

THE HAZARA UNIVERSITY
STUDENTS' CODE OF CONDUCT &
MAINTNENANCE OF DISCIPLINE REGULATIONS 2018, AMENDED IN 2023

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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1. These Regulations may be called "*The Hazara University Students' Code of Conduct & Maintenance of Discipline Regulations 2018, amended in 2023*" framed under Section 31 of the Khyber Pakhtunkhwa Universities Act, 2012 (Amended 2016) and section 14(1) (i) of the Hazara University Constitution, Functions and Powers of Authorities of the University Statutes 2016.

1.2.

These Regulations shall come into force with immediate effect from the dates of its approval by the Statutory Bodies and shall be applicable to all students of the Hazara University. Further, coming into force of these Regulations, all previous Regulations, Rules, and Orders on the subject shall stand repealed.

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2. DEFINITIONS

In these Regulations, unless the context otherwise requires, the following terms and expressions shall have the meanings hereby respectively assigned to them as follow:

- a) "University" means Hazara University Mansehra.
- b) "Campus" means Campus of the University.
- c) "Director" means Director of the Center (teaching) of the University.
- d) "Chairperson/Chairman/Head of Department" means Chairperson/Chairman/Head of Department of the teaching department of the University.
- e) "Controller of Examinations" means Controller of Examinations of the University.
- f) "Provost" means Provost of the University.
- g) "Warden" means Warden (Male & Female) of the Hazara University Students' Hostels both Male & Female.
- h) "Director Administration" means Director Administration of the University.
- i) "Director Students Affairs" Director Students Affairs of the University.
- j) "University Discipline Committee (UDC)" means University Discipline Committee of the University duly constituted in section

13(1) of the Hazara University Constitution, Functions and Powers of Authorities of the University Statutes, 2016 under section 18(b)(vii) of the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).

- k) "Chief Proctor" means Chief Proctor of the University so appointed by the Vice Chancellor from amongst the senior Teaching Faculty members of Hazara University with at least 10 years of teaching experience for the period as specified or till the pleasure of the Vice Chancellor for the purpose of to keep check on the conduct and maintenance of discipline of the on-campus students; enrolled in various teaching departments of the Hazara University.
- l) "Deputy Chief Proctor (Male)" means Deputy Chief Proctor (Male) of the University so appointed by the Vice Chancellor on the recommendations of the Chief Proctor of the University from amongst the male Teaching Faculty members of Hazara University for the period as specified or till the pleasure of the Vice Chancellor or the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of Hazara University Mansehra.
- m) "Deputy Chief Proctor (Female)" means Deputy Chief Proctor (Female) of the University so appointed by the Vice Chancellor on the recommendations of the Chief Proctor of the University from amongst the female Teaching Faculty members of Hazara University for the period as specified or till the pleasure of the Vice Chancellor or the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of the University.
- n) "Faculty Proctor (Male)" means Staff Faculty Proctor (Male) of the University so appointed by the Vice Chancellor on the recommendations of the Chief Proctor of the University from amongst the male Teaching Faculty members of the University for the period as specified or till the pleasure of the Vice Chancellor or the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of the University.

- o) **"Faculty Proctor (Female)"** means ~~Staff-Faculty~~ Proctor (Female) of the University so appointed by the Vice Chancellor on the recommendations of the Chief Proctor of the University from amongst the female Teaching Faculty members of the University for the period as specified or till the pleasure of the Vice Chancellor or the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of the Hazara University.
- p) **"Student Proctor (Male)"** means Student Proctor (Male) of the University so appointed by the Chief Proctor on the recommendations of the concerned Director/Chairperson/Head of Department of the center/teaching department of the University from amongst the senior male students for the period as specified or till the pleasure of the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of the University.
- q) **"Student Proctor (Female)"** means Student Proctor (Female) of the University so appointed by the Chief Proctor on the recommendations of the concerned Director/Chairperson/Head of Department of the center/teaching department of the University from amongst the senior female students for the period as specified or till the pleasure of the Chief Proctor for the purpose to assist the Chief Proctor to keep check on the conduct and maintenance of discipline of the on-campus students enrolled in various teaching departments of the University.
- r) **"Proctorial Board"** means a board consisting of Chief Proctor, Deputy Chief Proctors (Male/Female), Faculty Proctors (Male/Female), and Student Proctors (Male/Female).
- s) **"Misconduct/Indiscipline"** means any act of the University on-campus student against the Students Code of Conduct, Discipline, moral and social values, Statutes, Rules and Regulations of the Hazara University.
- t) **"Departmental Disciplinary Committee (DDC)"** means Departmental Discipline Committee duly appointed by each Officer In charge of the Hostel and Head of a University Department under section 15 of the Hazara University Constitution, Functions and Powers of Authorities of the University Statutes, 2016.

- means any financial penalty mentioned in these Regulations or in any Statutes or Rules/Regulations made by the University.
- v) "He" pronoun shall stands for both him and her.

3. RESPONSIBLE OFFICES

3. Office of the Chief Proctor, Office of the Provost, Office of the Director Students Affairs, Directorate of Administration and Chairperson/Chairman/Head of Department in coordination with each other shall be the responsible offices for operation and maintenance of The Hazara University Students' Code of Conduct & Maintenance of Discipline Regulations 2018, amended in 2023.

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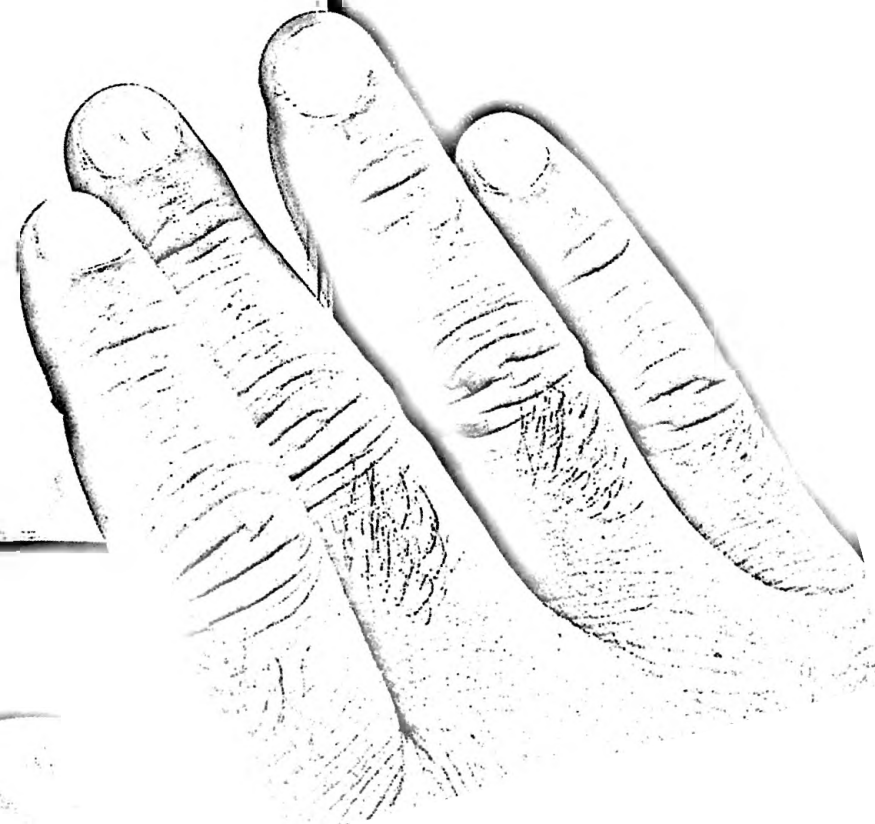
4. STUDENTS CODE OF CONDUCT

Every on-campus student shall observe the following Codes of Conduct:

- a) All Muslim students must show, in words and in deeds, their full faith in Islam.
- b) All students must, have faith in and respect for the ideology of Pakistan.
- c) Faithfulness in his/her religious duties and respect for convictions of others in matters of religion, conscience and custom.
- d) Loyalty to Pakistan and refraining from doing anything which might lower its honor and prestige in any way.
- e) Truthfulness and honesty in dealing with other people.
- f) Respect for the elders and politeness to all: especially to women, children's old people, the weak, disabled and the helpless.
- g) Respect for his/her teachers, non-teaching staff and others in authority in the institute.
- h) Cleanliness of mind, speech, habits, body, and environment.
- i) Helpfulness to fellow beings.
- j) Devotion to studies, sports, curricular and co-curricular activities prescribed and/or organized or carried out under the banner or the institute/University.
- k) Observance of thrift and protection of personal and public property.
- l) Dedication to the protection and promotion of environment and ecosystem.
- m) Upholding the sanctity of the institute and compliance to its rules and regulation.
- n) Proper and civilized dress, both male and female students.
- o) Any other

5. PROHIBITED ACTS

The Hazara University Students' Code of Conduct & Maintenance of Discipline Regulations-2018, amended in 2023.



- u) "Fine" means any financial penalty mentioned in these Regulations or in any Statutes or Rules/Regulations made by the University.
- v) "He" pronoun shall stands for both him and her.

3. RESPONSIBLE OFFICES

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- n) Proper and civilized dress, both male and female students.
- o) Any other

5. PROHIBITED ACTS

Full or partial breach of the following prohibited acts would be considered as acts of misconduct/indiscipline of the on-campus students and would result into one or more minor and/or major penalties and may end up in cancellation of admission or expulsion from the department/university:

Note: The HEC Policy on Drugs and Tobacco Control at HEI be adopted

- a) Smoking on the campus and its allied premises including classroom, corridor, laboratory, workshop, library, examination hall, convocation hall and during study or functions and/or within all public buildings or any place of the Hazara University.
- a)
 - b) The consumption of alcoholic drinks or other intoxicating drugs within the Hazara University, hostels or during instructions, sports or surveys or entering such places or attending any such tours or camps while under the influence of such intoxicates.
- b)
 - c) Except prescribed under the rules and duly permitted by the university administration, organizing, or taking part in any function, gathering and unauthorized activity on the campus and its allied premises or organizing any club or society of student under any name on political, regional ethnic, sectarian, or religious basis or helping, supporting, or harboring such elements, groups, or parties.
- e)
 - d) Indulgence in politics of any type or to be or become a member of any political party or wing of regional, ethnic, or sectarian organization. Participation or supporting any student federation and or holding a gathering, meeting, or taking out procession in any part of the Campus.
- d)
 - e) Displaying/carrying/putting any political parties caps, badges, insignia, sticker, handout, poster, placard, banner, signboard, or waving flag/emblem of any political party or a sect, tribe or regional group or person, wall chalking on any part of buildings, notice boards vehicles, roads or anywhere on the campus.
- e)
 - f) Collecting any money or receiving funds or pecuniary assistance for or on any behalf except with the written permission of the university competent authority.
 - g) Staging, inciting or participating in; or abetting any walk-out, strike, or other form of agitation against the university; inciting any one to violence, disruption of the peaceful atmosphere of the campus in any way; making

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inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons casting aspersions on the teachers or staff of the institute or its bodies; or doing anything in any way like to promote rift and hatred among the various groups of classes of students community; issuing statements in the press; making false accusations or lowering the prestige of the Hazara university.

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- r) Involve in coupling/immoral activates inside the campus except for the purpose of group studies between class fellows in a group form. Hanging around in the university in gender mixing. Capturing videos or creating Tik-Tok in the form of couples within the Premises of Hazara University.
- s) No student shall address a press conference, nor write to the press on the political or related subject or matters concerned directly with the administration of the University, or any government or Educational Institution in Pakistan. No poster or banner shall put up without the approval of the Competent Authority.
- t) Making others not to follow the rules and regulations of the Hazara University.
- u) Using University Logo or University Name #tag on social media on personal videos. e.g., TikTok, Instagram etc. Sharing any notification or news accept the official news/notification on social media, using University Name or Logo on it.
- v) Except for special occasions/events, extra instructions or summer program, the campus timings to be adhered are from 08:00 AM to 5:30 PM. Students staying at campus after 5:30 PM waiting for pick up are to be at the waiting area in front Transport office/University Main Gate or any other specific time directions from the competent authority.
- w) Pictured Identification /Registration card or visitor's pass is given to the students/Visitors that must wear it at all times while on university premises or at university-sponsored activities. Identification/Registration cards must be presented upon entering University buildings and must be worn while on university premises. At the Entry Point the security staff are to check that the students show/display their Student Cards, without Student card, they may be restricted from entering the premises. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such deceitful use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
- x) Unauthorized, Use of Computer or Electronic Communication Devices

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Theft or other abuse of computer facilities and resources including, but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Interference with the work of another student, faculty member or University official.
5. Sending obscene, abusive or threatening messages.
6. Transmission of computer viruses.
7. Interfering with normal operation of the University computing system.
8. Unauthorized duplication of software or other violation of copyright laws.
9. Unauthorized access to, or unauthorized, mischievous or malicious use of university 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.

y) Note: The HEC Policy on Protection Against Sexual Harassment at HEI be adopted

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y)z) Harassment

Indulge in following: -

1. Passing remarks, placing visual or written material, aimed at a specific person or group or send immoral messages to employees/teachers.
2. With the intention of causing harm to the person or group; and/or,
3. Creating an environment which limits a student's educational opportunity.
4. Making unwarranted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation, or which interferes with their educational opportunity.
5. Physical assault.

z)aa) _____ A
ny other

6. ACT OF INDISCIPLINE

Anyone who:

- a) Commits any of the prohibited acts mentioned section 5 (a-z) above.

a)

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- b) Disobeys the lawful order of teacher or other person in authority in the Hazara University.
- c) Habitually neglects his/her work or habitually absents himself/herself from classes without valid reason.
- d) Willfully damage public property or the property of a fellow student, teacher, or employee of the university.
- e) Does not pay the fees, fines, or other dues payable under the rules and regulations.
- f) Does not comply with the rules relating to residence in hostels; or 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 Campus or outside) or any act which is prejudicial to the interest of the institute shall be guilty of an act of indiscipline and shall be liable for each such act to one or more of the penalties mentioned below in regulation.

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7. ACTION AGAINST MISCONDUCT

7.

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7.1. Every member of the Teaching staff shall have the power- responsibilities to check any disorderly or improper conduct, or any breach of the regulations by students in any part of the University or concerned department, hostel, playground or sports complex, residential area, market-place their premises and immediately report the matter to the concerned authority/authorities (teaching and administrative heads, Controller of Examinations, Provost, Chief Proctor or their equivalent or representative). All actions taken or penalties imposed against the student shall be recorded and conveyed in writing to the concerned officials/ offices including the University Legal Cell.

7.2. If such misconduct occurs in the classroom, the teacher may summarily impose a fine not exceeding Rs. 1000- 3000 (one- Three thousand) or report the matter at once to the head/chairman of the department for heavy fine (up to 10000) and may require the student to leave the classroom.

7.2.

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7.3. The Librarian or in-charge seminar library shall be responsible for the maintenance of order in the library. In case of any disorderly conduct or any breach of regulations he may require the offender to withdraw from the library for the remainder of the day or if the later deserves a severe punishment, he/she may be fined maximum to Rs. 1000 (one thousand) or report to the Chairperson/Chairman/ Head of the Department or the University Discipline Committee for heavy fine (up to 50000).

7.3.

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7.4. The Provost, Senior Warden(s), Resident Warden(s) and Warden(s) shall be responsible for the maintenance of discipline in the hostels. The Director Administration/Administrative Officer, Security Officer, Chief Proctor, and any other officers/employees of the University must assist the hostel administration in handling law and order situations or whenever they are called for help. Chief Proctor of the Hazara University can fine a student up to 50000/ and for heavy fine the case may forward to University Discipline Committee.

7.4.

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7.5. The Director of Sports shall be responsible for the maintenance of discipline among the students on or near playground/sports complex/~~gym~~ or ~~other sports facilities~~ while ~~facilities~~ while otherwise under his charge. They shall also render their assistance in sport events organized by the University Student Societies and Clubs.

7.5.

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7.6. The Chief Proctor, ~~Staff Faculty~~ Proctors and Students Proctors shall assist the University Administration in maintaining discipline among the students on the Campus and to check the behavior likely to damage the sanctity, prestige and honor of the department or its ~~faculty and staff~~.

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7.7. Smoking and other immoral activity will have 5000/ fine by Chief Proctor and for heavy fine the case will be forwarded to ~~University Discipline Committee~~.

7.7.

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7.8. The Chief Proctor/Director Administration ~~offices~~ will have to ~~established~~ ~~make~~ their own SoPs ~~on the~~ ~~as per~~ requirements of the actual environment in the best public interest of the University.

8. PENALTIES

8.

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The penalties which may be imposed and the authorities competent to impose each kind of penalty are specified below:

A. Minor Penalties

S. No	Penalty	Imposing Authority
1	Removal from classroom, laboratory, workshop, or field work up to four consecutive classes.	Teacher-in charge/HoD/Chairman
2	Withdrawal from games or the field up to one week	In-charge of the game
3	Withdrawal from education or sports tour or survey camp.	Dean/Chairperson/Chairman/ Head of Department
4	Removal from the Department /classes for a period up to two weeks.	Dean/Chairperson/Chairman/ Head of Department
5	Withdrawal from library/seminar library up to two weeks.	In charge Library/Chairperson/Chairman/ Head of Department
6	Fine up to Rs. 10000 (Ten Thousand)	Chief Proctor, Chairman/ Head of Department
7	Fine up to Rs. 20000 (Twenty thousand).	Chief Proctor, Dean
8	Admission suspension for <u>2 weeks one semester</u> or <u>one more semester</u>	University Discipline Committee with the approval of the Vice-Chancellor
9	Cancellation of Scholarship.	Chief Proctor/Chairperson/Chairman/ Head of Department/
10	Removal from a position of authority in Students Societies or Clubs.	Director of Students Affairs, Chief Proctor
11	Removal from a position of authority in Sports.	Director Sports, Sports Committee.

B. Major Penalties

S.No.	Penalty	Imposing Authority
1	Fine up to Rs-100000 (One Lakh)	University Discipline Committee
2	Rustication	University Discipline Committee/Departmental Discipline Committee with the approval of the Vice-Chancellor
3	Expulsion from an institute	Chairperson/Chairman/ Departmental Discipline Committee with the approval of the Vice-Chancellor
4	Expulsion from the University	University Discipline Committee with the approval of the Vice-Chancellor

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9. POWERS OF THE VICE-CHANCELLOR TO IMPOSE PENALTIES

9.

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The Hazara University Students' Code of Conduct & Maintenance of Discipline Regulations-2018, amended in 2023.

S. No.	Penalty	Imposing Authority
1	Fine up to Rs. 100000 (One Lac)	University Discipline Committee
2	Rustication.	University Discipline Committee/Departmental Discipline Committee with the approval of the Vice-Chancellor
3	Expulsion from an institute	Chairperson/Chairman/ Departmental Discipline Committee with the approval of the Vice-Chancellor
4	Expulsion from the University	University Discipline Committee with the approval of the Vice-Chancellor

a) At his discretion, the Vice-Chancellor shall have the powers to impose any of the above-mentioned penalties or any other penalty or to refer any case to the University Discipline Committee.

a)

b) When a case against a student is referred to the University Discipline Committee, it may, if deems fit, suspend the student from the roll and or direct him to vacate the hostel till it decided the case or any other punishment by the University Discipline Committee with prior approval from Vice Chancellor.

b)

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10. PROCEDURE IN CASE OF BREACH OF DISCIPLINE;

10.

Any of the Imposing Authorities mentioned above, in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act, a report or otherwise, may deal with the case himself or if in his view:-

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a) The case is one which can be more appropriately dealt with by another authority, OR

b) The nature of the case (indiscipline act, crime or offence) demands a penalty beyond his/her competence to impose, he shall follow the following procedure.

b)

i. If he/she is not himself the Imposing Authority, he/she shall refer the case to the concerned Imposing Authority who may deal with it him/herself or, if required, refer it in writing to the appropriate authority.

ii. If he/she himself is the Imposing Authority, he/she shall deal with it himself/herself or refer it in writing to the Vice-Chancellor.

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11. RUSTICATION AND EXPULSION

11.1. Rustication

a) The University Discipline Committee/Departmental Discipline Committee with the approval of the Vice-Chancellor may rusticate a student for misconduct or gross breach of discipline. Rustication whenever imposed on a student shall always mean the loss of one academic semester. The period of absence from the classes will, however, depend upon the time of the semester when the penalty is imposed. The student under rustication will have the option of rejoining the class at the beginning of the next academic semester, and it shall be obligatory on the part of the department to re-admit him if he wishes so. Tuition fees shall not be charged during the rustication-period, nor will the name of the rusticated student be mentioned on the role of the department concerned.

a)

b) No fee will be charged from a rusticated student for the period, when exceeds a month, during which his name remains struck off the rolls.

b)

c) A rusticated student under (a) above, if re-admitted may take up the examinations if he is otherwise eligible, and provided he is permitted by the concerned head to do so. The student will himself, be responsible for the shortage of attendance, if any.

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11.2. Expulsion

a) If a student has committed such an offence which in the opinion of the University Discipline Committee demands his expulsion, his name will be reported to the Vice-Chancellor. The Vice-Chancellor will have powers to sanction expulsion for a period not exceeding TWO semesters. If the expulsion recommended exceeds TWO semesters, approval of the Academic Council/Syndicate will be necessary in such cases.

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b) The Vice-Chancellor may expel a student for misconduct or gross breach of discipline either himself or on the report and recommendations of the 'University Discipline Committee' of the University for a period TWO semesters or more.

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c) The period of expulsion will be counted from the date of issuance of such notice by the concerned authority, which shall have powers to enforce its orders subject to the confirmation of the Vice-Chancellor/Academic Council/Syndicate, as the case may be. An order of expulsion shall involve the loss of TWO academic semesters or more to the student concerned. With the recommendations of the university discipline committee the vice chancellor expel a student permanently.

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d) The name of the expelled student will immediately be removed from the rolls, and no fee will be charged from him for the period of expulsion, if it exceeds one month. The expelled/suspended.

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e) A student expelled may be re-admitted into the same department or another department after the expiry of the period of expulsion if permitted by the Vice-Chancellor.

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f) The cases of expulsion will be registered in the University and announced to all other institutions and Universities.

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12. GENERAL

a) The Vice-Chancellor may revise/review the penalty notification on the recommendations of the concerned authority.

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b) The authority, which had the power to rusticate, could also withdraw the same order before the expiry of the period.

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c) No student shall be rusticated or expelled from the institute unless he/she has been allowed a reasonable chance of hearing/ replying (in writing or personal appearance) to the accusation against him/her before the concerned authority.

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d) When in the opinion of the ' University Discipline Committee' the penalty of rustication expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned above in section 8.

e) The Vice-Chancellor, while dealing with a case of indiscipline, may refer it to the University Discipline Committee' for opinion/advice.

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f) The Chief Proctor will be allowed to punish on the spot major/minor penalties to control the situation in the best public interest of the university and the case will be forward to the concerned authorities/UDC for validation.

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13. APPEALS

13.

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a) If the penalty is imposed by the Departmental Discipline Committee, an appeal shall lie to University Discipline Committee. And whereas the penalty is imposed by the University Discipline Committee, an appeal shall lie to the Vice Chancellor. And the Vice Chancellor is the authority of imposing the penalty; an appeal shall lie to the Syndicate through Academic Council. Written appeal against the decision of an authority imposing a minor/major penalty must be filed within seven days of the issuance of the notice, imposed on any legal/ technical ground, to the Discipline Committee.

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b) An appeal on the grounds that an authority has imposed a penalty which was not competent to impose shall lie with the higher subsequent authority.

c) Unless the concerned appellate authority may for valid reasons extend this period, no appeal by a student shall be entertained if it is not presented within Fifteen days from the date on which the decision is notified and communicated to him/her.

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14. COMPENSATION FOR LOSS OR DAMAGE TO PROPERTY:

14.

The Vice-Chancellor or any teacher or officer to whom the Vice-chancellor may delegate his powers may direct a student to pay compensation for any loss of or damage to a property belonging to the university, public authority or to a fellow student or employee of the university, caused by a willful act or gross negligence of the student. If the concerned student/accused(s) does not pay such compensation within stipulated time, the Vice-Chancellor may expel him/her from the University.

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~~15. EXAMINATION OFFENSES: (This section be omitted -- the examination department has its own rules)~~

~~Cases of indiscipline within or around the examination halls and use of unfair means shall continue to be dealt with by the Unfair Means Committee appointed/approved by the Syndicate for the purpose.~~

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15. EMERGENCY POWERS OF THE VICE-CHANCELLOR

16.

The Vice-Chancellor may, in case of an emergency, take any action against a student or student(s) pending University Discipline Committee' decision of rustication or expulsion and order the removal of a student from the University or restrict his entry into whole or any part of the Campus.

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16. PROCTORIAL BOARD – HAZARA UNIVERSITY

17.

A Student Proctor has an important and pivotal role in maintenance of discipline on the campus. Student Proctor is the primary reference point in the University to all matters relating to student misconduct, including complaints against students, or disputes between students and is responsible for the investigation of complaints about breach of discipline amongst the students of the University.

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17.1. ELIGIBILITY CRITERIA FOR STUDENT PROCTOR

17.1.

1. Semester – Minimum – 1st 5th – Maximum – 8th
2. For Master Student 1st semester Recommendation by department.
3. Good Moral Character.
4. Leadership Qualities.
5. Well disciplined.

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6. May recommended by the concerned Chairperson/Chairman/Head of Department, the Chief Proctor can place students' special duties for special purpose for the better academic environment.

17.2.TERM OF SELECTION/APPOINTMENT

1. TWO Semesters
2. Can be re-appointed on the recommendation of concerned department or Chief Proctor.

17.3.HOURS OF WORK

1. University Timing- Within the Campus.
2. Can be call on weekend and public holidays for special events like convocation etc etc. whenever required by the situation.

17.4. DUTIES OF A STUDENT PROCTOR

- Maintaining the discipline and reporting to chief proctor, deputy chief proctor and faculty proctor.
- Keeping an eye on the general moral behaviour of the students.
- Discouraging smoking, use of narcotics and carrying arms on the campus.
- Putting a check on the attempts to disrupt the peaceful atmosphere of the University by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarrelling, any immoral activity etc.
- Checking any misbehaviour on part of students in their dealings among themselves and with teachers or other staff of the University.
- Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges, caps etc of student federations
- Advise students about where they should take any concerns about academic matters.
- Identify and implement proactive measures to analyse and reduce the overall number of incidents around student conduct and safety.
- Act as a contact person for students who are concerned about bullying, harassment and discrimination.
- Compile regular and ad hoc reports of student discipline and conduct, including summaries and status updates of incidents, issues and disciplinary proceedings.
- Comply with all legal and University requirements in respect of the administration and management of all university records.

17.5. ACCOUNTABILITY

- Accountable to the Office of Chief Proctor and Offices comes under delegated powers of Chief Proctor office.
- Right of impeachment of a student proctor on account of gross misconduct, any immoral behaviour will only be exercised by the Chief Proctor in consultation with Deputy Chief Proctor(s) Male & Female.

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18. ~~STRUCTURE OF PROCTORIAL BOARD (section 18 be completely omitted)~~

- Chief Proctor
- Deputy Chief Proctor (Male/Female)
- Faculty proctors
- Student Proctors

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18.1. ~~DELEGATED PROCTORS (CABINET)~~

All the following selections will be made through election amongst the senior student proctors:

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- ~~General Secretary~~
- Information Secretary
- Senior Student Proctor (SSP)
- Deputy senior student Proctor (DSSP) (Zone-wise)
- Departmental Senior Proctor

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18.2. ~~CRITERIA FOR DELEGATED OFFICE (CABINET)~~

A. ~~General Secretary~~

Must be enrolled in M.Phil and should be part of Cabinet as a representative of Office of Chief Proctor. Election will be conduct for said designation among the cabinet members as per rules. Only cabinet will cast vote for said designation.

B. ~~Information secretary~~

Will be selected from Cabinet and only members of cabinet can vote.

C. ~~Senior Student Proctor (SSP)~~

Must be cabinet member and should be enrolled in M.Phil. In case of non availability of M. Phil Scholar, the priority will be given to the senior most and competent.

D. ~~Deputy Senior Student Proctor (DSSP)~~

Must be student of BS-7th or M.sc-3rd Semester, in case of non availability of said criteria the nomination can be from BS-5th. Only respective zone's proctors can vote for DSSP.

E. ~~Departmental Senior Proctor (DSP)~~

Will be selected by Concerned Head of Department with the assistance of concerned faculty proctors.

18.3. RESPONSIBILITIES

A. General Secretary

- Maintain and develop effective working practices that support good internal administration of Proctorial Board.
- Provide a central point of contact for all persons interested in Proctorial Board.
- Supporting the Proctorial Board Office in developing its structure and composition, according to its needs on the advice of office of the Chief Proctor.
- Planning and setting up agendas for meetings with the members of the Proctorial Board.
- Liaisoning the contact between the Proctorial Board and the rest of the University.
- Checking the progress of the delegated Proctors and present to the Chief Proctor.

B. Information secretary

- Responsible for passing information amongst the student proctors as and when received from Office of the Chief Proctor, GS, SSP, DSSP and DSP.

C. Senior Student Proctor (SSP)

- To have a proper check on all zones and activities of his subordinates.
- Proper reporting to the office of the chief proctor.
- Over viewing and feed backing the actions and activities of the all students. Support appropriate knowledge transfer from the office of the chief Proctor to their Subordinates.
- Accountable for every filed activities and acts of student proctors. (Including DSSP, DSP etc)

D. Deputy Senior Student Proctor (DSSP)

- To report the issues of respective zone to as mentioned under accountability section 17.5.
- Keep proper check and balance on the assigned zone.
- Accountable for concerned Zone to the Office of Chief Proctor, concerned faculty proctors and SSP.

E. Departmental Senior Proctor (DSP)

- Accountable to his own Department faculty proctor and Office of Chief Proctor.

~~This draft of 19 pages, duly drafted and proposed by the University Discipline Committee in its meeting held on 20.11.2023 to the Academic Council under section 14(1) (i) of the Hazara University Constitution, Functions and Powers of the Authorities of the University Statutes 2016 is vetted and signed by:~~

~~1 Prof. Dr. Ghulam Mujtaba Shah
Dean Faculty of Arts/Convener~~

~~2 Prof. Dr. Inam Ullah
Dean Faculty of Health Science/
Member~~

~~3 Prof. Dr. Farhana Kazmi
Dean Faculty of Law &
Administrative Science/ Member~~

~~4 Mr. Mohabat Khan
Registrar/ Member~~

5 Mr. Ishaqzeb Khattak
Director Administration/ Member

6 Mr. Syed Arif Hussain Shah
Controller of Examinations/ Member

7 Mr. Sajjad Khan
Provost/Member

8 Mr. Asif Umer
Chief Proctor/Secretary