

STUDENT GENERAL DISCIPLINE RULES : PAF-KIET

Introduction

1. These rules shall be called the “PAF-KIET Student General Discipline Rules”. These rules define moral code and ethics pertaining to the students. These rules shall have jurisdiction for all PAF-KIET campuses. The details are given below.

Terminologies

2. Unless otherwise explained in the context or explicitly expressed, the following terms shall mean as defined in each case:-

“**Department**” means a department of PAF-KIET.

“**Campus**” means campus of PAF-KIET.

“**Committee**” means the Students Discipline Committee of PAF-KIET constituted under these rules.

“**Constituent College**” means a constituent college of the PAF-KIET.

“**Dean**” means Dean of respective faculty of PAF-KIET.

“**Director Students Affair**” means Director Students Affairs of PAF-KIET

“**Examination Hall**” means the centre for holding examinations.

“**Head**” means the head of a teaching department.

“**Students**” mean bona fide students of PAF-KIET both native and foreign in accordance with the respective rules.

“**Institute**” means PAF-KIET.

“**President**” and other officers/authorities mean the President and other officers/authorities of PAF-KIET.

Code of Honor

3. Every student of the Institute is an honorable student and must observe the following code of honor:-

- a) He must respect the conviction of others in matters of religion, custom and tradition.
- b) He must refrain from doing anything which lowers the honor and prestige of Pakistan.
- c) He must be truthful and honest in his dealings with others.
- d) He must respect the elders, especially women, children, old people, etc.
- e) He must respect his teachers and others in authority in the Institute.
- f) He must devote himself to the studies.
- g) He must protect his and others property and the property of the Institute.

Code of Conduct

4. No student shall:-
 - a) Smoke at the Institute campuses.
 - b) Consume alcoholic liquor or other intoxicating drugs within the Institute campuses or during the sports or cultural tours or survey-camp, or enter any such tour or camp, while under the influence of such intoxicant.
 - c) Visit other campuses of Institute without permission, or without any academic or official requirement.
 - d) Organize or take part in any function within the Institute campuses or organize any club or society of students except in accordance with the prescribed rules and regulations, or organize any gathering or address any gathering, without permission of authorized person.
 - e) Create, represent or join any political or religious group, being identified as Institute political or religious group.
 - f) Collect any money or receive donations or pecuniary assistance for or on behalf of the Institute or any of the Institute organization except with the written permission of the Institute authorities.
 - g) Stage, incite, participate in or indulge in any walkout, strike or other form of agitation against the Institute or its teachers or officers.
 - h) Interfere in the official proceedings of the examination or other business.
 - i) Threatens or misbehaves with any teacher, officers or other employees of the Institute or try to influence such officers or employees in any way in connection with their official assignments.
 - j) Instigate or take part in any boycott of examination or create disturbance in or around the examination hall.
 - k) Defame name of Institute or any college/department of the Institute or Institute management/faculty/employees or their families, or student of the Institute, by using electronic media or print media or social media.
 - l) Create any page or ID that resembles any of the Institute official page(s), IDs or sites.
 - m) Post or display images or texts which defame name of Institute, Institute management/faculty/staff members or their families, or students of the Institute.
 - n) Carry out propaganda against higher management, faculty member, officer or staff member of the Institute, or student of the Institute or against any policy of the Institute.
 - o) Involve or inform non-concerned people regarding Institute administrative or policy matters, which may defame name of the Institute.
 - p) Abuse computer facilities and resources including, but not limited to:
 - i) Use of other individual's identification and / or password.

- ii) Interference with the work of another student, faculty member, Institute official.
 - iii) Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
 - iv) Unauthorized transfer of a file.
 - v) Sending obscene, abusive or threatening messages.
 - vi) Transmission of computer virus.
 - vii) Unauthorized access to, or unauthorized or malicious use of computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and / or use of, off-campus computer equipment.
 - viii) Unauthorized duplication of software or other violation of copyright laws.
 - ix) Interfering with normal operation of the Institute computing system.
 - x) Indulging in cyber crime.
- q) Make unauthorized access or entry to, or use of Institute facilities and equipment, unauthorized possession, duplication or use of keys to any premises, facilities or equipment.
 - r) Intentionally and/or recklessly endangering, threatening, physical or verbal coercion, harassment, physical harm to any person, or oneself, in Institute premises or at Institute sponsored activities, using words or actions to provoke or encourage others to violent retaliatory behavior, or other acts of misconduct.
 - s) Indulge in any theft, or attempted theft of property or services in Institute premises or at Institute -sponsored activities.
 - t) Intentionally and/or recklessly destroying or damaging, or attempting to destroy or damage Institute property or the property of others in Institute premises or at Institute - sponsored activities.
 - u) Indulge in any unauthorized and / or illegal exchange of money, favors or services as a result of an organized or unorganized game or competition.
 - v) Perform kissing, hugging, inappropriate touching, etc.
 - w) Use mobile phone in class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

Authorities/Responsibilities of Faculty Members/Staff Members

5. Following are authorities/responsibilities of Faculty Members/Staff Members:-

- a) Every member of the teaching staff shall have the powers (and it shall be his duty) to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the Institute. Should such misconduct occur in a class-room when the student is under the charge of any instructor/supervisor, the latter shall report the matter, without delay, to the College Director/Campus Director/HoD.

- b) The Librarian shall be responsible for maintenance of order in the library. In case of disorderly conduct or any breach of rules, he/she may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offense to the Campus Director/Director Admin/authorized person.
- c) The Director Physical Education/Head of Sports shall be responsible for the maintenance of order among the students on or near the playground or while otherwise under his charge.

ID Card/Visitor Card

6. Rules regarding ID Card/Visitor Card and permissions to attend activities are given below:-

- a) Each student of the Institute is issued with a Identification /Registration card or visitor's pass, and must wear it at all times while in Institute premises or at Institute-sponsored activities. Identification/Registration cards must be presented upon entering the premises and must be worn while inside the Institute premises.
- b) Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action if he/she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
- c) Upon card owner's withdrawal/rustication/expulsion from the Institute, all rights and privileges related to the identification card automatically cease. Upon withdrawal, or suspension or expulsion from the Institute, the identification card must be surrendered to the Institute.
- d) No visitors and guests are allowed to enter in the Institute premises or at Institute-sponsored activities without the written permission of responsible authority.
- e) All permitted/allowed visitors or invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the Institute premises.

Students Discipline Committee

7. The Students Discipline Committee will comprise of members i.e, Registrar, Dean or HoD or a senior faculty member, Director/Deputy Director Administration, GM Security, College Director and Campus Director. One of these members will be nominated as Chairperson by the President PAF-KIET. The quorum for a meeting of the Committee shall be at least three members.

8. The function of the Committee shall be:-
- a) To propose Regulations for the conduct of the Institute students.
 - b) To maintain discipline and to guard against any breach of discipline.
 - c) To Carry out investigations and take decisions of the breach of discipline cases.
 - d) To Carry out investigations and put up recommendations of the cases referred by president.
 - e) To perform such other functions as may be prescribed.
9. A student shall be guilty of an act of indiscipline and shall be liable for each act to one or more of the penalties mentioned at Para-10, if he:
- a) Commits a breach of any of the code of conduct specified at para-4 above; or
 - b. Disobeys the lawful order of a teacher or other persons in authority in the Institute; or
 - c. Habitually neglects his work or habitually abstains himself from his class without reasonable cause; or
 - d. Willfully damages Institute property or the property of a fellow student or any teacher or any employee of the Institute; or
 - e. Does not comply with the rules relating to dress code; or
 - f. Uses indecent language, wears un modest dress or makes indecent remarks or gestures or behavior; or
 - g. Does not pay the fees, fines or other dues liable, under the Institute Act, Statutes, Rules, Regulations or Instructions; or
 - h. Commits any criminal, immoral or dishonorable act (whether committed within Institute campus or otherwise) which is prejudicial to the interests of the Institute; or
 - j. Humiliates, or causes to humiliate, misbehaves, uses abusive language or manhandles his fellow student or a teacher or officer or other employees of the Institute; or
 - k. Possesses, carries or uses any type of weapons/fire arms or explosive material within the Institute premises; or
 - l. Spreads by word, mouth or written material, political, religious, sectarian, ethnic, regional or linguistic conflicts/hatred; or
 - m. Unauthorized uses or takes possession of the Institute transport; or
 - n. Shows un modest/indecent or contra-Islamic behavior with fellow students.

Penalties

10. The penalties which may be imposed and the authority or authorities competent to impose each kind of penalty are specified in the table given below:-

S No	Penalty	Authority Competent to impose the Penalty
1	Exclusion from classroom, laboratory, workshop or field work for not more than two such consecutive periods.	Teacher In charge
2	Exclusion from the game or the field for not more than one month.	In charge of the game.
3	Exclusion from instructional or sports tour or survey camp.	Teacher In charge or Tour In charge.
4	Exclusion from the department for a period up to one week.	Head of the Department
5	Exclusion from all classes or any class in any faculty for a period up to three weeks.	Dean of the faculty
6	Exclusion from the library up to two weeks.	Campus Director or Senior Librarian
7	Suspension or removal from a position of authority in the Students Council, if any.	College Director or Campus Director or Director/ Deputy Director Students Affairs
8	Suspension from a position of authority in the Institute sports.	The Chairman Sports Committee or authorised person
9	Cancellation or removal from a position of authority in the Institute Sports	The Chairman Sports Committee or authorised person
10	Fine up to Rs. 500.00	Lecturer
11	Fine up to Rs. 1000.00	Assistant Professor, Deputy Director Students Affairs
12	Fine up to Rs. 3000.00	Associate Professor, GM Security
13	Fine up to Rs. 5000.00	College Director, Campus Director, HoD, Professor, Director Students Affairs
14	Withholding of results, certificates of good moral character, etc.	Dean of Faculty/HoD, Discipline Committee
15	Rustication from the University up to 2 years and fine without any limit.	Discipline Committee
16	Expulsion from the Institute	Discipline Committee

11. When a case against a student is referred to the Committee, the Committee may, if it deems fit, suspend the student from Institute Rolls till it has taken a decision in the case.

12. When a case of a student is referred to the Committee, the Committee may, if it deems necessary, ask student to submit statement for the charges levied against him.

13. Notwithstanding anything contained in these rules, the President shall have the powers to impose any of the penalties mentioned at Para-10 or to refer the case to the Discipline Committee.

14. When in the opinion of the Discipline Committee, the penalty of rustication or expulsion is not called for in a case referred to it; it may impose any other penalty or penalties mentioned at Para-10 above.

Appeals

15. A review petition against the imposed penalty may be filed by the student. Procedure is given below:-

a) A review petition against the imposition of penalty may be made within a week's time to the teacher/officer who imposed the penalty. In case the student is not satisfied with the decision/revision of teacher/officer, he may appeal to the President PAF-KIET, within two weeks. The decision of the President shall be final and no appeal may be filed thereon.

b) A review petition against the imposition of penalty by Discipline Committee may be made within two week's time to the Chairman Discipline Committee, who shall place it before the Committee for its consideration and decision within a maximum of two weeks to dispose of the case. An appeal against the imposition of penalty by the Discipline Committee may then be made to the President PAF-KIET, within two weeks. The decision of the President shall be final and no appeal may be filed thereon.

16. President, or any teacher or officer to whom the President may delegate his powers, may direct a student to pay compensation for any loss, or damage to property belonging to the Institute or to a fellow student or to an employee of the Institute caused by a willful act or gross negligence of the student and if the student does not pay such compensation within a time to be specified, the President may expel him from the Institute and loss/damage/compensation be recovered from his parents/ guardians through legal proceedings.


(M NIZAM UDDIN)
Air Commodore (Retd)
Registrar PAF-KIET

Approved by


(TUBREZ ASIF)
AVM (Retd)
President PAF-KIET