

**NUTECH DISCIPLINE POLICY FOR UG ENGINEERING STUDENTS**

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1. **General**. National University of Technology (NUTECH) is the pioneer university in Pakistan that has been established with the prime aim of fulfilling the emerging needs of local as well as global industry. The university strives to promote latest knowledge / research, achieve academic excellence and focus on the robust intellectual grooming of its students. The mission of the university clearly states that every member of NUTECH - student, faculty and support staff will make a firm pledge to uphold the personal and academic integrity, deal with others with dignity, and respect the rights and property of others. Any conduct on or off campus, of individuals or groups that threatens or violates this commitment will become a source of concern and definitely draw punitive measures laid down within the system of university. The university has the authority to monitor student conduct that is detrimental to the good order and discipline in the academic environment. The university officials are bound to hold students accountable for misconduct on the campus or away from the university premises that affects the university discipline.
2. **Aim**. The aim of the discipline policy is to ensure good discipline and order on the campus and beyond, and help create a harmonious, friendly and supportive academic environment on the campus.
3. **Definitions**. Following terms/expressions shall have the meaning as explained/assigned to them:-
4. **Student**. A person becomes a NUTECH student at the start of the semester-term for which he or she is admitted or readmitted. Regular student status is retained until graduation, unless the student withdraws or is disqualified. Regular student status is also retained while the student is cross-registered at another institution or is on foreign or domestic study away. Non-University students who are registered at NUTECH also fall under the purview of the **CoD** (**Committee on Discipline**) for acts committed during their time of registration.
5. **Former Student**. The term refers to someone who has been an enrolled student in the university at any stage/point of time.
6. **Student** **Organization**. A group of persons who have complied with the formal requirements for University recognition or registration. This includes, but is not limited to residence halls, individual floors or units within residence halls, academic clubs, honor societies, performance groups, athletic teams, club sports, and clubs.
7. **Student** **Organization** **Representatives**. In CoD matters, a student organization may be represented in a CoD panel or related meetings by a maximum of three NUTECH students who are members of the student organization or members of the governing council to which the student organization belongs (e.g., Association of Student Activities for a club, etc.). These representatives act as the complainant or respondent on behalf of their organization.
8. **Complainant**. Those who bring complaints alleging violations of NUTECH policy by students, former students, student organizations, or former student organizations. Typically, anyone may serve as a complainant, whether or not he/she is a member of the NUTECH community.
9. **Respondent**. A student alleged to have violated NUTECH policy, a former student alleged to have violated NUTECH policy while they were a student, a student organization alleged to have violated NUTECH policy, or a former student organization alleged to have violated NUTECH policy while holding recognized status.
10. **Advisor**. The complainant and the respondent each may have one advisor, who may be any person of their choice except a member of the media or an attorney. The advisor may assist either party in preparing their case and in accompanying the party during the CoD proceedings. Both parties have equal rights to having an advisor present. Advisors may not serve as witnesses and are typically not permitted to address the CoD, other parties, or witnesses. Exceptions are rarely made and are allowed only by the Chair. Parties are responsible for contacting and for arranging the participation of their advisors.
11. **Witness**. Those who are not a party in a hearing and who may present information in the course of the CoD process. Witnesses are not required to be eyewitnesses to the incident in question, but should have relevant information to present. Witnesses may not serve as advisors. Both parties have equal rights to have witnesses or witness statements presented. Parties are responsible for contacting and for arranging the participation of their witnesses.
12. **Committee on Discipline (CoD)**. It means the Committee on Discipline constituted at the University.
13. **CoD Panel**. The CoD members who participate in a particular CoD hearing and decision making. This panel consists of minimum eight CoD members, including at least four CoD faculty members (one of whom may be the Chair), two Deans’ representatives, and two student members.
14. **Chair** **of** **the** **CoD**. Chair of the CoD, appointed by the Chair of the Faculty (CoF).
15. **Associate** **Chair**. A senior faculty member of the CoD, appointed by the Chair, who is empowered to chair CoD proceedings, take decisions and manage cases as designated by the Chair for a specified period of time, usually one academic year.
16. **CoD** **Proceedings**. A process that may be used to resolve formal complaints in which members of the CoD review documents submitted by the complainant and respondent, as well as in person statements from those parties and their identified witnesses. In CoD proceedings, the full range of sanctions are available.
17. **Day** **(also** **Working** **Day** **or** **University Day)**. This is a regular day, Monday through Friday, during which NUTECH offices are open for regular business. A working day can be a day in which NUTECH has class or when there is an academic break. Working days exclude weekends and holidays wherein the University is closed.
18. **NUTECH Office of Student Conduct (NOSC)**. NOSCworks under **Dean of Students Life (DSL).** It is responsible for educating the University community about NUTECH standards of behavior, facilitating the discipline process for allegations involving students and student organizations, processing / awarding minor nature sanctions through **administrative resolution**, recommending major cases of in-discipline to CoD proceedings and serving as a liaison between all parts of the NUTECH community and the CoD. **The Director of the NOSC is an ex-officio, non-voting member of the CoD**. He or one NOSC staff member is to participate in CoD panel proceedings as an ex-officio, non-voting member. The NOSC will meet with students, faculty, and staff on behalf of the CoD. Until such time that the NOSC is established, the academic departments will carry out the responsibilities of the NOSC.
19. **Administrative** **Resolution**. A process for resolving complaints generally by NOSC. However, if complaint is directly received by the CoD, then CoD chair and Director NOSC review documents submitted by the complainant and the respondent to arrive at a resolution. In an administrative resolution regarding an individual student, the highest financial penalty sanction available is **Rs 4,000/-**(to be revised periodically) along with other possible sanctions to educate the respondent. In an administrative resolution regarding a student organization, the highest status sanction available is organizational probation, along with other possible sanctions to educate the respondent.
20. **Sanction**. The outcomes assigned to a respondent found responsible for violating NUTECH policy. Graduation and registration holds may be placed by the Registrar if sanctions are not completed by designated deadlines.
21. **University Official.** University Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position.
22. **Competent Authorities**. In order to facilitate maintenance of student discipline on the campuses, following shall be the competent authorities:-
23. **NUTECH Committee on Discipline (CoD)**. CoD will deal with all major offences.
24. **NUTECH Office of Student Conduct (NOSC)**. NOSC will dispose of minor offences and refer cases of grave nature to the CoD.
25. **Departmental Administrator and Head of Department(s)**. NOSC / all Head of Departments/Departmental Administrator will deal with minor discipline cases themselves.
26. **Acts of Indiscipline**. Details/description of offence/acts of ill-discipline are elaborately given in the NUTECH Progress and Excellence Leaders Policy (NPELP), and NUTECH Academic Integrity Policy (NAIP). All complaints related to academic integrity shall be dealt under NUTECH Academic Integrity Policy (NAIP). Following shall constitute acts of indiscipline for which action may be taken against the student(s)/former student(s)/student organization(s) under NUTECH policies/rules and regulations:-
27. Disorderly conduct like rowdyism, violation of dress code, coming late to the classes/other official gatherings, not displaying NUTECH ID Card, smoking in prohibited places, use of mobile phone inside the classes, littering, bringing animals into any university building etcetera.
28. Use of indecent language/ gestures.
29. Improper use of ‘University Name and Logo’.
30. Unauthorized access/use of university facilities or equipment.
31. Visiting places declared out of bounds for students by the university.
32. Any violations with respect to university fee and hostel residence policies.
33. Disobedience / defiance of authority or any lawful order.
34. Any action defamatory or derogatory to any religion/sect/caste/ individual.
35. Furnishing false information/forgery or unauthorized use of documents.
36. Falsification, distortion or misrepresentation of information before a CoD proceeding or designated hearing officer of the university.
37. Theft.
38. Gambling.
39. Use or supply or sale of alcohol/drugs/intoxicants or any other contraband item.
40. Assault, threatening behavior or inciting others for misconduct / violence/use of force.
41. Hazing, stalking and harassment.
42. Sexual Harassment.
43. Damaging/destroying campus property, including its buildings, equipment, vehicles etc.
44. Shouting slogans, inciting or staging a walk-out/strike or an unauthorized procession/gathering in/outside the university.
45. Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.
46. Possession of fire-arms, explosives, other weapons and hazardous material.
47. Using university campus for any political, ethnic, and racial activities etc.
48. Involving with national /international proscribed/banned organizations/ establishment through any means whatsoever.
49. Any other grave violation or act of indiscipline that is covered under NAIP, NPELP or in any other University Regulations and Policies.

**Note**: Violation of federal /provincial Law(s) or Ordinance will be dealt accordingly as covered under those laws.

1. **Off Campus Conduct**. Conduct occurring off university premises is usually not subject to the university discipline, unless such conduct:-
2. Seriously affects the interests of the university or the position of members at the university community, or
3. Occurs in close proximity to university premises and is connected with offensive conduct on university premises, or
4. Occurs at university-sponsored activities off university premises (including but not limited to any off campus conferences, competitions, games or official visits/trips etcetera).

**Note:** Such violations will also be categorized as per the gravity and frequency of the offence.

1. **Composition of the CoD**. The Committee on Discipline will be composed of following members:-
2. Six (06) Elected Members of Faculty **including the Chair**.
3. Dean UG Education or his Representative – Ex Officio Member.
4. Dean Graduate Students or his Representative – Ex Officio Member.
5. Dean Students Life/NUTECH Office of Student Citizenship (NOSC) or its Representative – Ex Officio Member.
6. Three (03) Undergraduate Students (juniors and seniors).
7. Two (02) Graduate Students.
8. **Appointment of Members**. The members of the Committee on Discipline will be elected through voting. The members of the CoD will be appointed for a period of two years. Student members will also remain part of CoD for two years. In case any of the member leaves the university, an election schedule for the replacement will be announced within 10 working days by the CoF.
9. **Quorum**. Following will be the minimum requirement of quorum for CoD proceeding:-
   1. Three CoD members, with one of them being the Chair or Associate Chair of CoD.
   2. Two Ex-officio Members/Representatives.
   3. Two Student Representatives.
10. **Sanctions**. Brief summary of nature of offences, various sanctions and competent authorities are enumerated at **Annexure A**. Details of sanctions are given in NUTECH CoD Procedures (NCoDP) at **Annexure B**. Sanctions or penalty for act(s) of indiscipline shall be according to the gravity of the offence/repletion frequency, and may be any one or more of the following sanctions after ascertaining the facts by the competent authority/body:-
11. **Minor Sanctions**. To be administered by the respective HoD/Departmental Administrator or NOSC itself as deemed appropriate as under:-
12. Warning in writing to the offender that continuation or repetition of prohibited conduct/act may be cause for further disciplinary action(s).
13. Fine which may amount up to **Rs 4,000/-** (To be reviewed periodically)
14. Expulsion from the hostel, in case of hostelite(s), for a specified period (3 to 6 months) or permanent removal from the hostel.
15. Deprivation from the privileges enjoyed by the students, such as stoppage of weekends, prohibition from usage of gym facilities, etc.
16. Withholding of a certificate of good moral character for a specified period (3 to 6 months).
17. Withholding of an examination result for a specified period (3 to 6 months).
18. Ban on representing the campus and the university for a specified period (3 to 6 months).
19. **Major Sanctions**. Following sanctions (one or combination) may be awarded by CoD in case of grave nature offences:-
20. **Fine**.  Fine exceeding Rs. 4000/-.
21. Cancellation of financial benefits/ concessions for a specified period (3 to 6 months).
22. **Probation**. Probation for a specific period, recommended by the committee.
23. **Suspension**. Suspension from the University for a Specified Period.
24. **Expulsion/Dismissal**.  The permanent dismissal of student from NUTECH.
25. **Degree**.  Degree Revocation.

**Note**. **Parents of the concerned student(s) will be kept in loop with respect to any act of indiscipline and the sanctions awarded thereto**.

11. **Procedure for Dealing with Acts of Indiscipline**. NUTECH Committee on Discipline (CoD) will follow the formal process as elaborately described in NUTECH Committee on Discipline Procedures (NCoDP); gist is as under:-

1. The complaint of any alleged act of ill-discipline can be lodged by anyone (Faculty/Support Staff member/ students) to the warden, respective department head or NOSC preferably within 24 hours of the occurrence.
2. The head of department or NOSC will decide upon the case as per the gravity of the offence. Minor violations will be dealt by the HoD/Departmental Administrator or NOSC as given in **Annexure A**.
3. However, cases of grave nature will be referred to CoD by HoD/complainant(s) through NOSC. The complainant is bound to present relevant evidence in disciplinary hearings before the NUTECH Committee on Discipline.
4. A disciplinary hearing is a formal process conducted by the CoD for handling cases of major in-discipline by the students / former students / student organizations. The formal process is designed to gather and consider relevant information regarding the alleged violation(s) of the code of conduct and to determine the required sanction.
5. The CoD shall issue a show-cause notice to the student, accused of act of indiscipline on receiving the complaint.
6. The Committee on Discipline shall ensure that the student against whom disciplinary proceedings have been initiated is given ample opportunity to explain his/her conduct.
7. In case the reply to the show-cause notice is not received within the specified time i.e. within 5 working days, or if the student concerned fails to appear before the Committee on Discipline when so required, the Committee may take an ex-parte decision.
8. CoD may request a **‘Fact-Finding Report’** in writing from the office of the Dean Students Life (DSL). Fact finding report will be prepared by a minimum 3 member committee, appointed/nominated by DSL.
   1. If a respondent is found responsible, the CoD will then decide what is the appropriate sanction or sanctions to impose.
9. In deliberations on sanctions, the CoD may review any prior findings responsibility of the respondent.
10. In the event of a tie, the sanction voted for by the Chair shall prevail.
11. A written notice of the decision is usually provided to a respondent no later than ten working days after the decision.
12. This letter will be copied to NUTECH support staff officials as appropriate.
13. **Appeals**. Detailedprocedure for appeal is enumerated in NCoDP. Following procedure will be adopted:-

### An appeal against the decision of the Committee on Discipline to suspend or expel a student, revoke a degree, revoke recognition of a student group, or terminate a student organization residence may be filed with the Rector through NOSC in writing by the appealing party within 5 working days of the notification of the decision.

### No appeal by a student against the decision of the University Discipline Committee shall be entertained unless it is presented within 5 working days from the date on which the decision is communicated to him/her.

* 1. The Rector shall dispose off the appeal himself/herself or refer it to an Appellate Committee, comprising three senior faculty/support staff members for review.
  2. The decision of the Rector shall be final who may also provide an opportunity of personal hearing to the student(s) charged with act(s) of indiscipline.
  3. Appeals may only be made on one or more of the following grounds:-

1. There exists substantive and relevant information that was not available at the time of the decision.
2. There was a substantial departure from the CoD rules and procedures that significantly affected the fairness of the process.
3. A material finding that formed a basis for the CoD's decision was substantially against the weight of the evidence that was before the

CoD when it made the decision; or

1. The sanction is at significant variance with the range of sanctions appropriate in the situation.
   1. The Rector makes a decision based upon the written appeal(s) providing the ground(s) on which the party is relying for appeal, and as much of the record of the CoD Proceedings of the case as the Rector determines it is appropriate to consider.
   2. The Rector may consult with the Chair on all appeals. He may also confer with other participants of the CoD panel before modifying or overruling a decision of the CoD. This appellate decision by the Rector is final.
   3. The final decision by the Rector will be communicated to the same people who received notice of the CoD decision, and to any other officials of NUTECH who needs to be aware of it in order to permit them to fulfill their professional responsibilities.
2. If the CoD decision imposes a sanction of suspension or expulsion to take effect before the lapse of appeal time (5 Days) appeal has expired, or while an appeal is under consideration, the respondent may request in writing from the Chair a postponement of the effective date of the sanction. The Chair may approve the request, with or without conditions relating to the respondent's remaining at NUTECH, while the appeal is pending.

j. If the Chair denies the respondent's request for a postponement of the effective date, the respondent may request the postponement from the Rector, who may approve the postponement, with or without such conditions, after discussing with the Chair the respondent's request and the reasons the Chair denied the request.

1. **Disposal of the CoD Decision**. The final decision will be communicated to NOSC/HoD(s) for endorsement in the student(s) dossier and further information/intimation to following:-
   1. Office of the Dean of University.
   2. Registrar Office.
   3. Student(s) concerned and his parents.
   4. Mentor of the Student.
   5. Advisor of the Student.
   6. Any other Office/Directorate for implementation of CoD decision.
2. **Conclusion**. Every student of NUTECH to take responsibility for individual and group behavior and will act as a responsible member in a congenial and independent academic environment. All faculty members, administrative/support staff and students are expected to monitor NUTECH Code of Conduct and report any such violations to the concerned HoD, NOSC and CoD for taking appropriate remedial measure / action.