

STUDENTS' CODE of CONDUCT

This document contains the Student Code of Conduct including the prohibited acts, disciplinary measures, dress code and working guidelines for all PIEAS students.

1. Introduction

Pakistan Institute of Engineering and Applied Sciences (PIEAS) has an obligation to provide a safe teaching and learning environment for its students. One of the ways PIEAS does this is by making statutes, by-laws, policies and procedures (Student Code of Conduct, SCC) that regulate conduct of students. SCC is being made to set out the standards of conduct expected by the students of PIEAS to achieve. SCC is also a framework to hold responsible individuals and groups of students for the consequences of their actions. If individuals or group of students 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.

PIEAS is a community comprising of students, faculty and staff involved in teaching, research and other academic supporting activities. All members of PIEAS are expected to behave in a manner which leads to the development of an environment in PIEAS in which respect, politeness, miscellany, opportunity and inclusiveness are valued, to assure the success of both the individual and the community. SCC reflects a concern for these values and tries to ensure that members of the University and the surrounding community can make use of and enjoy the activities, facilities and benefits of the University without undue interference from others, thus ensuring a safe teaching and learning environment.

2. Acts of Prohibited Conduct

a. Misuse, Abuse or Destruction of University Property

- i). Stealing, misusing, destroying, defacing or damaging University property (including books, furniture, equipment etc.) or private property owned by others.
- ii). Using University facilities, equipment, services or computers without authorization.

b. Assault, Harassment and Threatening

Actions that provoke or encourage others to violent or retaliatory behavior. Thus, likely to cause injury or endanger the health or safety of an individual or group. Such actions include assaulting, harassing (including gender-based harassment whether by word, gesture, or any other conduct, directed toward another person), intimidating, or threatening another individual or group.

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c. Audio/Video Recoding and Photography

Unauthorized audio/video recording and/or taking image of any person belonging to the university community or the community residing within the premises of PAEC colony, without the permission of the individuals being recorded or invading the privacy of PIEAS and local community members.

d. Student Protest / Strikes

All such activities that disrupts the University activities (both academic and non-academic). Behaving in a manner which obstructs, frustrates or disrupts any lecture, class or other instruction, any laboratory work, any examinations, any meeting or other function (including social or sporting activities) authorized to take place within PIEAS

e. Providing false information, forging or Illegal use of Documents

- i). Making false accusations against any member of the University community.
- ii). Supplying false information to the University or forging, altering or misusing any University document or record.

f. Firearms, Explosives and Hazardous Materials

Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous hazardous materials (biological/chemical) on University premises.

g. Drugs and Intoxicants

- i). Use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicant etc. on the campus directly or indirectly.
- ii). Smoking on PIEAS premises.

h. Indecent Behavior

- i). Indecent behavior defying the norms of decency, morality and religious/cultural/social values.
- ii). Such off-campus conduct that may adversely affect the interest/image of PIEAS
- iii). Encouraging, aiding, or conspiring in any prohibited conduct
- iv). Wearing indecent dress (described later as Dress Code)

i. Political, ethnic, racial and sectarian activities

Students are prohibited from any involvement in political, ethnic, racial and sectarian activities or taking membership of any banned organization and participation in such organizations for furthering the cause of a political party.

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j. Gender Mixing

Students are expected to strictly follow the accepted social and cultural norms of Pakistani society.

- i). Undue intimacy and unacceptable proximity, openly or in isolated areas.
- ii). Tendency of taking advantage of common places like library, computer center, canteen etc. for such activities.
- iii). Movement in mix groups in the campus or colony area after sunset.
- iv). Routine movement beyond security gate adjacent to the female hostel and the main PIEAS reception, in PIEAS Colony or Market after 4:00 PM.

3. Disciplinary Measures

The following measures individually or collectively will be recommended by the PIEAS Disciplinary Committee for SCC comprising of Registrar and all Deans and approved by Pro-Rector.

- i). Written warning or reprimand (Initially two written warnings will be issued to the student. On the issuance of the third warning, the parents/guardian will be required to see the Registrar along with the student)
- ii). Issuance of an apology, made publicly or privately by the student
- iii). Loss of certain privileges (time bound). This may include restriction or prohibition of access to, or use of, University facilities, services, activities or programs.
- iv). Payment of costs or compensation for any loss, damage or injury caused by the conduct
- v). Fines
- vi). Relocation or expulsion from University managed residences.
- vii). Expulsion from the University.

4. Dress Code

To maintain a decent environment in the campus and a good image of the institution, students are expected to dress up properly and elegantly. The purpose of the "Dress Code" is to provide basic guidelines for appropriate work dress in public that promotes a positive image of PIEAS besides allowing flexibility for safety while working at laboratories. Participation / presence of students in classrooms, labs, library, dining halls, functions, or outside (as PIEAS representatives) etc. are considered as public appearance. Wearing any of the following dress (partly or completely) in public appearance would be considered violation of PIEAS dress code and could lead to disciplinary actions as mentioned above in Disciplinary Measures:

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- i). Inappropriately revealing clothing such as; shorts, sleeveless shirts, tight or see-through dress, etc.
- ii). Clothes carrying indecent art, words or pictures on them that are offensive to others
- iii). Pants with too many pockets (cargo pants) or torn & shabby jeans
- iv). Male students wearing jewelry like; Chains, Bracelets, Anklets, friendship bands etc.
- v). Wearing jogging or exercise clothing during classes
- vi). Putting on excessive makeup or wearing expensive jewelry by female students
- vii). Wearing untidy, gaudy or immodest dress
- viii). Wearing unprofessional dress in formal programs and interviews
- ix). Wearing Slippers or other types of footwear considered improper for public appearances.

5. SOPs for Female Hostel

Following SOPs have been made for the female students to ensure their security and sanctity. Students are advised to strictly follow these SOPs.

a. Entry and Exit from Female Hostels

- i). Female hostel entry and exit timings are 7:00 AM to 9:00 PM. These timings should be strictly followed.
- ii). Entry time for female residents using PIEAS Student Shuttle Service will be extended to the time of return of the Shuttle. Beyond these timings, any entry or exit needs prior written permission from the Female Deputy Warden.
- iii). In case of an urgency the hostel caretaker must get verbal permission from the female deputy warden or from the duty designated officer (designated by Head RSD from time to time) in case the deputy warden is not reachable. This information will also be communicated to the PIEAS security office by the female hostel caretaker.
- iv). The main gate of hostel will remain locked between 9:00 PM to 07:00 AM and key will be held with security staff on duty.
- v). All the female students and hostel staff are required to show their PIEAS card to security guard at female hostel gate.
- vi). Entry of male students, staff and officers to the female hostels is banned. For routine /emergency maintenance or medical/safety emergencies male with proper prior permission can enter the premises for which necessary SOPs, will be notified.
- vii). In case of events, organized by registered societies of PIEAS, the late entry timings can be extended to 10:00 PM subject to the proper approval of the Head RSD (on the recommendation of female deputy warden and Head Students Affairs Division and information to PIEAS Security)

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b. Stay during Public Holidays or Semester Breaks

All female students who need to stay in hostel during public holidays or semester break as declared by the University, are required to file an application to the Head RSD through female deputy warden at least one week before the start of the holidays/break. PIEAS hostel administration has the right to refuse the requested stay.

c. Meeting with Guests

- i). Reception guest room should be opened for guests (guests are only close relatives, defined as parents/guardians/husband/children/brothers/sisters) of hostel residents by submission of guest proforma to caretakers.
- ii). Guest's record should be maintained by the caretaker and submitted monthly to the Head RSD through female deputy warden.

d. Use of PIEAS Central Canteen and Stay in Academic Campus beyond Office Hours

- i). PIEAS Central Canteen and PIEAS Academic Campus is restricted for all females after 4:00 PM unless the working hours has been extended by the competent authorities.
- ii). Facilities of PIEAS Central Library and Computer Centre, can be used till 8:00 PM by female students.
- iii). Special written permission will be required to work in labs beyond 4:00 PM by female graduate students only, subject to standard lab usage SoPs'. This permission will be granted by the concerned Dean on the recommendations of the respective HoD and information to Head RSD and Security. No such permission will be given to the undergraduate female students.
- iv). However, no female graduate students can work in labs beyond 9:00 PM. For working in labs beyond 9:00 PM, written permission by Pro-Rector will be required on the recommendation of concerned Dean through respective HoD and information to Head RSD and Security

NOTE:

Disciplinary Measures approved by the Pro-Rector can be waived-off/condoned by the Rector.

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Timing Details for Female and Male Students at Various Premises of PIEAS

Sr. No	Premises	Student Community	Normal Timings
1	PIEAS Central Library	All students	08:00 am to 08:00 pm (Monday to Saturday)
2	PIEAS Computer Centre	All male students	24 hours, 7 days a week
		All female students	08:00 am to 08:00 pm 7 days a week
3	PIEAS central canteen	All male students	As per canteen timings
		All female students	08:00 am to 04:00 pm (Monday to Friday only) Out of bound for weekends and public holidays
4	Female Hostels	All female students	07:00 am to 09:00 pm
5	PIEAS academic campus gates	All female students	07:00 am to 08:00 pm
		All male students	07:00 am to 10:00 pm

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ACKNOWLEDGMENT

It is acknowledged that I _____, PIEAS Registration Number _____ student of _____, have read the "Codes of Conduct" as disseminated on the PIEAS Website and the PIEAS Handbook on the "Codes of Conduct" have understood.

I also undertake that I will abide by all the routine instructions issued by the PIEAS Authorities from time to time from administrative, discipline or security points of view.

Dated: 2019 _____

(Signature of the Student)

COUNTERSIGNED

Dated: 2019 _____

(Signature of the Parent/Guardian)