life truly pleasant except genuine courtesy and mutual consideration.
- (3) Rooms must be kept clean and tidy. The glass panes above the entrance of the room shall remain uncovered. No resident is allowed to drive nails in the walls or to disfigure them in any manner.
- (4) No resident, except with the permission of the Superintendent, is allowed to keep a guest in the Hall/ Hostel during the night.
- (5) Guests permitted to stay in the Halls/ Hostels can dine in the Dining Hall and not in the student's rooms.
- (6) All waste papers etc. must be placed in the receptacles provided for the purpose.
- (7) Dogs and other pets should not be brought inside the premises of a Hall/ Hostel.

- (8) No stranger shall be admitted inside the hostel premises without the permission of the Warden.
- (9) No guest will be allowed to reside in the hostel. Violation of this rule will render the boarder liable for expulsion from the hostel in addition to any other penalty which the Provost/ DSA/ Warden may deem fit.
- (10) All the residents shall be in the Hall, at prescribed time. The rooms shall be kept open at that time to enable the prefects to mark attendance. A resident returning to the Halls/ Hostels at night after prescribed time shall sign his/ her name in the register kept with the security guards/ attendant at the gate giving the number of his/ her room and the date and time of arrival. Entry into the Halls/ Hostels over the boundary wall is prohibited.
- (11) There shall be no disturbance or noise in the rooms or outside the rooms within the Halls/ Hostels premises. No resident student shall entertain in his/ her room fellow residents **or** outsiders during prescribed hours.
- (12) The residents must get permission of the Superintendent in writing in case they have to absent themselves from the Halls/ Hostels during the night. A fine as may be prescribed shall be levied for absence without permission.
- (13) A resident absenting himself/ herself from the Halls/ Hostels without written permission of the Superintendent for a fortnight shall forfeit his/ her Halls/ Hostels seat. The room allotted to him/ her will be opened by the Superintendent in the presence of the Warden/ concerned Head/ Halls/ Hostels Secretary and one of the prefects. All articles found in the room shall be taken in personal custody by the Superintendent.
- (14) No resident shall keep a transistor radio set or tape recorder etc. without the permission of the Superintendent and will not use it in a way, which may be inconvenient to others.
- (15) Playing of loud musical instruments in the room is not permitted.

- (16) Playing of indoor games in any place other than the Common Room or the games room is prohibited.
- (17) Residents are not allowed to keep with them heaters, stoves, electric radio sets, radiograms, electric tape recorders, any electric appliances and air conditioners etc. Any such appliance, if found in the possession of a resident, shall be confiscated. The use of heaters and electric stoves is strictly prohibited. Any resident found infringing this rule shall have to pay a fine as may be prescribed.
- (18) The residents are advised not to keep large sums of money and jewelry with them. The Halls/ Hostels authorities are not responsible for any theft or loss of valuables left in a room.
- (19) A resident indulging in the use of liquor etc. or in gambling practices or found in possession of fire arms or explosives shall be expelled from the Halls/ Hostels and a case may be registered with the police by the Superintendent.
- (20) Complaints against the misbehavior of servants/ sweepers may be made to the Superintendent. Residents are not allowed to use abusive language or physical force against them.
- (21) A resident shall not change his/ her room without the prior permission of the Superintendent.
- (22) A resident intending to withdraw his/ her name from the Halls/ Hostels shall make an application in writing to the Superintendent who may permit him/ her to leave after realizing the dues from him/ her.
- (23) The rooms will be vacated and the keys handed over to the Superintendent before leaving for the summer vacation or on completion of any University examination. Students who fail to comply with this rule will not be allowed Hall/ Hostel accommodation during the succeeding academic year.
- (24) All notices about the Halls/ Hostels shall be pasted on the Halls/ Hostels notice board and shall be considered as read by the residents. Failure to read a notice shall not be accepted as an excuse for non-compliance with such notices.

- (25) Before a notice or poster is displayed on the Halls/ Hostels notice board, it shall be countersigned by the Halls/ Hostels Superintendent.
- (26) If a resident is found guilty of breaching Halls/ Hostels rules or discipline, the Superintendent may impose such fine on him/ her, as he/ she may deem appropriate.
- (27) All applications for remission of Halls/ Hostels fines shall be submitted to the Provost/ DSA/ Warden/ concerned Head through the Superintendent who may pass such orders, as he/ she deems fit.
- (28) Fines imposed on residents in connection with their residential life shall be charged and deposited in the University account.
- (29) Cases of serious indiscipline in the Halls/ Hostels will be reported by the Superintendent to the Provost/ DSA/ Warden/ concerned Head. The Superintendent may remove a resident from the Halls/ Hostels or take any other appropriate action.
- (30) All cases of sickness must be reported to the Superintendent at once for necessary action who may intimate the fact to the Provost/ Warden.
- (31) Parking of automobiles in the Halls/ Hostels shall be totally on the owner's risk.
- (32) No newspapers, periodicals, magazines or any other publication other than those authorized by the Head of the Institution shall be brought into the Halls/ Hostels by any resident.
- (33) Every part of the Halls/ Hostels premises shall be open for inspection of the University authorities.
- (34) Any student who is unable to occupy his/ her allotted seat in the Halls/ Hostels by the notified date, other than certified illness for which he/ she will submit a certificate before the due date will also forfeit his/ her allotment in the usual manner.
- (35) Ragging of first year students is not allowed in the Halls/ Hostels and in other premises of the University.

- (36) Any religious ceremony likely to injure the sentiments of others residents shall not be performed in the Halls/ Hostels.
- (37) Students will have to vacate the Halls/ Hostels accommodation within a week of the expiry of the final semester regular examination.
- (38) No resident shall be allowed to stay in the Halls/ Hostels after the completion of the regular University examination. Students, who have to complete their Thesis/ Dissertations after the completion of the University examination, may be permitted to continue their stay in the Halls/ Hostels on the recommendation of the Research Supervisor and concerned Head for a period till submission of Thesis/ Dissertations, not exceeding 2 months.

6. Students Councils, Societies and Clubs etc.

- (1) No meeting other than those Students Councils, Societies and Clubs etc. recognized by the University shall be held in the Halls/ Hostels and no outsiders shall be invited to the meetings without prior permission of the Superintendent.
- (2) Each of the Students Councils, Societies and Clubs etc. will function under the DSA/ Provost Hostels/ Director Sports or any other faculty member appointed by the Vice Chancellor for the purpose.

7. Furniture

- (1) Residents are responsible for the safe custody of the furniture allotted to them. They are not permitted to remove the furniture from one room to another or interchange the furniture.
- (2) Residents shall pay for any damage done to the furniture supplied to them or any other Halls/ Hostels property.
- (3) Any one found guilty of intentional damage to the University property will not only have to make good the damage but will also be liable to disciplinary action including expulsion from the Halls/ Hostels and or from the University.

8. Electricity

- (1) Light in the room must be put off when the resident retires or goes outside the room.
- (2) The electric installations must not be tampered with in any way. Unauthorized interference with the installations is very risky as it may cause serious damage. Residents found guilty of such interference are liable to heavy fine/ expulsion from the Halls/ Hostels.

9. Mess

- (1) Only bonafide students will be eligible for mess membership.
- (2) All residents should normally eat in the Halls/ Hostels mess.
- (3) Halls/ Hostels mess shall be managed by a Mess Committee, consisting of the Superintendent as Chairperson and three to five representatives of the residents elected on monthly/ quarterly basis in such a manner as may be determined by the Provost/ DSA/ Warden/ Superintendent. The Mess Committee shall elect a student as its Secretary. The Superintendent shall be responsible for financial matters of the mess.
- (4) A monthly statement showing the amount due from every resident will be submitted by the Mess Committee to the Superintendent by the 5th of every month.
- (5) No resident is permitted to have private cooking arrangement in the Mess/ Halls/ Hostels.
- (6) Residents are not allowed to take crockery and cutlery to their rooms.
- (7) Dining Halls will remain open during the time fixed for each meal. Residents will not be allowed to demand food after prescribed hours.
- (8) Residents attending the Dining Hall, Common Room and other Public places shall be in proper dress.
- (9) Residents must eat in the dining hall, which is run ordinarily on self-service basis. Any person found ordering his/ her meals in a room without the permission of the Superintendent is liable to be fined or even expelled from the Halls/ Hostels.

- (10) Members intend to be absent from a meal must inform the manager/ cook atleast 12 hours before, otherwise they will be charged for it.
- (11) The Warden of the Halls/ Hostels can fix the mess security according to prevalent market prices of eatables.
- (12) Mess advance will be returned after adjusting the student accounts only when they finally leave the Halls/ Hostels.
- (13) Members inviting guests should intimate their intentions to the mess manager/ cook atleast 12 hours before the meals are served to them.
- (14) A member may lose his/ her right or membership if his/ her conduct is found un-satisfactory or if he/ she does not abide by the rules of the mess but no member shall be dismissed without the sanction of the Provost.
- (15) Employees belonging to the Mess are under the direct control of the Superintendent.

10. Common Room

- (1) For the recreation of the residents there is a Common Room in each Hall/ Hostel where arrangements are made for indoor games.
- (2) The management of the Common Room shall vest in a Committee consisting of the Superintendent as Chairperson and the Halls/ Hostels Secretary who will be elected by the residents every year irrespective of the fact whether the new admissions for that academic year were completed or not. This Committee will frame rules for the use of the Common Room, which will be subject to the approval of the Provost/ DSA/ Warden.
- (3) Serving of refreshments and meals in the lounge is not allowed, nor can be used for games.
- (4) Every female Hall/ Hostel may be provided a lounge where guests may be received.
- (5) Lady visitors (only mother and real sister) may be received in the lounge and not in any other part of the Hall/ Hostel.

11. Prefects

Each Hall/ Hostel will have three prefects nominated by the Warden on the recommendation of the Superintendent. The number of prefects may be increased or decreased according to the strength of the Halls/ Hostels at the discretion of the Warden. The duty of the prefects will be to help the Halls/ Hostels authorities in carrying on the various aspects of residential life in such manner as may be directed. The elected Halls/ Hostels Secretary will be one of the Halls/ Hostels prefects.

12. Distinguished Visitors

A visitor's book shall be kept in each Hall/ Hostel, which is to be signed by each distinguished visitor.

13. Special Rules for Girls Halls/ Hostels

- (1) Resident students are expected to return to their Halls/ Hostels soon after they finish their work in the Departments/ Institutes/ Centres/ Schools/ Colleges/ Affiliated Institutions. All residents shall be in, the Halls/ Hostels at the prescribed time.
- (2) On weekend and other holidays, permission of the Superintendent/ Warden/ concerned Head must be obtained if the residents have to go out of the Halls/ Hostels.
- (3) In special cases, the Superintendent may permit a resident to stay out beyond prescribed time. In all such cases a late pass shall be issued by the Superintendent.
- (4) A resident may be permitted to stay out at night, once a fortnight with the permission of the Superintendent only at places permitted in writing by the parents/ guardian and only when proper escort is provided.
- (5) Besides the long vacation and the winter or spring recess, girls may be allowed to go out of station on any other day provided the parents/ guardians send a written request to the Superintendent.

- (6) All residents, at the time of admission, shall submit a list of visitors who may visit the residents in the Hall/ Hostel and of those persons with whom the residents may go out. The list must be signed by the parents/ guardians. A prescribed proforma shall be used for this purpose.
 - (7) Visitors permitted by the parents/ guardians may see the girls in the lounge at the prescribed day and time.
 - (8) Residents are advised not to keep ornaments or other valuables in the room. The Hall/ Hostel authorities will not be responsible for any loss.
 - (9) The female guests may stay in girls' hostel with the permission of the Superintendent on the payment of prescribed charges but not more than three days. However, in girls' hostels ex-resident girls students can stay for their examination according to date sheet by the permission of Chairperson Hall Council/ Provost on the recommendation of Superintendent/ Warden.
 - (10) Guests permitted to stay in the Halls/ Hostels shall dine in the dining hall, and not in the student's room.
 - (11) All applications for leave must be submitted to the Warden/ Superintendent, 24 hours before the date of leave.
 - (12) If girls' students have to accompany University trip or attend a University function, they will need to produce a letter from the concerned Head in order to get permission from the Superintendent.
14. These rules will also be applicable to Halls/ Hostels, which the University may establish in rented buildings for the convenience of students.

CHAPTER-2
REGULATIONS FOR THE DISCIPLINE, WELFARE,
CODE OF CONDUCT AND HONOUR OF THE STUDENTS

1. Discipline

Disciplinary action by the concerned Head against the students might impose one or more of the following penalties, depending upon the severity of the offence:

- (1) A student may be fined;
- (2) A student may be placed on probation for a fixed period. If during the period of probation, he/ she fails to improve his/ her conduct, he/ she may be rusticated or expelled;
- (3) A student may be suspended from the rolls of the institution for a period not exceeding two weeks at a time, excluding the suspension, if any, not exceeding 10 days ordered by the concerned Head pending inquiry into misconduct of the student;
- (4) Rustication, expulsion or requiring the student to withdraw from the institution;
- (5) Or compulsory migration.

2. Regulations for Rustication and Expulsion

- (1) Rustication, whenever imposed on a student, shall always mean the loss of one academic year in so far as his/ her appearance at a University examination is concerned. The period of absence from the institution will, however, meant for the year when the penalty was imposed. The student under rustication may, at the discretion of the concerned Head be permitted as (2) below to rejoin the class in the same institution in the beginning of the next academic year.
- (2) A student expelled from an institution shall not be re-admitted into the same institution without the sanction of the Vice Chancellor and in no case shall be allowed to do so before the expiry of one academic year from the date of expulsion.

- (3) A Discipline Committee for the University/ each college shall be formed to consider the cases of expulsion and rustication of students. The Discipline Committee of the University shall consist of:
- (a) The Chairperson to be nominated by the Vice Chancellor.
 - (b) Two Professors to be nominated by the Academic Council.
 - (c) One member to be nominated by the Syndicate.
 - (d) The Teacher or Officer Incharge of Students Affairs by whatever name called (Member/ Secretary).
 - (i) The term of office of the members of the Committee other than ex-officio members shall be two years.
 - (ii) The quorum for the meeting of the Committee shall be four.
 - (e) (i) The Discipline Committee in each Constituent/ Affiliated College shall consist of five senior most teachers including the Principal/ Dean who shall be its Chairperson. The committee shall be duly approved by the Vice Chancellor on the recommendation of the Principal concerned.
 - (ii) The Vice Chancellor may allow one or maximum two additional members to be co-opted on the above committees, if the situation may so demand.
- (4) The final decision in every case shall, however, rest with the Principal of the College. The names of the members should be communicated by the College to the University each year. Appeal/ Review against the rustication/ expulsion shall lie with the Vice Chancellor. He/ she may refer the Appeal/ Review under consideration to the same or other discipline committee and adopt the procedure, which he/ she deems fit.

Provided that the student against whom any action has been taken by the Discipline Committee may lodge an appeal for review with the Vice Chancellor within two weeks.

3. Functions of the Discipline Committee

- (1) The functions of the Discipline Committee shall be:
 - (a) To deal with all cases of indiscipline and misconduct of students in the University.
 - (b) To propose regulations relating to conduct of students, maintenance of discipline and breach of discipline.
 - (c) To impose fine, place on probation, to suspend, expel or rusticate students on the basis of inquiry conducted under prescribed regulations/ rules.
 - (d) To perform such other functions as may be prescribed by the Vice Chancellor.
- (2) An appeal against the decision of the Discipline Committee shall lie with the Vice Chancellor whose decision shall be final and binding.

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Notification

Dated: November 14, 2014

No. F.3/Senate (6-M)i-5(si-vii)/7512-7550/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved the following regulations for the Discipline Committee of the University:

1. The Vice Chancellor shall constitute the Discipline Committee of the University. He/ she may dissolve the existing committee and constitute the new committee if so required, for carrying out its function in an effective manner. Quorum of the committee shall be 50% of its members.
2. The Deans, Chairpersons, Directors, Teachers and Officers or Officials of the University may report in writing to committee through its Chairperson/ Convener of the breach of discipline or good order of the University.
3. The committee will frame the charges in light of the report submitted to it and mention clearly the charges in the notice to the student and likely punishment to be imposed. The committee will also provide a copy of the notice to the guardian of the student.

4. In case the student is failed to submit explanation within prescribed time, he/ she will be considered as guilty/ involved in the indiscipline.
5. The committee shall hold its meeting within two days after receipt of such report and issue notice to the student involved in the indiscipline or any activity of same turpitude asking him/ her to explain that why not disciplinary action is taken against him/ her mentioning the nature and gravity of the indiscipline and likely penalty to be imposed on him/ her in case he/ she is found guilty. The committee shall seek such explanation in less than a week's time.
6. In case the explanation of student is not satisfactory or his/ her involvement in the act of indiscipline is proved, the committee shall impose any of the following penalties clearly mentioning the period for the implementation of the decision of the committee.
 - (1) Expulsion
 - (2) Rustication
 - (3) Suspension for a certain period of time (maximum one semester/ six months)
 - (4) Fine or any other punishment which the committee considers appropriate to implement good order in the University.
7. The committee shall take decision by consensus or majority vote. The decision taken by majority vote shall be considered as decision of the committee for all purposes.
8. Each student will be asked to submit his/ her individual reply to the notice on prescribed form, as the nature of involvement of each may differ in gravity and history.
9. The decision of the committee or the Vice chancellor shall be notified by the Deputy Registrar/ Assistant Registrar (General). The student may submit appeal to the Vice Chancellor on prescribed form and fee against the punishment awarded to him/ her by the discipline committee
10. The Vice Chancellor shall issue notice to the appellant for personal hearing to know his/ her position on the nature of charges against him/ her and penalty awarded to him/ her.

11. The Vice Chancellor may enhance, reduce or even quash the penalty imposed by the discipline committee and award any penalty he/ she thinks appropriate. In case the Vice Chancellor decides to reduce, enhance or quash the penalty, he/ she will record the reasons for doing so. Any reduction in the penalty would be subject to the condition that the student shall submit written statement on judicial paper attested by 1st class magistrate that he/ she will not breach the discipline and good order of the University in future, failing which the penalty awarded to him/ her shall stand reinforced. The decision of the Vice Chancellor in any case shall be final and binding.
12. If a penalty of expulsion/ rustication is imposed on a student, the decision should be intimated to the Higher Education Commission and all public and private sector Institutions/ DAL's.

Sd/-

(Prof. Dr. Mohammad Riaz Moghal)

Registrar

4. Welfare Committee

Each University/ Affiliated College/ University Teaching Department/ Institute/ Centre/ School should set up a welfare committee to keep in touch with the students and deal with their problems and to look after their welfare in general. The members of this committee should be nominated by the concerned Head of the Institution.

5. Code of Conduct and Honour

- (1) The primary mission of the Student's Code of Conduct and Honour is to set forth the community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the educational objectives of the University. Founded upon the principle of freedom of thought and expression, an environment conducive to learning is one that preserves the freedom to learn where academic standards are strictly upheld and where the rights, safety, dignity and worth of every individual are respected.

Learning is a process defined by the exchange of ideas and the advancement of knowledge. As such, learning entails a community

of scholars united by their participation in, and commitment to, intellectual exchange. The University is, first and foremost such a community. Learning also involves reflecting on decisions and improving decision making in the future. By establishing the standards of this community, the Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational system. Hence, a corollary mission of the Student Conduct Code is to teach students to live and act responsible in a community setting, with respect for the rights of other students and members of that community, and for the property, common resources, code of conduct, and laws associated with that community, and to encourage the development of good decision making and personal integrity.

- (2) Students are simultaneously members of the University community and the broader community (e.g. city, state, nation, and world). The Student Conduct Code, and the processes of its administration and enforcement, is directed specially at maintaining the standards of the University community. Within its jurisdiction the University may impose disciplinary sanctions against students or student organizations when their conduct materially interferes with the educational objectives of the University or University community member.

The code of conduct and honour has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior.

Study at the University presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student's experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct and Honour.

- (3) The University re-affirms its commitment to:
- (a) high academic standards, intellectual rigour and a high quality education;

- (b) intellectual freedom and social responsibility;
 - (c) recognition of the importance of ideas and the pursuit of critical and open inquiry;
 - (d) tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
 - (e) high standards of ethical behaviour.
- (4) The following Code of Honour, enunciating the basic principles of conduct expected of a student should be propagated through concerned Deans/ Heads of Departments/ Institutes/ Centres/ Schools/ Halls/ Hostels/ Colleges/ Affiliated Institutions:
- (a) Respect for order, morality, personal honour and rights of others;
 - (b) Honesty and integrity in all dealings with fellow students, teachers and others, both on and off the Campus;
 - (c) Protection of the institution's property and property of the fellow students;
 - (d) Showing due respect to elders, teachers and visitors;
 - (e) Courteous and helpful behaviour towards all those with whom they come in contact;
 - (f) Pledge to work hard and complete the courses of studies within the prescribed period without wasting time or causing disturbance to others;
 - (g) Responsible behavior and good conduct during academic life;
 - (h) Wears suitable clean dress;
 - (i) Ready to help others and work for community;
 - (j) Keep his/ her work place clean and tidy;
 - (k) Maintain human values;
 - (l) Help university maintain discipline;
 - (m) Gender respect and equality;

- (n) Show volunteerism and willingness for taking any assignment in the interest of institution and student at large.
- (o) Treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- (p) Maintain a cooperative and collaborative approach to inter-personal relationships;
- (q) Read all students related correspondence from the University, including email;
- (r) Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- (s) Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- (t) Use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless written permission has been granted for non-university or private usage.

6. General Disciplinary Rules

(1) Correspondence

- (a) Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the concerned Head, who will forward it if he/ she consider it desirable.
- (b) Any student wishing to make a representation on any subject has the right of direct access to the concerned Head at any time during University hours.

- (c) The Heads, Faculties and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

(2) General Rules

- (a) Students are required to observe order and discipline at all times in the institution.
- (b) The student will be recognized as bonafide student of the university only for the period of the prescribed course of study i.e. 2 years for the 2 years degree programmes, 4 years for the 4 years degree programmes and 5 years for the 5 years degree programmes etc.
- (c) The concerned Chairperson/ Director or Principal will be required to inform in writing to the Registrar of the university through the respective Dean about the extended period of the degree course and seek approval of the Vice Chancellor for the extension. The Registrar shall notify the approval of the Vice Chancellor for each of the semesters allowed by the rules.
- (d) In case the student failed to complete the degree requirements within the maximum period of time prescribed for the degree, he/ she shall be ceased to be a student of university and shall not be entitled to appear in examination or claim certificate or degree of the course of the study.
- (e) All admissions to the degree courses are subject to the provision of character certificate with 'good' or 'very good' remarks issued by the institution last attended.
- (f) The student shall be required to provide undertaking on Rs.100/- stamp paper attested by the 1st Class Magistrate for admission to each of the degree, diploma and certificate courses that he/ she will abide by the code of conduct for students and discipline rules of hostels and the university campuses and in case he/ she violates the rules and code of conduct for students, the university

may take any action against him/ her and he/ she will accept the decision of the university.

- (g) In case it is found that any undertaking/ statement submitted by the student was misleading or fake, his/ her admission to the degree programme/ hostel shall be cancelled. In such case the fee deposited by the students shall be charged as fine and shall not be refunded to the student.
- (h) In case the student is identified for damaging the property of the university, he/ she shall be awarded fine equivalent to the value of the property. The students shall not be issued clearance by the Chairperson/ Director or Principal of the Department/ Institute/ Center/ School/ College, unless he/ she deposit's the fine/ damage cost and submit original challan to this effect as proof of the payment to the concerned head.
- (i) Possession/ Sale of Drug and Smoking within the institution premises are entirely prohibited.
- (j) No game of any kind is to be played during the classes and duty hours.
- (k) Displaying and distribution of partisan/ ethnic/ sectarian/ political pamphlets or circulars etc. in the institution is not allowed.
- (l) All irregularities, neglect of duties and breach of discipline are to be brought to the notice of the concerned Head by the faculty member under whom the student is working.
- (m) Every student to whom books or other property of the University is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.
- (n) Any student breaking or damaging any property of the institution shall be required to pay the cost of repair or

replacement. In case of willful damage, he/ she shall be punished under the disciplinary rules of the University.

- (o) If a student of the university takes part in any political activity or conducts himself/ herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the university, the Head of department may take any action he/ she deems proper or bring the matter before the Discipline Committee for proper action.
- (p) No person shall be invited to address a meeting in the institution premises without prior permission of the Head of the Institution. In all cases, the chair shall be occupied by a responsible person approved for the purpose by the Head of the Institution. The subject of the debate shall be fixed after obtaining the approval of the Head of the Institution in advance.
- (q) No student shall address press conference, or write to the press on the political or related subject or matters concerned directly with the administration of the institution, University or any Government or Educational Institution in Pakistan or abroad. No poster or banner shall be put up without approval of the Head of the Institution.
- (r) No society may be set up by the students, nor any meeting held in the institution premises without the written permission of the Head of the Institution.
- (s) No riots, strikes, boycotts and demonstrations are allowed.
- (t) Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon on University Premises or at a University Sponsored Activity unless expressly authorized by law or University Policy.
- (u) The students are expected to behave student like and display highest standards of human values and refrain themselves of acts and conduct which may cause damaging repute of the University.

(3) Specimen of Undertaking

(To be Notarized on Rs. 50/- Stamp Paper)

I ----- S/D/o ----- CNIC No:-----

Solemnly affirm / declare/ undertake that:

1. The entries made by me in the application form are complete and correct to the best of my knowledge and based on documented record.
2. I will present the original documents immediately upon demand by the concerned authorities of the University, any time during my status as a student. I will inform the University about changes in information submitted by me in the application form and other documents, including change in address, phone etc. from time to time.
3. I am not suffering from any serious/ contagious ailment/ any psychological disorder, that may hamper my studies and create problems for others.
4. My admission may be cancelled at any stage, if I am found guilty of providing any incorrect information or false document at the time of admission and I shall not object or seek any remedy against aforesaid action of the University.
5. Maximum 75% attendance during the classes in each semester and in each course is mandatory to qualify for the terminal examination. If my attendance falls short for any reason the decision of the respective authority, according to rules, will be final and I will not challenge it any court of law.
6. I will neither join any coercive agitation/ strike for the purpose of forcing the University authority to solve my problem, nor will I participate in any activity inside or outside the University campus or hostels, which has a tendency to disturb the peace and harmony or defame the University.

7. That I shall not through my act, speech or gesture, incite any feeling, which are derogatory to any sect, ethnic group, caste, religion, creed, sex or place of origin.
8. I shall be solely responsible for my involvement in any unlawful action outside the campus and shall be liable for punishment as per the law of the land. I further understand that the University shall in no way provide me any support and will not be held responsible for my any such action.
9. I will not damage, misuse the property, buildings, equipment and vehicles pertaining to the University.
10. I will abide by the decision of the University in case I am found guilty of indiscipline, defamation, disrespect of teachers, staff and other anti-institution activities.
11. As per University rules and regulations, I will not be permitted to possess or use any motorized vehicle inside the University campus, unless I am permitted to do so by a written authorization of the competent authority. Furthermore, I will not use pressure horn, loud music inside the University campus.
12. I will not allow or abet the entry of expelled student(s) or anti-social elements or other groups whose presence on the campus could result in conflict among the students. I will not indulge in politics of any type and will not be member of any political party/ organization/ student federation/ group etc. nor will I attend any such meeting.
13. I will not use or possess or facilitate narcotics (alcohol, heroin, etc.), arms of any kind (rifle, pistol, machine gun, knife, iron fist etc.) and explosives, if found guilty of such activity, the University authorities may take any action under rules and I shall accept the decision of the University, I understand that the hostel accommodation will be provided subject to the availability. In case of non-availability, I will not force for any accommodation.

14. I shall abide by the rules and regulations of the University regarding attendance, admission, registration, examination, hostels, fee etc. and time to time changes made in them and implemented by the competent authority. I acknowledge that the University has the authority for taking punitive action against me for violation and or non-compliance of the same.

I understand that if found guilty according to above clauses (1-14), I will accept any punitive decision of University authorities and will not challenge the decision of the University in any court of law, tribunal, forum or authority.

Signature of the Student

Father/ Guardian Name CNIC No. Signature

Contact No. (Line) Contact No. (Residence)

Cell No. Cell No.

Permanent Address:

<p><u>Witness 1:</u></p> <p>Full Name:</p> <p>Father Name:</p> <p>CNIC No.</p> <p>Permanent Address:</p> <p>Contact No. (Line)</p> <p>Cell No. Signature:</p>	<p><u>Witness 2:</u></p> <p>Full Name:</p> <p>Father Name:</p> <p>CNIC No.</p> <p>Permanent Address:</p> <p>Contact No. (Line)</p> <p>Cell No. Signature:</p>
---	---

Attested by 1st Class Magistrate