

NOTIFICATION

It is notified for the information of all that the following '**IMSciences Students Conduct and Discipline Rules 2019**' have been approved by the IMSciences Academic Committee in its 10th meeting held on 18-April-2019.

IMSciences Students Conduct and Discipline Rules 2019

- 1. Title:** These Rules may be called "IMSciences Students Conduct and Discipline Rules 2019" made in pursuance of section 11 (2) (iv) of the Institute of Management Sciences (IMSciences) Ordinance, 2002.
- 2. Applicability and Commencement:** These shall apply to all students on the rolls of IMSciences and shall come into force with immediate effect.
- 3. Definitions:**
 - i. "Designated Authority" means the faculty member/officer/staff member/any other body, to whom the powers may be delegated by the Director;
 - ii. "Director" means the Director of the Institute appointed under Section 6 of the Institute of Management Sciences Ordinance, 2002;
 - iii. "Students Discipline Committee (SDC)" means a committee constituted under these rules;
 - iv. "Unfair Means (UFM) Committee" means a committee constituted under IMSciences Semester Rules 2017;
 - v. The words and expressions not defined in these rules shall have the same meaning as given to them under the IMSciences Ordinance, 2002.
- 4. Students Discipline Committee (SDC):** The Institute shall have a standing 'Students Discipline Committee (SDC)' to oversee the conduct and discipline of all students at the Institute. Following shall be its composition;
 - i. Deputy Director Chairperson (Ex-officio)
 - ii. Provost Member (Ex-officio)
 - iii. Staff Chief Proctor Member (Ex-officio)
 - iv. One Male Faculty Member (to be nominated by the Director on the recommendation of the Deputy Director for a period of two years) Member
 - v. One Female Faculty Member (to be nominated by the Director on the recommendation of the Deputy Director for a period of two years) Member

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

- | | | |
|-------|---|------------------|
| vi. | One Coordinator of Related/Faculty/Staff Member (to be nominated by the Deputy Director on case to case basis) | Member |
| vii. | One Student Proctor (to be nominated by the Staff Chief Proctor on case to case basis) | Member |
| viii. | One Staff Proctor (to be nominated by the Deputy Director on the recommendation of the Staff Chief Proctor for a period of two years) | Member/Secretary |

5. General Instructions:

- i. Conduct of students inside/outside of the Institute should be mature and reflect credit on the Institute.
- ii. Students should keep the administration informed of any change in their contact details, i.e., home/ mailing address, telephone/mobile number, email address etc.
- iii. While at the campus, students are always required to possess and display the identity cards issued to them by the Institute. Without it, they may be excluded from lectures, and may be denied administrative and examination facilities.
- iv. The Institute will not be responsible for the loss of personal possessions or for personal injury to the student while on the premises.
- v. It is the responsibility of every student to daily check all the Notice Boards.
- vi. Students are not allowed to take food or soft drink inside the Institute's buildings, i.e., classrooms/library/labs/auditorium etc.
- vii. Strict disciplinary action shall be taken against any student found defacing the walls and littering around.
- viii. Pets are not allowed on the campus.
- ix. Mobile phones must be switched off/kept at silent mode during classes/lectures/learning activities.
- x. Students shall park their vehicles at their own risk in the designated areas.
- xi. Without permission from the competent authority of the Institute, displaying/posting of publicity related material of other organizations/firms on the walls/notice boards, is prohibited.

6. Students Code of Conduct: Every student shall observe the following code of conduct;

- i. Faithfulness in his/her social/civic duties and respect for convictions of others in matters of religion, conscience and customs/traditions.
- ii. Loyalty to Pakistan and refraining from doing anything which is repugnant to its honor and prestige in any way.
- iii. Truthfulness and honesty in dealing with other people.
- iv. Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
- v. Special respect for his/her teachers and others in authority in the Institute.
- vi. Cleanliness of body, mind, speech and habits. Helpfulness to fellow beings.

- vii. Devotion to studies and sports.
 - viii. Observance of thrift and protection of personal & public property.
 - ix. Never use violence or threat of violence or pressure in any dispute(s) with others. All means and methods shall only be logic, persuasion, petition, appeal, revision, review and other legal and peaceful methods for the settlement of differences and disputes.
 - x. That in disputes, if any, with fellow students or teachers or employees of the Institute, students shall accept the judgment of the authorities constituted by the Institute for decision or settlement. Accept all provisions of the statutes, regulations and rules as may hereafter be framed by the appropriate authorities.
 - xi. Observance of all rules, instructions, orders, notification, etc. in force, from time to time.
- 7. Action against Misconduct:** Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the rules by students in any part of the Institute or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and the student concerned shall render himself/herself liable to disciplinary action such as a fine, removal from the classroom or a punishment of greater magnitude decided by the Student Discipline Committee (SDC)/Designated Authority. Members of the teaching or administrative staff authorized by the Director/Designated Authority shall be responsible for the maintenance of order among the students on the premises of the Institute, in hostels and check the behavior likely to damage the good name of the Institute.
- 8. Prohibited Acts:** The following acts are prohibited for students;
- i. Smoking in the campus, classroom, laboratory workshops, library, examination hall, auditorium or any other places notified by the Director/SDC/Designated Authority and during study or academic functions, except space(s) designated for smoking.
 - ii. Consumption of alcoholic drinks or other intoxicating drugs within the Institute, hostels or during instruction, sports or cultural tours or survey camps or entering such places or attending any such tour or camp while under the influence of such intoxicant.
 - iii. Organizing or taking part in any functions, activities inside the IMSciences campus or organizing any club or society of students except in accordance with the prescribed rules.
 - iv. Collecting any money or receiving funds or pecuniary assistance for or on behalf of the Institute except with the written permission of the Director/Designated Authority of the Institute or any other person authorized in this behalf.
 - v. Doing anything that may cause injury or insult, through any mean including social media, to Head of the Institution, teachers, officers and other staff of the Institute.
 - vi. Indulging in any kind of unfair means, malpractices in examinations and coercion by any means.
 - vii. Allowing or abetting entry to the premises of IMSciences of expelled students, anti-social elements or other groups whose presence could cause conflict or unrest of any sort in the Institute.

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

- viii. Bringing or keeping any type of weapons within the Institute's premises.
- ix. Using or occupying any room or part of any building of the Institute without lawful authority.
- x. Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against the Institute or its teachers or officers, inciting anyone to violence, disruption of the peaceful atmosphere of the Institute in any way, making inflammatory speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersion on the teachers or staff of the Institute or its authorities/bodies or doing anything in any way likely to promote rift and hatred among the various groups or classes of students; issuing statements in the press, making false accusations or lowering the prestige of the Institute, indulging in any politics what so ever, or be a member of any political party, student federation, or ethnic or linguistic group.

9. Acts of Indiscipline: A student guilty of an act of indiscipline shall be liable, for each such act, to the penalties specified from time to time through written orders/notifications or included in these rules. A student shall be deemed to have committed an act of indiscipline who;

- i. Commits a breach of the rules of conduct specified in these rules, or any other notification, instructions or orders issued by the Director/SDC/Designated Authority;
- ii. Disobeys the lawful orders of teachers or other person in authority in the Institute;
- iii. Habitually neglects his/her work or habitually absents himself/herself from the classroom without valid reason;
- iv. Willfully damages public property or the property of a fellow student or any teacher or employee of the Institute;
- v. Does not pay the fees, fines, or other dues payable under the Institute's regulations and rules;
- vi. Does not comply with rules relating to residence in hostels, uses indecent language, wears immodest dress, makes indecent remarks or gestures or behaves in a disorderly manner; or commits any criminal, immoral or dishonorable act (whether committed within the Institute or outside) or any act which is prejudicial to the interests of the Institute.

10. Penalties: The penalties which may be imposed and the authorities competent to impose each are specified below;

Serial	Penalty	Competent Authority
i.	Removal from classroom, laboratory, workshop or field work for the sessions concerned for not more than four such consecutive sessions	Teacher-in-Charge
ii.	Withdrawal from games or the field for not more than one week	Sports/Game In-charge
iii.	Withdrawal from education or sports tour or	SDC/Designated Authority

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

	survey camp	
iv.	Removal from Institute for a period not exceeding two weeks	SDC/Designated Authority
v.	Removal from all classes or any class for a period not exceeding two weeks	SDC/Designated Authority
vi.	Cancellation or remission of scholarships	SDC/Designated Authority
vii.	Removal from a position of authority on the advice of the Faculty Advisor	SDC/Designated Authority
viii.	Rustication	SDC/UFM Committee
ix.	Expulsion	SDC/UFM Committee
x.	Fine not exceeding Rs. 1,000/-	Teacher
xi.	Fine not exceeding Rs. 2,000/-	Staff Proctor/Warden
xii.	Fine not exceeding Rs. 3,000/-	Provost/Chief Proctor/Coordinator
xiii.	Fine not exceeding Rs. 4,000/-	Deputy Director/Joint Director
xiv.	Fine not exceeding Rs. 5,000/-	SDC/UFM Committee

- 11.** The Director shall have the powers to impose any of the penalties listed in the above rules by himself or to refer any case to the SDC for advice to facilitate him in taking a decision.
- 12.** When a case against a student is referred to the SDC, it may, if it deems fit, suspend the student from the Institute's rolls till the finalization of the case.
- 13.** A teacher or officer in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such act, a report or otherwise, may deal with the case himself, or if in his view the case is one which can be more appropriately dealt with by another authority or a penalty of greater magnitude than he is competent to impose is called for in the case, shall refer the case to the next appropriate authority.
- 14. Rustication:**
- i. The SDC of the Institute may rusticate a student for misconduct or gross breach of discipline. The penalty when imposed on a student shall always mean the loss of one academic year in so far as his/her appearance in Institute's examination is concerned. The period of absence from the Institute will, however, depend upon the time of the year when the penalty is imposed. The student under rustication will have the option of rejoining the class at the beginning of the next academic year, and it shall be

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

obligatory on the part of the Institute to re-admit him/her if s/he wishes to rejoin.

- ii. No fees will be charged from a rusticated student for the month or months during which his name remained struck off the rolls.
- iii. The student may take the examinations if s/he is otherwise eligible and provided s/he is permitted by the Director of the Institute to do so. The student will him/herself be responsible for the shortage of attendance, if any.

15. Expulsion:

- i. The SDC will have the authority to sanction expulsion for a period not exceeding 24 months. If the expulsion recommended exceeds 24 months, approval of the Director IMSciences will be necessary.
- ii. The period of expulsion will be counted from the date of issue of notice to this effect by the chairperson of SDC of the Institute. An order of expulsion shall involve the loss of one academic session or more to the student concerned.
- iii. Name of the expelled student will immediately be removed from the Institute's rolls, and no fees will be charged from him/her for the period of expulsion.
- iv. A student expelled from the Institute may be re-admitted after the expiry of the period of expulsion, if permitted by Director IMSciences.
- v. Case of expulsion will be registered in IMSciences and communicated to all relevant institutions.

16. General:

- i. The authority, which had the power to rusticate, shall also be competent to withdraw the said order before its expiry.
- ii. No student shall be rusticated or expelled from the Institute unless s/he has been allowed a reasonable chance of replying to the accusations against him/her.

17. Appeals:

- i. Director IMSciences will be the appellate authority against the decisions of rustication and expulsions, who may decide about the appeal by her/himself or constitute a committee for recommendations.
- ii. No Appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
- iii. An appeal on the ground that an authority has imposed a penalty which it was not competent to impose, shall lie with the authorities as described below;

Serial	Penalty	Appellate Authority
i.	Removal from classroom, laboratory, workshop or field work for the sessions concerned for not more than four such consecutive sessions	Program Coordinator Concerned
ii.	Withdrawal from games or the field for not more	Deputy Director

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

	than one week	
iii.	Withdrawal from education or sports tour or survey camp	Director
iv.	Removal from Institute for a period not exceeding two weeks	Director
v.	Removal from all classes or any class for a period not exceeding two weeks	Director
vi.	Cancellation or remission of scholarships	Director
vii.	Removal from a position of authority on the advice of the Faculty Advisor	Director
viii.	Rustication	Director
ix.	Expulsion	Director
x.	Fine not exceeding Rs. 1,000/-	Program Coordinator Concerned
xi.	Fine not exceeding Rs. 2,000/-	Staff Chief Proctor/Provost
xii.	Fine not exceeding Rs. 3,000/-	Deputy Director/Joint Director
xiii.	Fine not exceeding Rs. 4,000/-	Director
xiv.	Fine not exceeding Rs. 5,000/-	Director

- iv. No appeal by a student shall be entertained unless it is presented within fifteen days from the date of notification/communication of the decision, provided that the Director IMSciences may, for valid reasons, extend this period.

18. Proceedings for Serious Acts of Indiscipline

- i. If a student is accused of a serious act of indiscipline such as:
- a. Indulging in criminal act(s);
 - b. Provoking other fellow students to demonstrate or boycott classes;
 - c. Possessing firearms on the campus;
 - d. Indulging in an immoral act;

then he/she shall be proceeded against immediately by the SDC and the proceedings shall be completed within 48 hours of first report of the Officer or act of indiscipline. The accused shall be provided with an opportunity of personal hearing. In case of willful

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

absence, ex-parte action shall be taken against the accused. Before the ex-parte action is taken, a notice shall be displayed on the Notice Board.

- ii. The matter may also be reported to the police, if necessary, for legal action against the accused student.

19. Compensation for Loss: The SDC/Designated Authority may instruct a student to pay compensation for any loss or damage to property belonging to the Institute, public authority or to a fellow student or an employee of the Institute, caused by a willful act or gross negligence of the student. If the student does not pay such compensation within a specified period, his/her case for expulsion may be initiated in the manner prescribed in these rules.

20. Director's Emergency Powers: The Director may, in case of an emergency, take any action against a student or student(s) pending SDC's decision of rustication or expulsion and order the removal of a student from the Institute or restrict his entry into whole or any part of the premises.

21. Examination Offenses: Cases of misconduct/indiscipline in examination halls or around them or use of unfair means shall be dealt with by the Unfair Means (UFM) Committee.


(Dr. Muhammad Mohsin Khan)
Director

Distribution:

- i) Joint Director
- ii) Deputy Director
- iii) Coordinator Admissions
- iv) All Program Coordinators
- v) Controller of Examinations
- vi) Coordinator QEC
- vii) Coordinator Establishment
- viii) Coordinator(s) R&DD
- ix) Deputy Manager ERP