



**NUTECH UG ENGINEERING PROGRESS AND
EXCELLENCE LEADERS POLICY**

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)
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NUTECH UG ENGINEERING PROGRESS AND EXCELLENCE LEADERS POLICY

This policy is for the guidance of UG engineering students to let them know about NUTECH expectations of their behavior as students at NUTECH. This book contains standards, guidelines, policies and procedures pertaining to academic integrity and non-academic behavior for all UG engineering students, including those residing in University approved housing, living groups, and off campus.

The University reserves the right to make additions, deletions, or changes to these policies at any time. The most updated version of the UG Progress and Excellence Leaders Policy will be available online at: <http://npelp.nutech.edu.pk>

The UG Progress and Excellence Leaders Policy is published by the NUTECH Dean of Students Life (DSL). For questions about any policies or procedures, contact the NUTECH Office of Student Conduct (NOSC) via email at nosc@nutech.edu.pk

Introduction

I. NUTECH is committed to generate, disseminate and preserve knowledge as it envisions into UG engineering students to learn about design, development and promotion of technology based industrial systems for the benefit of society and industry. NUTECH UG engineering education combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community. NUTECH expects that all UG engineering students come to the University for a serious academic purpose and expects them to be responsible individuals who conduct themselves with high standards of honesty and personal conduct. It is NUTECH philosophy to maintain rules and regulations consistent with an efficient management and general welfare of the NUTECH community. Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in the conduct of one's academic and nonacademic life. Maintenance of a healthy living and learning environment requires that all members of the community exercise due respect for the basic rights of one another. Each UG engineering student shall be responsible for reading and

understanding the University's expectations which are documented in the UG Progress and Excellence Leaders Policy available online at <http://npelp.nutech.edu.pk> and the NUTECH Academic Integrity Policy are available online at <http://naip.nutech.edu.pk>. By enrolling at NUTECH, students voluntarily agree to comply with the standards of performance and behavior that are described in the NUTECH UG Progress and Excellence Leaders Policy and NUTECH Academic Integrity Policy.

UG Engineering Student Behavior

II. All members of the NUTECH community are expected to conduct themselves with proper respect for one another and for each other's property. The University promotes the principle that every person brings unique qualities and talents to the community and that every individual should be treated in a respectful manner. All members of the NUTECH community are expected to conduct themselves with professionalism, personal integrity, and respect for the rights, differences and dignity of others. These standards of personal conduct apply to all communications, whether oral, written, or in gestures. Community members are also expected to treat the property of both the University and other community members with appropriate care and respect.

The University reserves the right to take any action that it deems necessary or appropriate to protect the intellectual integrity, safety, and well-being of the campus community including interim measures such as temporary suspension. To that end, NUTECH UG engineering students are expected to abide by the rules, regulations and policies of the University, as well as local and federal laws. Students are expected to be familiar with the University's expectations of them, which are found at our website (<http://web.nutech.edu.pk/registrar/subjects/coursecatalogue.html>), in the NUTECH UG engineering Progress and Excellence Leaders Policy and in the University policies and procedures (<http://web.nutech.edu.pk/policies>). NUTECH expects that members of the University community will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own physical and mental health, safety, welfare, academic well-being,

professional obligations, or for that of others. In situations where an individual student's physical illness or emotional difficulties affect not only the student, but also others in the community, it is the University's responsibility to consider the well-being of the community as well as the individuals in care decisions. Off-campus misconduct may be a basis for NUTECH disciplinary action if the University considers that such alleged misconduct may have violated our policy and expectations of civility, integrity, and respect. Student status in no sense renders an individual student immune from the jurisdiction of civil or criminal courts and other governmental authorities. NUTECH actions will take into account applicable law as well as the policies and procedures of the University and the standards of behavior expected of members of the educational community. NUTECH handles internally some incidents that might give rise to civil or criminal liability. This is done with the understanding by the outside community that NUTECH deals seriously with such offenses. As is the case for many universities, local authorities often rely on NUTECH to resolve such issues as long as the internal policies and procedures are effective and adequate. NUTECH action by itself, however, does not preclude the possibility of other judicial remedy. If an infraction causes a UG engineering student to be involved both in University disciplinary proceedings and in criminal proceedings, University generally will not delay or stop the internal process until after the criminal proceedings have been concluded. For more information, contact the NUTECH Office of Student Conduct (NOSC) nosc@nutech.edu.pk.

II (1). Academic Integrity

Cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty are considered serious offenses for which disciplinary penalties can be imposed. These concepts are explained more fully in the NUTECH Academic Integrity Policy. Early in the term, the instructor should communicate specific expectations regarding academic conduct and collaboration in the subject. See the information on Term Policies, which are available online at: <http://web.nutech.edu.pk/faculty/teaching/termpolicies.html>. The University encourages faculty to take responses to academic dishonesty seriously, while also

evaluating each case individually for the most appropriate response. In all cases, documenting the outcome with the Office of Student Conduct ensures that records of student misconduct are maintained centrally at the University, preventing an individual student from committing several instances of academic dishonesty without accountability. Several methods of response are available, all of which help uphold the integrity of the University and all students' learning experiences. The NUTECH Office of Student Conduct (NOSC) is responsible for facilitating these responses for faculty, as well as maintaining documentation within the University on the incident and response. Information for faculty regarding the options for handling academic integrity violations is available online from NOSC.

II (2). Alcohol and Other Drugs

NUTECH is committed to holding community members accountable for the illegal use or abuse of alcohol and other drugs and is equally committed to assisting members of the NUTECH community in facing the challenges of drug use and alcohol abuse. The alcohol and other drugs policy is presented in five sections:-

- a. Alcohol Policy
- b. Other Drug Policy (Prohibited Substances)
- c. Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances
- d. University Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policies
- e. Good Samaritan Amnesty Policy

II (2) (a). Alcohol Policy

NUTECH strictly prohibits any persons under any age from possessing or consuming alcohol. Additionally, NUTECH strictly prohibits persons from providing, serving, or selling alcohol to any person. At any type of social gatherings alcohol is strictly prohibited. If any incident is reported, the offenders are liable for expulsion from NUTECH. Other alcohol-related offences prohibited by NUTECH include but are not limited to: the possession or use of false identification to

purchase alcohol, possession of open containers of alcohol, consumption on campus or in University-approved housing, engaging in drinking games or other activities involving rapid and/or excessive consumption of alcohol on campus or in University-approved housing, and hosting events where alcohol is present or consumed etc.

II (2) (b). Other Drug Policy (Prohibited Substances)

NUTECH strictly prohibits the use, sale, manufacturing, distribution, possession, or facilitation of the use of illegal drugs and other illegal substances, as well as substances that are generally recognized as dangerous and detrimental to the individual and community (including, but not limited to, whippits, 2-C's, NBOME, research drugs, Spice, K-2, non-prescribed performance enhancing drugs). Additionally, NUTECH prohibits persons from permitting the use of prohibited substances, as noted in this policy, in one's residence. NUTECH also prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or abuse of prescription drugs. Altering, tampering, or forging a prescription is also prohibited.

II (2) (c). Requirement to Obtain Medical Assistance for Emergencies Involving Alcohol and Prohibited Substances

Members of the NUTECH community are required to summon emergency medical services (By calling NUTECH Security) to obtain assistance and evaluation for any person who is in their room or immediate presence and is, or is suspected to be, under the influence of alcohol or other prohibited substances, when that person's well-being and safety is known to be or reasonably should be known to be in jeopardy. When an individual knows or reasonably should know that another person is in jeopardy, failing to summon emergency medical services (e.g. taking the person back to his/her residence and dropping him/her off, driving the person to a hospital in a personal vehicle, asking another person to take responsibility for the intoxicated individual) shall be considered a serious violation of this policy.

The health and safety of NUTECH UG engineering students is of the utmost importance. For this reason, the fact that a student or student organization obtains

medical assistance in accordance with this policy will be a factor that will be considered strongly in their favor in determining whether and to what extent disciplinary action will be pursued, as well as determining the severity of potential outcomes and/or sanctions.

II (2) (d). University Imposed Sanctions for Violations of Alcohol and Prohibited Substances Policy

NUTECH students found to be in violation of the University's alcohol and prohibited substances policy should expect to receive serious sanctions for those violations through the NUTECH Office of Student Conduct (NOSC), via the Committee on Discipline (CoD). Sanctions are intended to be educational in nature so that UG engineering students learn from the experience and the behavior(s) are not repeated in the future. Sanctions for alcohol and/or other drug violations include but are not limited to a letter to file, probation, attendance at an educational program or meeting, referral to a counseling program or therapist, work project or community restitution hours, loss of University-approved housing, suspension, expulsion, or another sanction deemed appropriate for the violation. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated the policy with regard to the sale, distribution, or social sharing of prohibited substances and when a student has failed to summon medical assistance for someone she or he knew, or reasonably should have known, to be in medical jeopardy due to alcohol or substance use. Additionally, careful note should be taken that NUTECH will not provide protection or immunity from legal prosecution through existing local or federal laws.

II (2) (e). Good Amnesty Policy

The health, safety, and general welfare of NUTECH UG engineering students are of the utmost concern to the faculty, support staff and students of the University. The Good Amnesty Policy has been established to reduce barriers related to seeking help during medical emergencies or situations when someone is believed to be the victim of a crime or significant policy violation even if there is no medical

emergency. If a student in need of medical attention is in a student residence, any other student(s) in the room or in the immediate presence is expected to make a call for assistance. Similarly, for situations occurring in residential common spaces (e.g., suites, apartments, lounges, function rooms), it is expected that the community members present at the time will make a call for assistance. When members of student organizations call for assistance on behalf of individuals in need of help under this policy, the organizations will also not face disciplinary actions for violations of the University's policies on alcohol and prohibited substances.

II (2) (f).Policy Expectations

Students or student organizations using this policy may be required to complete educational and/or counseling program(s) that are meant to support students and their organizations and connect them with other community services and resources that may be beneficial. These programs and services will be tailored to the specific circumstances and needs of those involved. In instances where students or student organizations do not seek help for a student in need or do not follow through with required educational and/or counseling program(s), the protections offered by this policy may be voided and disciplinary follow-up through the Committee on Discipline (CoD) may occur.

II (2) (g).Policy Limitations

No Amnesty policy applies to violations of policies related to the use of alcohol and prohibited substances. NUTECH shall take disciplinary actions to address any serious or flagrant violations of NUTECH policy including, but not limited to, violence, sexual assault, harassment, serious property damage, hazing, or the manufacture, sale, or distribution of prohibited substances. It also cannot preclude or prevent action by police or other legal authorities. In cases where there have been other violations of University policy, calling for assistance for an individual in need of help may be considered a mitigating factor in any disciplinary process arising out of such violations (and failure to seek assistance may be considered an aggravating factor in any such disciplinary process). Students and student organizations that do

not seek medical attention in an alcohol or prohibited substance-related emergency situation where action is warranted could lose all protections under this policy and could face referral to the CoD.

II (3). Assault and Reckless Endangerment

NUTECH prohibits physical abuse of oneself or others and reckless endangerment of oneself or others. Physical abuse is violence of any nature against any person; fighting; assault; battery; the use of a knife, gun, or other weapon; restraining or transporting someone against their will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Reckless endangerment is conduct that could reasonably and foreseeably result in physical injury even if no injury actually occurs. NUTECH also prohibits threats, intimidation, coercion, and other conduct that can be reasonably, objectively construed to threaten or endanger the mental or physical health or safety of any person.

II (4). Community Well-Being

NUTECH expects that members of the NUTECH community will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own physical and mental health, safety, welfare, academic well-being, professional obligations, or for that of others. In situations where an individual student's physical illness or emotional difficulties affect not only the student, but also others in the community, it is the University's responsibility to consider the well-being of the community as well as the individuals in care decisions.

II (5). Copyright Infringement

NUTECH prohibits the use of copyrighted materials in a manner that is inconsistent with the copyright law. NUTECH policy requires that members of the University community should not share copyrighted material over the campus network in any way that violates the law. Sharing over the network includes but is not limited to sharing via web pages, peer-to-peer file sharing software, and email. Members of

the community should either have the rights or authorization from the copyright holder for any material or determine that fair use applies before it is made available or shared over the campus network. Violations of this policy could result in disciplinary action. Students should also be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may lead to civil and criminal liabilities. NUTECH's responsibility under the law is to respond expeditiously to remove, or disable access to, the material that is claimed to be infringing. When NUTECH receives a Digital Millennium Copyright Act (DMCA) notification, it is expeditiously forwarded to the individual member of the NUTECH community that uses, owns, controls, or has some kind of administrative or technical responsibility for the machine indicated in the notice, when that individual can be identified based on records maintained by Information Systems and Technology (IS&T). The contacted user is requested to remove or block access to all materials identified as infringing (as well as any other infringing material) and to respond to NUTECH's DMCA agent within 5 working days of the forwarding of the takedown notice. Know what your responsibilities are if you receive a DMCA notification. Takedown notice cases are periodically reviewed in order to determine if a possibility of repeat infringement exists. Further action regarding repeat infringement will be coordinated by the NUTECH Office of Student Conduct (NOSC). For more information, visit at <http://ist.nutech.edu.pk/network/policies>.

II (6). Disorderly Conduct

NUTECH prohibits disorderly conduct. Disorderly conduct is defined as any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or to their real or personal property, and / or any behavior that disrupts the peace or interferes with the normal operation of the University or University-sponsored activities. Disorderly conduct includes making unreasonable noise, disrupting a lawful meeting, obstructing pedestrian or vehicle traffic, or creating a hazardous situation.

II (7). Fire Equipment, Fire Alarms, Fire Drills

Members of the NUTECH community are prohibited by the local law and University regulations from committing fire and safety violations, including but not limited to:-

- a. Refusing to evacuate during a fire alarm.
- b. Setting a fire, making a bomb threat or issuing a false alarm.
- c. Tampering with firefighting equipment, fire-alarm systems, fire protection sprinklers, or smoke detectors.
- d. Using flammable decorations, including natural evergreens, in any room, corridor, stairwell, lounge, dining hall, lobby, or other public area.
- e. Using a fireplace in a manner that does not comply with NUTECH

guidelines Members of the NUTECH community may be subject to severe disciplinary action if they violate any local statutory or NUTECH fire safety regulation or policy. Students who live in dormitories or University-owned apartments are additionally encouraged to follow Residential Life's Fire and Life Safety policy.

II (8). Freedom of Expression

Freedom of expression is essential to the mission of a university. So is freedom from unreasonable and disruptive offense. Members of this educational community are encouraged to avoid putting these essential elements of our university to a balancing test. People who are offended by matters of speech or expression should consider speaking up promptly and in a civil fashion, and should be able to ask others to help them in a professional fashion to express concern. People who learn they have offended others by their manner of expression should consider immediately stopping the offense and apologizing. With respect to materials posted on bulletin boards, it is not appropriate to remove or deface signed posters, even if some people find such material offensive. If you are offended by a poster signed by a person or group in the NUTECH community, it is appropriate to convey your sense of offense to those who created the poster. It is not appropriate to remove or

deface the poster. It is usually easier to deal with issues of free expression and harassment when members of the community think in terms of interests rather than rights. It may be “legal” to do many things that are not in one’s interests or in the interests of members of a diverse community. Most people intuitively recognize that there may be some difference between their rights and their interests. For example, most people do not insist on offending others once they have learned that their behavior is offensive, even in circumstances where they may have, or think that they have, a legal right to do so. Thus, anyone dealing with harassment concerns may find it useful to think about the interests on all sides as well as the rights.

II (9). Gambling

Students are advised that all forms of gambling activities are illegal under the Law and they are expected to abide by these laws. Students are advised that those who engage in illegal gambling will face criminal action, including expulsion from university.

II (10). Hacking

Hacking can be defined as either the curious exploration of NUTECH campus or the design and implementation of harmless pranks, tricks and creative inventions that demonstrate ingenuity and cleverness. Exemplary hacks are executed in such a way that the hackers are safe, no one is injured, no damage is done to personal or University property, while maintaining the privacy and personal dignity of individuals. For hacking following are the expected set of guidelines:-

Hack Etiquette

- a. Be Safe - Your safety, the safety of others, and the safety of anyone you hack should never be compromised.
- b. Be Subtle - Leave no evidence that you were ever there.
- c. Leave things as you found them - or better.
- d. If you find something broken call University maintenance
- e. Leave no damage.
- f. Do not steal anything.

- g. Brute force is the last resort of the incompetent.
- h. Do not drop things off (a building) without a ground crew.
- i. Do not hack alone.
- j. Above all exercise some common sense.

Ultimately individuals are responsible for their actions and any intentional or unintentional consequences. While the “Hack Etiquette” is a very useful guide, responsible behavior also includes not acting in a manner that makes a NUTECH employees feel unsafe in the conduct of their duties (for example, running or hiding when discovered). Labeling something as a hack does not change unlawful behavior into lawful behavior, nor is it an excuse or justification for violations of NUTECH policy. Notwithstanding that they may occur in connection with a hack, violations of NUTECH policies may still result in disciplinary action.

II (11). Harassment

In order to create a respectful, welcoming and productive community, the University is committed to providing a living, working and learning environment that is free from harassment. Harassment is defined as unwelcome conduct of a verbal, nonverbal or physical nature that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile or abusive and that adversely affects an individual’s educational, work, or living environment. In determining whether unwelcome conduct is harassing, the University will examine the totality of the circumstances surrounding the conduct, including its frequency, nature and severity, the relationship between the parties and the context in which the conduct occurred. Below is a partial list of examples of conduct that would likely be considered harassing, followed by a partial list of examples that would likely not constitute harassment:-

- a. **Examples of Possibly Harassing Conduct.** Public and personal tirades; deliberate and repeated humiliation; deliberate interference with the life or work of another person; the use of certain racial epithets; deliberate desecration of religious articles or places; repeated

insults about loss of personal and professional competence based on age.

- b. **Examples of Conduct that is Likely not Harassment.** Administrative actions like performance reviews (including negative performance reviews) and making work assignments; other work-related decisions like moving work areas or changing work colleagues; and isolated incidents (unless, as noted above, they are very severe, such as the use of certain racial epithets). Conduct that does not rise to the level of harassment may still violate Section 9.1. Even conduct that does not violate the NUTECH policy may be inappropriate and any inappropriate conduct should be addressed by the supervisor or department head. While NUTECH's harassment policy is not limited to harassment based on the protected categories listed in Section 9.2, the University is particularly committed to eliminating harassment based on those categories. Harassment that is based on an individual's race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, or national or ethnic origin is not only a violation of NUTECH policy but may also violate federal and local laws. General complaint procedures are described in NUTECH Policies and Procedures Section 9.7, and in the NUTECH Personnel Policy Manual Section 3.4.

II (12). Hazardous Materials

The possession, manufacture, storage, or use of hazardous materials in residence halls, dormitories, and other areas where appropriate NUTECH Environment, Health & Safety (EHS) safety precautions are not in place is prohibited. Prohibited hazardous materials include, but are not limited to:

- a. Hazardous chemicals
- b. Biological materials
- c. Radioactive substances, lasers (class 3b or class 4)

- d. Ammunition
- e. Explosives (including firecrackers and missiles)
- f. Flammable materials
- g. Accelerants
- h. Gas grills
- i. Hibachis
- j. Charcoal grills or lighter fluid
- k. Gasoline
- l. Flammable liquid
- m. Gas-powered equipment
- n. Propane cooking equipment (see below).

Propane

Due to safety concerns, the use of propane cooking equipment in residence halls, dormitories and other areas where appropriate EHS safety precautions are not in place is prohibited. Exceptions to this policy are rare and require written permission from the DSL Environment Health & Safety Program Manager in conjunction with the University Fire Department and require at least two weeks advance notice and a detailed proposal including safety precautions.

II (13). Hazing

NUTECH prohibits hazing by individuals or groups and defines it as follows: Any action or activity that is reasonably likely to, or is intended to, endanger the physical or mental health of a person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or living community. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate local and Federal Laws. Endangering mental health is defined as sleep deprivation, extended isolation, public degradation, intimidation, creation of artificial and excessive stress, public nudity and other comparable behaviors that are reasonably likely to or are intended to, cause a significant degree of distress, disgrace, anguish, or interference with academic, professional, or personal pursuits.

Apathy or acquiescence in the presence of hazing are not neutral acts and constitute hazing as prohibited by this policy. Students and other members of the University community must report incidents of hazing that they witness or for which they were present. Incidents of hazing shall be reported to an appropriate law enforcement official and the NUTECH Office of Student Conduct (NOSC). Failure to report incidents of hazing is a violation of this policy and will be considered as violation of law. Any retaliation against any person who reports, is a witness to, is involved with, or cooperates with the adjudication of hazing is strictly prohibited. Prohibited forms of hazing include but are not limited to:-

a. **Subtle Hazing.** Behaviors that emphasize a power imbalance between new members and other members of the group or community. This is termed “subtle hazing” because these types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or community. Examples of subtle hazing include but are not limited to:

- (1) Deception
- (2) Silence periods
- (3) Deprivation of privileges
- (4) Social isolation
- (5) Name calling
- (6) Assignment of duties not assigned to other members

b. **Harassment Hazing:** Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing often confuses, frustrates and causes undue stress for new members. Examples of harassment hazing include but are not limited to:-

- (1) Verbal abuse

- (2) Threats or implied threats
- (3) Sexual simulations
- (4) Requiring situational inappropriate attire
- (5) Sleep deprivation

c. **Violent Hazing**: Behaviors that do or could cause physical or psychological harm. Examples of violent hazing include but are not limited to:-

- (1) Placing students in the shower against their will
- (2) Forced or coerced alcohol or other drug consumption
- (3) Forced or coerced sexual acts
- (4) Beating
- (5) Paddling, or other forms of assault
- (6) Forced or coerced ingestion of vile substances
- (7) Bondage
- (8) Kidnapping
- (9) Expected participation in illegal activity

The sanction of disciplinary suspension or disciplinary expulsion will be strongly considered for individuals or groups found responsible for hazing.

II (14). Improper Use of University Name and Logo

The University's name must not be used in ways that suggest or imply the endorsement of other organizations, their products, or their services. The use of the University's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited when such use is likely to be understood as an endorsement, even if such an endorsement is not the intention of the person or organization seeking to use NUTECH's name. All proposals, therefore, for the use of NUTECH's name or other identification in advertising, sales literature and videos, and commercial publicity must be submitted to the NUTECH Technology Licensing Office (NTLO).

II (15). Improper Use of University Property

NUTECH prohibits improper use of University property or facilities, including offices, labs residence halls, and other physical spaces, keys/key cards,

computers, telephones and other equipment or tangible property. Examples of improper uses include without limitation vandalism, damage, or destruction of items or physical spaces; entering into restricted or private areas without authorization; uses intended for personal financial gain; engaging in illegal activities; or using University property in a manner that violates other NUTECH policies.

II (16). University Expectations of Student Behavior and Integrity

NUTECH is a community dedicated to scholarship and leadership. Student members of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors. NUTECH expects that all students come to the University for a serious academic purpose and expects them to be responsible individuals who conduct themselves with high standards of honesty, fairness, respect, integrity, and accountability in both their academic and non-academic lives. Students are expected to uphold a high standard of civility and to demonstrate their respect for all members of this diverse national community. These expectations are fundamental to the principle of independent learning and professional growth and to the maintenance of a healthy living and learning environment.

II (17). Nondiscrimination

NUTECH is committed to the principle of equal opportunity in education and employment. The University does not discriminate against individuals on the basis of race, color, language, sex, gender identity, religion, disability, age, genetic information, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other University administered programs and activities, but may favor Pak citizens or residents in admissions and financial aid. The Director Human Resource is designated as the University Equal Opportunity Officer. Inquiries concerning the University policies, compliance with applicable laws, statutes, and regulations, and complaints may be directed to the Director Human Resources.

II (18). Off-Campus Misconduct

Off-campus misconduct may be a basis for NUTECH disciplinary action if the University considers that such alleged misconduct may have violated its policy and expectations of civility, integrity, and respect. The University will determine, on a case-by-case basis, if it is appropriate to address a complaint of this kind.

II (19). Property Damage and Destruction

Malicious or unauthorized conduct that attempts to, actually does, or is reasonably likely to damage, deface, or destroy University property or property belonging to another is prohibited.

II (20). Retaliation

NUTECH prohibits any member of the community from retaliating against any person for raising good faith concerns about conduct that violates NUTECH policy. NUTECH prohibits against retaliation which includes retaliation against a person for reporting an incident, filing a complaint, cooperating in an inquiry or investigation, or participating in any other capacity in any of the University's complaint resolution procedures, including the Committee on Discipline (CoD) process or the complaint resolution process outlined in University Policies and Procedures Section 9.6. Retaliation is any adverse action taken against a person in response to that person's participation in any of the activities specified above. Retaliation can take many forms. Examples of possible retaliation include, but are not limited to:-

- a. Adverse employment action (e.g., termination, demotion, reduction in pay, adverse change in schedule, adverse change in work location, etc.).
- b. Adverse action related to participation in any educational program offered by the University (e.g., adverse change to grades, class schedule, research opportunities, etc.).
- c. Stalking, harassment, bullying, intimidation, threats, or engaging in physical violence.

- d. Adverse social actions such as exclusion or removal from a living group, student organization, or committee, or publishing personally identifiable information about an individual, including on websites or social media sites.
- e. Encouraging or asking others to engage in retaliatory behavior on one's behalf.

A complaint alleging retaliation by a student will be investigated and may lead to action by the Committee on Discipline (CoD), up to and including suspension or expulsion from the University. A complaint alleging retaliation by faculty or staff should be directed to the faculty or staff member's supervisor or human resources. The NUTECH Office of Student Conduct (NOSC) is available as a resource for students with concerns about retaliation.

II(21). Sexual Misconduct

NUTECH is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, NUTECH will not tolerate nor condone any form of sexual misconduct. NUTECH students are prohibited from engaging in sexual misconduct, as defined below. Moreover, NUTECH may take additional action in response to sexual misconduct as part of federal laws. No one shall be retaliated against for participating in the University's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity.

Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples.

Sexual Misconduct is a broad term used to encompass a range of behaviors including sexual harassment, sexual contact, sexual penetration and sexual

exploitation. Sexual misconduct also includes, without limitation, sexual assault (rape, fondling, incest or statutory rape) as defined by the Federal Shariat Act. Sexual misconduct can occur between individuals who know each other have a friendly relationship and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex. NUTECH students are expected not to engage in sexual behavior of any kind either with or without the fully informed and effective consent of all parties involved. Doing any act which is forbidden constitutes sexual misconduct and is a violation of NUTECH policy.

Incapacitation is the physical and / or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. The standard for incapacitation does not turn on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgments and decisions. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?", "Do you know how you got here?", "Do you know what is happening?", "Do you know whom you are with?".

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

Force may include words, conduct, or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can all be forms of force.

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:-

- a. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- b. Submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- c. The conduct is sufficiently severe or pervasive that a reasonable person would consider it intimidating, hostile or abusive and it adversely affects an individual's educational, work, or living environment.

A partial list of examples of conduct that might be deemed to constitute sexual harassment if sufficiently severe or pervasive include:-

- a. **Examples of Verbal Sexual Harassment** may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one's own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such "wolf whistles."
- b. **Examples of Nonverbal Sexual Harassment include unwelcome conduct** such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making

sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature.

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

Sexual Contact is defined as any physical contact with another person of a sexual nature with or without that person's effective consent. The touching of a person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts would be violations of this policy. Sexual contact also includes: the touching of the private body parts of another person for the purpose of sexual gratification, with or without his/her consent including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Sexual Penetration is defined as the sexual penetration of any bodily opening with any object or body part with or without effective consent. This could be committed by agreement, force, threat, intimidation, coercion, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent's position should have been aware. Sexual penetration also includes the definition of rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, with or without the consent of the victim; the definition of incest: sexual intercourse between persons who are not married to each other but are related to each other within the degrees wherein marriage is prohibited or not by law; and the definition of statutory rape: sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person with or without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism with or without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Reporting and Resources

Students are encouraged to report sexual misconduct that is perpetrated against them or other members of the NUTECH community. Students have numerous options for reporting the misconduct and obtaining support; which option a student chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the student wishes to pursue a formal complaint. For information about reporting, campus resources, and grievance procedures, visit <http://ndfo.nutech.edu.pk> or contact the NUTECH Discrimination Free Office Coordinator. Students are also encouraged to follow NUTECH policy on harassment.

NUTECH Response

Except in those cases where the student has contacted a strictly confidential resource, the University will conduct a prompt, thorough and impartial investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence, and address its effects. This response may include formal disciplinary action, which may be instituted by an individual complainant or the University itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the sexual contact, sexual penetration, sexual exploitation, or retaliation

provisions of this policy; and for severe violations of the sexual harassment provision.

Interim Measures

While an investigation or grievance proceeding is pending, NUTECH will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example, changing the living and/or transportation arrangements, class schedule, or work schedule of the person who was the subject of the alleged misconduct and/or the person alleged to have committed the misconduct, a no-contact order, or similar action. Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources. Support services for respondents are also available.

II (22). Stalking

Stalking, whether or not sexual in nature, is prohibited by NUTECH. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking can take many forms. Examples include, but are not limited to, two or more instances of the following conduct (that also meet the definition of stalking above): following a person; appearing at a person’s home, class or work; continuing to contact a person

after receiving requests not to; leaving written messages, objects, or unwanted gifts; vandalizing a person's property; photographing a person; and other threatening, intimidating, or intrusive conduct. Stalking may also involve the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking). Such conduct may include, but is not limited to, non-consensual communication, telephone calls, voice messages, emails, texts, letters, notes, gifts, or any other communication that are repeated and undesired.

II (23). Theft

NUTECH prohibits any person from taking and/or stealing property of another with the intent to benefit him / herself or a person other than the owner or to deprive the owner of his/her property. Knowingly being in possession of stolen property is prohibited.

II (24). Unauthorized Access

NUTECH prohibits students from being present in any University area or property or in any area of University-approved housing that is posted to prohibit unauthorized access, that is locked to prohibit unauthorized access, or that a reasonable individual knows or should know is considered a private and/or unauthorized area.

II (25). Weapons and Dangerous Objects

NUTECH prohibits in any building, space, or grounds used for University purposes, including in any residence hall or dormitory, or in any motor vehicle on property or vehicles used for University purposes, all weapons and other objects that can be used to cause physical harm, that can be used to threaten physical harm, or that, by their appearance, could reasonably be perceived as weapons or objects that could be used to cause physical harm (e.g., replica firearms). Illustrative examples of prohibited objects include, but are not limited to, shotguns, rifles, pistols, revolvers, and other firearms (including ammunition therefor); hunting knives, switchblades, swords, and other dangerous blades; air rifles/pistols, air-soft rifles/pistols and b.b. guns (including ammunition therefor);

bows, crossbows and arrows; tasers; martial arts-type weapons; mace or pepper spray; and explosive or flammable materials (including recreational fireworks). Questions concerning whether a particular object is covered by this policy may be submitted to the Director Admission and Security or his or her designee, whose determination shall be final. This policy does not apply to the NUTECH Security or other law enforcement agencies. Exceptions to this policy may be allowed for organized athletic events, physical education classes, sanctioned activities of recognized student clubs, dramatic performances, and other legitimate uses in furtherance of the educational mission of the University. Approval of such uses must be obtained in advance from the University official supervising the organization or sponsoring the activity, who shall consult with the Chief of the Security of NUTECH or his or her designee.

DORMITORIES, RESIDENCE HALLS AND APARTMENTS

III. As members of the NUTECH community, the students are expected you to respect the rights and property of fellow residents and help minimize wear and tear on the facilities and furnishings. All students who live in on-campus housing are required to read and be familiar with the Residential Housing and Dining policies. These policies are in addition to University-wide policies covered in the NPELR and are available online at http://housing.nutech.edu.pk/about/residential_housing_and_dining_policies Some issues involving conduct in your residence will be resolved through the self-governing system of student judicial committees and the residence staff. Serious infractions of NUTECH policies and procedures, however, may result in sanctions or even suspension from NUTECH housing at the discretion of the Dean of Students Life's Office or the Committee on Discipline (CoD).

III (1). Residence Hall Murals Key Points and Summary

- a. Murals (paintings, drawings, or sculptures) are an integral part of student culture in some NUTECH living groups. These can promote self-expression and define a culture.
- b. NUTECH is committed to a respectful and welcoming living, learning, and working environment for all community members.

- c. Murals in shared space in any NUTECH residence must not contain material that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at NUTECH or that creates an intimidating, hostile, or offensive educational, work, or living environment.
- d. Unacceptable material includes images or language that is derogatory on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.
- e. Murals must comply with individual living group policies, NUTECH Policies and Procedures, the NUTECH Progress and Excellence Leaders Regulations (NPELR) and the law.
- f. Each living group must have clear procedures to help the community decide whether proposed murals are acceptable, and whether existing murals remain acceptable.
- g. A mechanism to allow concerns to be raised confidentially should be in place.
- h. Existing murals may be covered during deliberations as to their acceptability.
- i. Some relevant parameters to consider in evaluating the appropriateness of a mural include context of the mural, and whether it is in shared or more private space.
- j. When a living group cannot reach an agreement on acceptability of a mural, a panel of faculty and students and a representative of the Dean of Students Life will make the relevant decision.
- k. In contrast to murals, graffiti are writings or scrawlings that can contribute to a hostile environment, and are not protected by this Mural Policy.

Residence and Dormitories Hall Mural

Section I: Background

While most universities do not allow murals on walls of living spaces, NUTECH allows many undergraduate residences to display student artwork in the form of murals or ethical paintings. This is a privilege given to students. The purpose of these policies and protocols (the ‘Mural Policy’) is to outline how to balance the interests in allowing such freedom of expression and the interests of a discrimination- and harassment-free educational, work, or living environment.

Section I, Subsection I: Definition of Murals vs Graffiti

A mural is a permanent ethical painting, drawing, or calligraphy that is intended to be permanent and contribute to a positive living environment. Murals differ from graffiti, posters and flyers. Graffiti are writings, drawings, or scrawlings without permission on a permanent surface and are not protected by this Mural Policy. Graffiti can contribute to a hostile environment, and may be reported to the House Team, DSL or Security. If it is not certain whether something is a mural or graffiti and whether the community will be upset if something is removed, community members are encouraged to err on the side of caution and promote discussion. Disagreements as to whether a particular work is a mural or graffiti will be resolved under the process described below. Posters and flyers are also impermanent, and are subject to specific poster policies at NUTECH, for example, <http://web.nutech.edu.pk/eventguide/advertising/asaposter.html>

Section I, Subsection II: The Purpose of Murals

Murals can become an integral part of student culture in many NUTECH living groups, and can serve several useful purposes, as listed below:-

- a. Allows for the creative self-expression of students
- b. Create a greater sense of comfort, “home”-ness, and connection to the dorm by giving students the opportunity to modify and contribute to their living space
- c. Foster camaraderie and bolster support networks by allowing students to collaborate in defining

- d. and designing their living space
- e. Contribute to NUTECH broader image of creativity and innovation
Help sustain lasting culture

Section I, Subsection III: Contextualizing Murals Mural Context. All murals are placed in a residence in a certain context that is with some ethical moral purpose or motivation. This could include promoting discussion on a specific topic, adding to an existing theme or highlighting an aspect of society, recalling a story, or adding an attractive visual creative aesthetic. The specific motivation for a mural may thus provide context for non-living images present in murals. Some murals are located in specific areas of a residence that are relatively private and contribute to a local culture of a floor or other unit. The specific location of a mural may thus also provide context for non-living images present in murals.

Responsibility regarding Mural Context. A visitor to a dorm, such as a parent or visiting student, will not necessarily understand the context of a mural. While any objection to images in murals must be treated with utmost seriousness, in some cases, providing information about how a mural fits into dorm culture can provide appropriate context to the visitor and offset concerns.

- a. It is the responsibility of a dorm to be able to explain its murals to the visitor.
- b. Explanatory material such as a printout or something more permanent can be affixed to a mural.
- c. Alternately, murals can be listed in one document and their motivation briefly described. This is readily done for new murals, as it is required for approval of new murals (Section II, Subsection I).
- d. A representative list of murals, together with individual living group policies and this Mural Policy should be prepared and available to all.

Section I, Subsection IV: Material in Murals in Welcoming Environment

The opportunity for self-expression through murals comes with responsibility to ensure standards that promote a welcoming environment for residents, staff and

visitors. These standards should be mindful of NUTECH policies as well as all relevant laws.

- a. It will be NUTECH policy that murals on any NUTECH building must not contain any living images or language that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at NUTECH or that creates an intimidating, hostile, or offensive educational, work, or living environment.
- b. This policy applies to murals in shared spaces, including those shared with a roommate.
- c. Murals must comply with the NUTECH Progress and Excellence Leaders Regulations individual dorm policies, NUTECH Policies and Procedures, and the law.
- d. Murals that would violate these policies include, but are not necessarily limited to, those with images or language that are derogatory on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

Section II: Creating New Murals

When residents want to create a new mural in any shared space, the following steps must be taken.

Section II, Subsection I: Shared and More Private Spaces

- a. Residences are required to consider and codify which spaces are shared, and by whom.
- b. While there is more flexibility in more private spaces such as dorm rooms, there is responsibility to restrain presence of material that may be offensive to other residents or visitors in all areas.
- c. In all cases, including shared dorm rooms, new murals should be discussed among members of the living community, including the House Team, before execution.

- d. Following an objection, existing murals in shared dorm rooms should immediately be covered or temporarily removed (as described in Section III, Subsection I below) while the conflict is resolved.
- f. The artist who created the mural should be identified by name.

Section II, Subsection II: Responding to a Mural Proposal

Each residential group must develop a process for community approval. The ‘community’ includes student residents, as well as the Head of House, GRTs, RLAD (the ‘House Team’), and other residential staff. The development and implementation of this process are crucial aspects of a residential mural policy. Discussion around murals can provide an opportunity for students to consider and learn how to conduct open and fair discussion of a controversial topic. At a minimum, the following procedure should be followed, and each dorm is responsible for maintaining and informing residents of their specific policy.

Conception of the Mural

Residents of a dorm should be apprised of the NUTECH policies on harassment and nondiscrimination in order to understand community and NUTECH considerations underlying mural design. Thus, it is the responsibility of the mural designer to consider whether a mural might be offensive for the community that will be frequently exposed to the mural. At the time of conception, opinion might be sought from within the dorm and from the House Team around the idea in mind.

Notification and Presentation of Mural Design

All community members who will be exposed to a new mural (either the whole dorm, or those living in the area/floor for which the mural is planned) must be notified of a proposed mural, provided with a written and schematic description of the proposed work, and the motivation for/significance of the mural.

Handling Objections to Murals within a Residence

- a. Students and the House Team must be given a stated, sufficient period to consider the mural as well as an opportunity to raise any concerns or objections. Members of the community are encouraged to work collaboratively to attempt to resolve any concerns informally.

- b. If any member of the community has a concern that they do not wish to resolve by informal discussion, they must provide a written explanation to the House Team that describes the objection to the mural. The explanation should provide reasons for the objection. If requested, the identity of the person raising a concern will be kept confidential by the House Team. Alternatively, anyone wishing to raise a concern confidentially can contact the Dormitory Head Coordinator (in the case of gender-related concerns) or other NUTECH personnel, such as staff in the NUTECH Office of Student Conduct (NOSC), with relevant expertise.
- c. The residential community should follow a defined house process to come up with a suggested modification that is acceptable to both the artist(s) and objector(s). As necessary, this process should include the following steps:-
- (1) Consultation of the GRT in that area/floor, who should lead a community conversation about the mural in question.
 - (2) If concerns are not resolved on the floor level, the GRT should engage the House Team, House Government, and the house residents to reach consensus on an appropriate outcome.
 - (3) If a complaint is made by a resident or nonresident to the dormitory/house coordinator, DSL, a member of the House Team, or to another person or group outside of the community responsible for the mural, the complaint should be referred back to the community housing the mural, unless doing so would otherwise violate NUTECH policy (for example, in certain cases involving gender-based concerns).
 - (4) In cases where concerns are not resolved, a professional mediator may be employed.
 - (5) Any decision made concerning a disputed mural by the House Team and House Government should be communicated to both

the proposer(s) of the mural and the complainant(s), and any recommended modifications to the mural design should be made before the mural is put up.

Input of an External Panel

If agreement cannot be reached within the residential community, the proposed mural will be submitted to a panel of faculty and students (with the suggestion that these be members of the Committee on Student Life), the coordinator (for complaints that the mural violates NUTECH sexual misconduct policy or is otherwise gender-based), NUTECH personnel with other relevant expertise and a representative of the Dean of Students Life (with the suggestion that this person is a member of the Residential Life and Dining Department), who together will make a decision as to whether the mural should be allowed. The panel will be convened as needed. For a complaint that the mural violates NUTECH sexual misconduct policy or is otherwise gender-based, if the panel cannot reach consensus, the Coordinator will make a final decision as to what action, if any, should be taken.

Additional Path for Raising Complaint of Violation of NUTECH Sexual Misconduct Policy/gender-bias

If a complaint about a mural is one related to NUTECH policy against sexual misconduct or other gender bias the complaining party can report the concern directly to the DSL Office.

Section II, Subsection III: Painting the Mural

- a. Once community approval is gained, the mural can be painted according to residence policies. Each group is responsible for educating its residents about any such practices.
- b. Residents must follow appropriate procedures regarding allowed media before a mural can be effected (e.g. is painting on walls allowed? On canvas? what types of paints are allowed? etc.). The House Manager should be consulted about these policies in each living group.

- c. Additionally, each residential group may create supplementary practices, such as requiring a deposit to paint a mural or pooling resources for appropriate painting supplies.

Section III; Mural Upkeep

Each House Team and/or House Government is responsible for maintaining and communicating to students and staff a written policy that addresses the following questions:-

- a. Who is responsible for the upkeep of murals?
- b. If a mural is defaced / vandalized, who should take steps to restore the mural?
- c. If a mural must be removed for any reason, who is responsible for doing so?
- d. If public art supplies are available, who is responsible for maintaining them?

If NUTECH Housing has planned renovation work that would disrupt or remove a mural, they should provide at least two weeks' notice so the community has an opportunity to preserve the mural in some way. House Managers should be made aware of the Mural Policy and apprise Facilities of these procedures during renovations.

OTHER SELECTED UNIVERSITY GUIDELINES

IV. In addition to NUTECH UG Engineering Progress and Excellence Leaders Policy there are additional guidelines that all NUTECH engineering students must be aware of and are required to follow all published policies, including those cited below, posted online, and promulgated officially by the University in other ways.

IV (1). Common Policies to Note

The following guidelines are mentioned in this section to provide useful reference.

- a. NUTECH Bulletin
(<http://web.nutech.edu.pk/registrar/subjects/coursecatalogue.html>)
- b. NUTECH Academic Integrity Policy (<http://integrity.nutech.edu.pk>)
- c. NUTECH Net Policy of Use (<http://ist.nutech.edu.pk/network/policies>)
- d. Housing and Dining Policy

- (http://housing.nutech.edu.pk/about/residential_housing_and_dining_policies)
- e. NUTECH Guidelines for Raising Complaints about Harassment
(<http://web.nutech.edu.pk/communications/hg/>)
 - f. Privacy of student records
(<http://web.nutech.edu.pk/registrar/general/csip/students/index.html>)

Financial Aid

A student will be ineligible for financial aid if the student is convicted of an offense under federal or local law involving possession or sale of a controlled substance, provided the conduct occurred while the student was enrolled and receiving financial aid. Ineligibility will run from the date of conviction for the following periods of time:

- a. **For Drug Possession:** a first offense carries a one-year disqualification, a second offense carries a two-year disqualification, and a third offense makes the student ineligible indefinitely.
- b. **For Sale of a Controlled Substance:** a first offense carries a two-year disqualification, and a second offense makes the student ineligible indefinitely.

A student can regain eligibility by successfully completing an approved drug rehabilitation program.

University Sanctions

Members of the NUTECH community who are found to be in violation of the University's alcohol and/or drug policies will face disciplinary action up to and including expulsion for students, discharge/termination for employees, and/or referral for legal prosecution in accordance with local and federal laws and regulations. Disciplinary sanctions may also include completion of an appropriate rehabilitation program.

Violations of the Drug Free Workplace Act NUTECH rules require that all employees engaging in the performance of work supported by a federal grant or

contract must, as a condition of employment, notify the University of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after the conviction. Failure to report a conviction is grounds for dismissal. The University must notify the contracting party or granting agency within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction. At NUTECH, notification of the federal agencies will be made by the Office of Sponsored Programs. Department heads and other supervisors, in consultation with the Human Resources Office, will have the responsibility for any disciplinary action, or for requiring participation in an approved drug treatment program, or both.

Health Risk

The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or more subtle and long term, such as liver and brain damage associated with the prolonged use of alcohol. In addition to health related problems, alcohol abuse and substance use are associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

Selected Drugs and their Effects

- a. **Alcohol and Other Depressants [barbiturates, sedatives, and tranquilizers]** Alcohol, tranquilizers, and sedatives are all considered depressants. These drugs depress the central nervous system by mimicking either the brain's natural sedating chemicals or by diminishing the brain's natural ability to produce stimulating chemicals.
 - (1) **Short-term Effects:** Alcohol consumption causes a number of marked changes in behavior; even low doses significantly impair judgment and coordination. Moderate to high doses cause significant impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory

depression and death. The effects of other depressants are similar to those of alcohol: large doses can cause slurred speech, poor motor coordination, altered perception, psychosis, hallucinations and paranoid delusions, coma, or death.

- (2) **Long-term Effects:** Long-term effects of using alcohol include addiction, depression, accidents as a result of impaired ability, ulcers, gastritis, pancreatitis, fatty liver, alcoholic hepatitis, chronic active hepatitis, and cirrhosis. Long-term use of other depressants can also lead to addiction, including both physical and psychological dependence. Regular use over time may result in a tolerance to the drug. Withdrawal symptoms may range from restlessness, insomnia, and anxiety, to convulsions and death.

b. **Nicotine based Tobacco**

Nicotine, one of more than 4,000 chemicals found in the smoke from tobacco products, is the primary component in tobacco that acts on the brain. Nicotine is absorbed through the skin and mucosal lining of the mouth and nose or by inhalation in the lungs. Nicotine increases the levels of dopamine in the brain. The acute effects of nicotine dissipate in a few minutes, causing the smoker to continue dosing frequently throughout the day to maintain the drug's pleasurable effects and prevent withdrawal. Effects of use include addiction, high blood pressure, emphysema, heart and lung disease, and cancer. Due to obvious health risks, smoking cigarettes, cigar, sheesha and tobacco pipe is strictly forbidden for all undergraduate Students inside the University premises, dormitories, residence halls and lawns spaces.

c. **Ecstasy [MDMA]**

Ecstasy is a synthetic drug, and is similar to both methamphetamine and mescaline, which is a hallucinogenic. It mainly affects the body by affecting neurons that use the chemical serotonin, which can greatly affect mood, aggression, sexual activity, sleep, and sensitivity to pain. In high doses,

MDMA can interfere with the body's ability to regulate temperature, which can lead to a sharp increase in body temperature [hyperthermia], resulting in liver, kidney, and cardiovascular system failure.

d. **Narcotics [Opium, morphine, codeine, heroin]**

Narcotics include opium, opium derivatives, and semi-synthetic substitutes of opium derivatives. Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting, and most significantly, respiratory depression. As the dose is increased, the subjective, analgesic [pain relief], and toxic effects become more pronounced.

Short-term Effects: Short term effects include restlessness, irritability, loss of appetite, nausea, tremors, and drug craving.

Long-term Effects: Long term effects include addiction, accidental overdose, risk of hepatitis and AIDS infection from contaminated needles.

e. **Prescription Drug Abuse**

The most commonly misused prescription drugs are: painkillers [codeine, Oxycontin, Vicodin, Demerol]; CNS depressants [Nembutal, Valium, Xanax]; and stimulants [Ritalin, Dexedrine, Adderall].

Short-term Effects: Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.

Long-term Effects: The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

f. **Inhalants [gas, aerosols, glue, nitrites, nitrous oxide]**

Inhalants are breathable chemical vapors that produce psychoactive effects. A

variety of products common in the home and in the workplace contain substances that can be inhaled:-

- (1) Solvents - paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue.
- (2) Art or office supply solvents - correction fluids, felt-tip-marker fluid, and electronic contact cleaners.
- (3) Gases [used in household or commercial products] - butane lighters and propane tanks, whipped cream aerosols [whippets], and refrigerant gases.
- (4) Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products.
- (5) Medical anesthetic gases - ether, chloroform, halothane, and nitrous oxide.
- (6) Nitrites - volatiles including cyclohexyl, butyl, and amyl nitrites, and are commonly known as “poppers.” Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room odorizer,” “leather cleaner,” or “liquid aroma.”

Short-term Effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.

Long-term Effects: These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies [limb spasms], central nervous system damage, and even bone marrow damage.

IV (4). Missing Person, Missing Student Notification.

Missing Person Procedure. If a student cannot find someone and is worried that person is missing, then he must immediately contact the University Security. He

must be prepared to supply information on the missing person. He must notify his Housemaster/Warden who will work with the security to notify the missing person's family when appropriate.

Missing Student Notification. NUTECH adopts this missing student notification policy for students who reside in on-campus housing. In accordance with this policy, each student who resides in on-campus housing has the option to identify an individual to be contacted by NUTECH after such student is determined to be missing in accordance with procedures that have been established by the office of the Dean for Student Life in consultation with the NUTECH Security. Students can identify an individual to be notified by providing Missing Person Emergency Contact information to the Registrar's Office through Web SIS, which is available online at <http://student.nutech.edu.pk/cgi-docs/student.html>. All students have to provide Missing Person Emergency Contact information - including those students who live off campus. Except as otherwise permitted or required by law, Missing Person Emergency Contact information will be kept confidential, will be accessible only to authorized campus officials, and will not be disclosed to non-campus officials other than law enforcement personnel in furtherance of a missing person investigation. In addition to notifying the emergency contact(s) identified by a student, NUTECH must notify a custodial parent or guardian of a student if such student is determined to be missing. NUTECH is also required to notify the appropriate law enforcement agency (or agencies) if any student, regardless of age, is determined to be missing. NUTECH reserves the right to notify additional individuals or authorities in its discretion - including the parents or guardians of students - if a student is determined to be missing. If a student is concerned that a fellow student might be missing or otherwise in danger he/she you should immediately notify the University Security.

IV (5). Protection of Personal Privacy

NUTECH is committed to protecting the personal privacy of members of the NUTECH community. The mutual trust and freedom of thought and expression essential to a university rest on a confidence that privacy will be respected. While

the organizations collecting and having custody of personal information are immediately responsible for its protection, the ultimate protection comes from a community-wide awareness of the importance of personal privacy in our society and the many ways it can be eroded.

COMPLAINT AND DISCIPLINARY PROCEDURES

V. Students who believe that they have been treated improperly for any reason will be encouraged to raise their concerns. Difficulties with other students can be pursued through the living group, department head, other appropriate venues or groups, and the NUTECH Office of Student Conduct (NOSC), citizenship@nutech.edu.pk. Students may also bring concerns to the attention of his department. It is the University's policy that individuals will not be retaliated against for initiating an inquiry or complaint in good faith. Anyone including individual students, faculty members and employees of the University may bring a complaint against a student to the Committee on Discipline (CoD). The CoD will review the cases of academic offenses, violations of University's policies and standards, and other infractions alleged to have been committed by students. A complaint against a student must be submitted to NOSC. The charge and its documentation are transmitted to the chair of the CoD. After a review of the documentation, the chair will decide the appropriate method of resolution. The CoD has the authority to impose any sanction it deems appropriate. Possible sanctions include placing a warning letter in a student's disciplinary file, probation, suspension, and expulsion. Sanctions may also include educational and/ or restorative components meant to address the wrongdoing and serve the larger community. Detailed procedures for resolving complaints alleging that a student has violated NUTECH policies are available from the CoD Rules online and in print from the NUTECH Office of Student Conduct.

RESOURCES

VI. The following resources are provided for information. Please feel free to seek the assistance of these offices /services at any time.

VI (1). Annual Security and Fire Safety Report

NUTECH provides campus crime statistics, fire safety information, and other important safety-related data to the campus community. Please review the Annual Security and Fire Safety Report, which is available online at: <http://securioty.nutech.edu.pk/annual-safety-report>.

VI (2). Committee on Discipline (CoD)

<http://cod.nutech.edu.pk>

The University's mission encourages students to explore in order to advance knowledge at the highest level. It also expects its students to uphold the highest standards of respect, integrity, and civility. With this context, the Committee on Discipline (CoD) was created to resolve complaints of alleged violations of policies and/or community standards by a student or former student in a way that is objective and educational. The Rules and Regulations of the Faculty provide for the creation of a Committee on Discipline. The CoD acts with power to hear cases and to decide the appropriate University response, including, but not limited to, suspension, expulsion, and revocation of degree. The University reserves the right to take any action that it deems as necessary or appropriate to protect the intellectual integrity, safety, and well-being of the campus community. To that end, NUTECH students are expected to abide by the rules, regulations, and policies of the University, as well as city, local and federal laws. The Rules and Regulations of the CoD govern how cases of alleged misconduct by student shall be resolved. The rules are available online at <http://cod.nutech.edu.pk> and in print from the NUTECH Office of Student Conduct (NOSC) citizenship@nutech.edu.pk

VI (3). Conflict Management@NUTECH

<http://studentlife.nutech.edu.pk/conflictmanagement>
conflictmanagement@nutech.edu.pk

Conflict Management@NUTECH builds capacity within the University community to deal effectively with conflict. We do this by working with University students, faculty and staff to improve their conflict management skills and give them

opportunities to practice and reflect on those skills; and by offering dispute resolution services to graduate and undergraduate students.

What issues can be brought to conflict management@nutech.edu.pk?

Just about anything: noise, money, chores, group lab projects, privacy, interpersonal conflict, student group issues and cultural or gender issues. A student can be at the beginning, middle or crescendo of a conflict. If he is unsure whether his conflict with another person (or persons) is appropriate, he must contact conflictmanagement@nutech.edu.pk. He can talk to the office privately for information or a consultation.

VI (4). DSL On Call Program

Staff members from the Dean of Students Life (DSL) are available to students for emergency assistance after hours (from 5 p.m. until 9 a.m. on weekdays and 24 hours per day on weekends) and when the University is closed.

To reach DSL On Call, students must dial the number allocated from campus phones or call emergency from a mobile phone. This extension is staffed by the NUTECH Security. NUTECH will have a DSL On Call System to respond to emergency issues involving students and their affiliates. The On-Call team works with others in the NUTECH community to provide immediate response as well as follow-up in the event of a student/campus emergency or crisis. The On-Call System will be part of a network of responders including NUTECH Security, Emergency Response Personnel, Student Support Services, Deans, Housemasters/Wardens, Residential Life Program staff, and others. The primary focus of the system will be to outreach to the student(s) in need as well as providing appropriate resources for follow-up. To respond effectively to such urgent and serious concerns, DSL On-Call System will provide guidance in responding to incidents. The general approach will be to respond to the immediate crisis with appropriate resources/ measures and then to make sure that follow-up steps are in place, including communication to the appropriate persons and ongoing support to those in need. The On-Call responders may get involved in student matters related

to medical and mental health emergencies/crises, incidents of serious injury or death of a student, incidents related to serious physical facility emergencies affecting students, and any other emergency that affects student welfare. The On-Call responders will be responsible for coverage from 5 p.m. to 9 a.m., Monday through Friday and all weekend on Saturday and Sunday and on NUTECH observed Holidays.

VI (5). Guidelines for Raising Complaints About Harassment

If any person or group of people is unreasonably bothering a student, he/she must tell someone. A student does not have to suffer silently and put up with or ignore such behavior. The University has a very strict policy on harassment. Harassment is defined as “unwelcome conduct of a verbal, nonverbal or physical nature that is sufficiently severe or pervasive to create a work or academic environment that a reasonable person would consider intimidating, hostile or abusive and that adversely affects an individual’s educational, work, or living environment.” The intent and effect are both important because if someone is hurting a student even if they don’t mean to, they should be made aware of it and stopped. If a student cannot get the offensive behavior to stop on his / her, speak with someone at the University about it.

VI (6). Lost and Found

Valuables will be held in the lost and found at the NUTECH Security for at least 30 days. If someone lose something around a dormitory he has to check the desk. Items lost are sent to the NUTECH Security. They must report lost items at: <http://security.nutech.edu.pk/lostandfound>. Athletics and libraries hold lost items for a long time before sending them to the NUTECH Security.

VI (7). Services for NUTECH Students at NUTECH Medical

Medical emergency support services for students and faculty will be made available as per the resources, although the students may be charged for them. Some additional services may be covered by any future Student Insurance Plans.

VI (8). NUTECH Security

<http://security.nutech.edu.pk>

The NUTECH Security is staffed by sworn law enforcement officers who have the responsibility to respond to and investigate reports of crime and other emergencies and the power to take law enforcement action (e.g. arrest, issuing a citation, etc). The NUTECH Security provides cruiser, motorcycle, bicycle, and foot patrols and emergency response all day, every day, even when the University is closed. In case of an on-campus emergency, the security may be called from cell phones to reach at the site directly. Policing is as much about education as it is enforcement; to this end we are dedicated to working closely with our community as a clear statement of learning and growth. The men and women of the NUTECH Security will be dedicated enough to provide excellent service through partnerships that will reduce crime, create safe environments, build trust and enhance quality of life in the NUTECH academic community. The NUTECH Security Services will protect the rights of all individuals and safeguard the safety and welfare of everyone in the NUTECH community. All members of the NUTECH community are expected to conduct themselves with proper respect for one another and for each other's property. It is particularly important to note that each member of the NUTECH community has the right to be free from acts of violence and threats of violence. Members of the NUTECH community are expected and required to comply with all local, provincial and federal laws, in addition to NUTECH policies.

VI (9): NUTECH Student Resources

<http://resources.nutech.edu.pk>

The NUTECH Student Resources website will be the searchable directory of student resources at NUTECH. Its design will make it the centralized hub of information for students about academics, careers, extracurricular activities, personal support and wellness, research and international opportunities, public service, and more. In addition to offering a one-stop-shopping inventory of NUTECH resources, services, and offices, the site will have a number of helpful features:

- a. Lists and differentiates undergraduate and graduate student resources.
- b. Resources are organized in logical, broad categories spanning the full spectrum of student life at NUTECH.
- c. Includes short descriptions to help students gain context and understand differences between resources that seem to provide similar services.

VI (10). NUTECH Office of Student Conduct (NOSC)

citizenship@nutech.edu.pk

The NUTECH Office of Student Conduct (NOSC) is the department within the Dean of Students Life (DSL) which shall be promoting community standards of student behavior within the University. They will facilitate the disciplinary process, support student judicial committees within the Residence Halls and offer a wide array of programs to help students and organizations develop their values. NOSC will be the beginning point of complaints against students and student organizations and will serve as staff to the Committee on Discipline. They will be an impartial resource for all parties in a complaint. Please feel free to contact the NOSC at any time to report an incident, consult privately about a concern, or request an outreach presentation or workshop.

VI (11). Ombuds Office

The NUTECH Ombuds Office (when established) will work with all members of the NUTECH community to resolve disputes, manage conflicts, and develop more productive ways of communicating. The Ombuds Office will serve as an independent, confidential, neutral and informal resource for faculty, staff of all kinds, students and post-docs. The Ombudsperson(s) will listen to their concerns impartially and discreetly. The Ombuds Office will seek to promote fair conflict management systems and supports systemic changes to achieve this goal. The Ombudsperson(s) will help visitors examine options for dealing with a concern constructively. The Ombuds Office will not accept formal complaints or notice of any claims to NUTECH. If a visitor wishes to make NUTECH formally aware of a particular problem, the Ombudspersons will provide information on how to do so.

Common Issues Brought to an Ombudsperson

Academic integrity

- a. Advisor-advisee relations
- b. Compensation, benefits
- c. Ethical concerns and NUTECH values
- d. Fear of retaliation or retribution
- e. Grades, academic credit, intellectual property disputes
- f. Harassment, discrimination, abuse of power, bullying, unfair treatment
- g. Interpersonal relationships
- h. Performance appraisal; disciplinary action
- i. Policy issues
- j. Safety issues
- k. Suggestions for improvement at NUTECH
- l. Supervisor-supervisee relations
- m. Working conditions

VI (13). Sexual Assault Awareness

If a student will be in need of a victim advocate, or has questions about sexual assault or rape for themselves or someone they are concerned about, they shall call the Violence Prevention & Response Security office.

VI (14). NUTECH Student Disability Services

The NUTECH Student Disability Services office (NSDS) will be established for students to provide reasonable accommodations and assistance to qualified students with disabilities. The objective will be to ensure that students receive equal access to all University programs, activities, and services. Contact SDS who will work with you: -

- a. To determine their eligibility for disability accommodations and services.
- b. To identify reasonable accommodations.
- c. To direct the student to services and resources on or off-campus, as appropriate.

VI (15). NUTECH Student Support Services (NSSS)

NUTECH Student Support Services will be created to help the students manage their academic, personal and social life. NSSS will be a friendly and easily accessible support office for NUTECH undergraduates. Whether they feel too ill to take an exam and considering taking time away from the University, or they just do not know who to talk to, NSSS will help them. The Dean and staff members in NSSS will provide specific assistance with excuse notes when a student cannot complete the academic work with the genuine reasons in the form of excused absences (OXs), Committee on Academic Performance advocacy and leave and return guidance. In addition, NSSS will be a hub of resources, referrals and support services information across the NUTECH community and will work very closely with NUTECH Medical and Mental Health and Counseling to get students the support they will need.

VI (16). NUTECH Discrimination - Free Office (NDFO)

NDFO will ensure learning, living and working environment free from discrimination (including sexual harassment and sexual violence) at NUTECH. NDFO will arrange and manage necessary resources for preventing and addressing gender-based discrimination (including sexual misconduct and stalking), coordinate reporting options and investigate student complaints.

VII (17). Violence Prevention and Response Office (VPRO)

Violence Prevention & Response Office (VPRO) will help in dealing with issues around sexual assault, domestic violence, and stalking at NUTECH. VPRO will:

- a. Help ensure that survivors receive consistent, appropriate care,
- b. Provide survivors with information, case management and advocacy,
- c. Recognize the uniqueness of each survivor's experience,
- d. Empower each individual to take action to prevent violence in his/her community.

IMPORTANT NUMBERS AND CONTACTS

VII. A Directory of important telephone and mobile contact numbers of following services will be maintained at the University:

NUTECH Security

Emergency number from Campus phone,

Emergency number from mobile phone

Non-emergency Security phone number

NUTECH Medical Support

Emergency number from Campus phone

Emergency number from mobile phone

Non-emergency Security phone number

Mental Health and Counseling Service

Emergency number from Campus phone,

Emergency number from mobile phone

Non-emergency Security phone number

DSL On Call

Emergency number from Campus phone,

Emergency number from mobile phone

Non-emergency Security phone number

Office of Student Conduct

Emergency number from Campus phone,

Emergency number from mobile phone

Non-emergency Security phone number

Student Support Services

Emergency number from Campus phone,

Emergency number from mobile phone

Non-emergency Security phone number

Residential Life and Dining Related Contact Telephone Numbers.