

## **Student's Code of Conduct :**

It is the obligation of GC Women University Faisalabad to provide a safe teaching and learning environment for its students by making statutes, by-laws, policies and procedures (Student Code of Conduct, SCC) that regulate conduct of students. University aims to equip students to meet the challenges of the 21st century so it endeavors to inculcate in its students' intellectual diversity, self-motivation, research-oriented approach, capacity for leadership, and community oriented, ethically guided high sense of professionalism. SCC aims to foster and achieve the above mention goals and to set out the standards of conduct expected by the students of GCWUF to achieve.

In order to achieve these goals all students are expected to observe the following code of conduct. If any student fail to comply with these standards then it may result in the withdrawal of privileges they enjoy or even the imposition of sanctions, fines and expulsion from the university.

- i. These Student's Code of Conduct and Discipline Regulations may be called "the Govt. College Women University Faisalabad, Students Code of Conduct and Discipline Regulations"
- ii. These rules shall apply to all students on the roles of the teaching departments of the Govt. College Women University Faisalabad.
- iii. Discipline Committees of GCWUF is required to deal with cases of indiscipline.
- iv. Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as 'gender harassment'.

### **A. Students Code of Conduct:**

#### **A.1 GENERAL CONDUCT:**

All students must:

- a. Faithfulness in her religious duties and respect for the convictions of others in matters of religion, conscience, customs and conventions.
- b. Loyalty to Pakistan and refraining from doing anything, which might lower its honor and prestige in any way.
- c. Students should refrain from conduct that might damage the reputation of the University. They must also avoid any conduct that may lead to the disruption of any academic program /activity of the Campus.
- d. Students will show tolerance, understanding, and respect for the rights of others. In case of any misunderstanding with peers or University management, etc., discussions and exchange of views within the framework of decency and decorum would be the desirable course to follow. Threatening behavior to fellow students, faculty, staff, or the University as an institution could cause irrevocable dismissal from the University.

- e. Truthfulness and honesty in dealing with people.
- f. Cleanliness of dress, mind, speech and habits.
- g. Devotion to studies and sports.
- h. Students are advised to strictly follow the code of conduct on-the-field and off-the-field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behavior, especially while representing the University in an activity/competition.
- i. Students must refrain from cheating, plagiarism, lying, stealing, and harassment, in any setting of the Campus.
- j. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for the purpose.

## **A.2 IDENTIFICATION CARD**

- a. Each student of the University must always wear the Student Identification Card while on University premises or at University-sponsored activities. Identification cards must be presented upon entering University buildings.
- b. Identification cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of her identification card and will be subject to disciplinary action by the University if 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 from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the University, the identification card must be surrendered to the Faculty.

## **A.3 DRESS CODE**

In order to maintain academic dignity and sanctity of the institution, students of the university are required to wear decent dress keeping in view the religious and local cultural values. The students of the University are advised to observe following dress code;

- a. The students are not allowed to wear shorts (at least till knees) or sleeveless shirts. The dress should not have any scripts or images, which appear to be provocative or indecent.
- b. The students are not allowed to wear tight or see-through clothes.
- c. The students are not expected to put on heavy make-up or expensive jewellery.
- d. Clothes with photograph of any celebrity/political personality/or with unethical printed words are strictly not allowed.
- e. Students should wear tidy, clean and modest dress in university.
- f. Wearing unprofessional dress in formal programs and interviews are not allowed.
- g. Drawing unnecessary attention to themselves through their clothing, accessories, hairstyles, body markings or piercings is not allowed.

- h. Wearing jogging or exercise clothing during within the campus is not allowed except sports students but they are only allowed in the practice / sports area.
- i. Wearing dress which is sexually provocative is not acceptable.
- j. Hair must be clean and its style should not draw unnecessary attention. Long hair must be tied back.

#### **A.4 CELL PHONES**

- a. The use of cell phone is strictly prohibited during the classes.
- b. The misuse of cell phone is not allowed within the campus and will charged fine.
- c. All faculty member/teachers are permitted to keep an eye on the students. Whenever they found any student violating the above rule, the student must surrender mobile to the teacher. Disobedience will result in major penalties.

#### **A.5 Forgery, Fraud, Dishonesty, Cheating:**

- a. Forging the name of a University employee, another student or any other person or entity, altering or misusing official University forms, documents, records, stored data, electronic data bases and University enterprise systems, identification of, or knowingly furnishing false information to University officers, officials, faculty and/or employees or providing such information involving or referring to the University to off-campus organizations, institutions, or individuals. Making false statements in public or private, including knowingly filing false charges under the code. Aiding and abetting another individual in the conduct of such actions also constitutes a violation of this provision. The University has registered its name, logo and seal as trademarks. As such, these marks are protected under applicable federal and local laws. Students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without written permission from the University's Registrar Office.
- b. Attempted cheating.
- c. Calling proxy attendance.

#### **A.6 Property Damage**

The students are advised to refrain from any damage to the University fixtures/furniture including Venetian blinds, scribbling/carving on desks, writing on walls, and misusing lab equipment, etc.

#### **A.7 Media Contact**

Students are expressly prohibited from speaking on behalf of, or for, Faculty/University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event without the express written permission of the Office of University Authorities.

## **A.8 Plagiarism**

- a. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
- b. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

## **A.9 Theft**

The stealing or attempted theft of property and/or services; knowingly possessing or transporting stolen property; or improperly using or converting the property of another for personal use.

## **A. 10 Lying**

Willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to:

- a. Lying to administration and faculty members.
- b. Falsifying any university document by mutilation, addition, or deletion.
- c. Lying to Discipline Committee members and advisors during investigation and hearing. This may constitute a second charge, with the committee members who acted as judges during that specific hearing acting as accusers.

## **A.11 Harassment**

- a. Interference into a student's right to learn, study, work, achieve, or participate in the Campus activities in a comfortable and supportive atmosphere
- b. Impolite or indecent comments, signs, gestures or looks, and facial expressions
- c. Spreading inappropriate rumors about any student
- d. Attempts at starting personal conversation or taking undue liberty
- e. Advances to harass, coerce, or intimidate others.

## **A.12 VISITORS AND GUESTS**

Students may be held accountable for the acts of misconduct of their guests while on University premises or at University sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University premises.

## **B. Prohibited Acts:**

The following acts are prohibited for students:

- a. Smoking is prohibited in the campus. The possession and consumption of alcoholic drinks or other intoxicating drugs within the Campus and hostels are prohibited.
- b. Collecting money, receiving funds or pecuniary assistance for or on behalf of the University except with the written permission of the Vice Chancellor.
- c. Staging, inciting or participating in, or supporting any walkout, strike, or other form of agitation including procession, demonstration and hooliganism against the University or its teachers or officers.
- d. Inciting anyone to violence, disruption of the peaceful atmosphere of the University by making agitation speeches or gestures which may cause resentment and harassment and/or offending other individuals.
- e. Printing, production and distribution of pamphlets, posters, cartoons of blasphemous nature.
- f. Doing anything likely to promote rift and hatred among various groups/ classes of students.
- g. Issuing statements in the press, making false accusations, and lowering the prestige of the University.
- h. Unauthorized and misuse of University's movable and immovable property.
- i. Harassment in any form either physical or mental on the basis of religion, sect, caste and creed, region and ethnicity.
- j. The possession of any kind of weapons/deadly weapons within the campus and hostels are prohibited.

### **C. Acts of Indiscipline**

A student who:

- a. Commits a breach of code of conduct specified in Regulation and commits any of the prohibited acts or disobey the lawful instructions/ directives of a teacher or any other person in the position of authority in the University.
- b. Violate the undertaking/agreement submitted by the student at the time of admission.
- c. Habitually neglects her work or habitually absents herself from her class without valid reason.
- d. Willfully damages University property or the property of a fellow student or any teacher or any employee of the University.
- e. Does not pay the fees, fines or other dues payable under the University Regulations and Rules.
- f. Does not comply with the rules relating to residence in hostels.
- g. Uses indecent language, wears immodest dress, makes indecent remarks, or gestures, or behaves in a disorderly manner.
- h. Commits any criminal, immoral or dishonorable act.
- i. Commits any act which is prejudicial to the interest of the University.

- j. Gets involved in disturbance in the campus and hostels such as fighting with fellow students, staff and teachers, use of fire-crackers and firing.

## **D. Penalties**

### **ENFORCEMENT OF CODE OF CONDUCT**

Matters of indiscipline would be referred to the DSA / Departmental Member of Vigilance Committees / Faculty/university authorities, which are authorized to check indiscipline matters and decide as per University rules, regulations, and policy. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct. Students who are charged with violations of this Code are subject to disciplinary action as per University rules/regulations/Statutes.

### **PUNISHMENT OR PENALTY FOR ACTS OF MISCONDUCT**

Punishment or penalty or fine for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following: -

#### **Minor Punishments for Minor Violations:**

In case of minor violation of student's code of conduct, student will be charged fine Rs.500/- from the office of DSA by issuing the fine voucher and amount of fine will be deposited in the designated bank's booth of university.

#### **Minor Punishments for Major Violations:**

In case of major violation of student's code of conduct; her case will be heard in the Discipline Committee of University. The Committee may give following minor punishment:

- a. Warning in writing. Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.
- b. Probation. Probation for a specific period.
- c. Fine. Fine this may amount up to Rs.5000/- that will be deposited in the designated bank through university voucher.
- d. Withholding of a certificate of good moral character.

#### **Major Punishments**

In case of major violation of student's code of conduct; her case will be heard in the Discipline Committee of University. The Committee may give following major punishment:

- a. **Expulsion:** Expulsion from the class for a specific period up to one semester.
- b. **Fine.** Fine this may amount up to Rs.10000/-.
- c. **Exam Result.** Cancellation of examination result.
- d. **Rustication.** Expulsion or rustication from the University/ college as given in University calendar.
- e. **Degree.** Non conferment of degree/transcript.

## E. DISCIPLINE PROCESS

### **Case referrals**

Each case of major violation of discipline shall be reported to the Convener, Discipline Committee through DSA or any other university official (Chairperson/ Faculty/ Staff) will refer the case to the Disciplinary Committee.

### **Procedure-disciplinary hearing**

A disciplinary hearing is a formal process conducted by the Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period. And the recommendations will be submitted to the Competent Authority for final decision and enforcement of decisions.

Harassed case will be addressed in the Inquiry Committee for Harassment GCWUF constituted under the Section 3 (1) of the Protection Against Harassment of Women at Workplace Act, 2010. And the proceedings and hearing will be observed under the Convener of said Committee. The decisions/ penalties and punishment will be decided according to the Act.