



Rules Governing Student Code of Conduct

These rules are applicable to all the students of main campus, affiliated colleges and sub campuses

Students are required to conduct themselves in an orderly manner, and not to engage in actions which will or are likely to disrupt the normal working of the University,

Strict disciplinary action will be taken against the students (Day scholars or Boarders) involving themselves individually, in a group or collectively in the premises or hostels, in unethical and undesirable activities like rudeness, mischief, ragging and misconduct towards other students, faculty or staff.

On recommendations of the Discipline Committee duly constituted in prescribed manner, minor or major penalties may be imposed upon defaulters for the good order of the University.

Composition and Function of Discipline Committee

The Discipline Committee shall comprise of the following:

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| i) Chairperson to be nominated by the Vice-Chancellor from amongst members mentioned in the following clauses (ii), and (iii) | (Chairperson) |
| ii) Two senior teachers to be nominated by the Syndicate | Members |
| iii) Two senior teachers to be nominated by the Academic Council | Members |
| iv) Incharge Students' Affairs to be nominated by the Vice-Chancellor | Secretary |

The functions of the Disciplinary Committee shall be as under:

- To propose regulations of Discipline to the Academic Council for the conduct of students, maintenance of discipline and for dealing with reported cases of indiscipline, violation of rules including cheating in examinations.
- To oversee matters relating to discipline and conduct of students participating in extra and co-curricular activities.
- To investigate and report to the Registrar within 48 hours all cases of breach of discipline.
- To perform such other functions as may be prescribed by Regulations.

Confidentiality

All business transacted by the Discipline Committee is confidential and each member of the Discipline Committee is expected to observe this confidentially.

Code of Conduct

This Code of Conduct provides a frame work for imposition of discipline through a mechanism of identifying misconduct and imposition of penalties. Policies and rules of this Code are spelled out as under:

- Dress Code
- Academic Conduct
- Disciplinary Conduct.



a) Dress Code (Female Student)

- i. White Shalwar Kameez and Dupatta of color assigned to the class in summer.
- ii. White Shalwar Kameez and Dupatta of color assigned to the class with black coat/sweater in winter.

b) Academic Conduct

- i. Students must observe regularity and punctuality. A student having less than 75% attendance in a class will not be allowed to appear in the final term examination of the respective course. Attendance at the University is full time and students are not allowed to be engaged in any form of employment including part time casual work.
- ii. Plagiarism/cheating are prohibited at University. Academic honesty is mandatory. There should be absolutely no plagiarism/cheating in any examination, quiz, assignment report, and or presentation by any student.
- iii. Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty.
- iv. Cleanliness of the classes and the GCWUS premises is the responsibility of those who use them.
- v. Sports/music playing or other activities on campus during class timings, especially near class rooms are not allowed.

Library Conduct

- i. There should be absolute silence in the library.
- ii. Mobile phones must be switched off in the library/put on silence
- iii. Books, journals and other periodicals are not to be torn or damaged/written upon in any manner
- iv. Books should be returned on due dates otherwise late fine will be imposed.
- v. Library membership will be cancelled/suspended of those students who are found violating library rules.
- vi. All suspended library users will not be allowed to enter the library during the suspension period.

c) Disciplinary Conduct

1. Students must be faithful in their religious duties and respect the conviction of others in matters of religion and customs.
2. Students must be loyal to their Country, Province, City and University and must refrain from doing anything that may lower the honour and prestige of Country, Province, City or the University.
3. No one shall be allowed to comment negatively on ideology of Pakistan, heroes of Pakistan (i.e., Quaid-e-Azam Mohammad Ali Jinnah, Allama Muhammad Iqbal and all others), integrity of Pakistan, Pakistan army, Pakistan Judiciary and the University. Strict disciplinary action shall be taken in case of any breach.
4. Students must respect all faculty members and the authorities in the University.
5. Use of appropriate language is desirable. Cursing or use of slang titles, of undesirable



remarks or gestures are not acceptable.

6. Students are required to maintain absolute discipline in classrooms, library, computer labs and canteen. Students are closely observed for their attitude and behavior inside and outside the classrooms. .
7. Students are not allowed to carry cold drinks/tea and edibles in the classrooms, library and computer labs. They are required to carry litter to the dustbins and return the plates, glasses, bottles and cups back to the cafeteria.
8. Ragging is absolutely prohibited at GCWUS. Any student subjected to such behavior should report to Registrar/Head of the Department immediately. Strict disciplinary action will be taken against the departments that may lead to expulsion from GCWUS
9. Students are not allowed to collect any money or receive donations on behalf of University/other organization except with the written permission of University authorities.
10. Students are not allowed to organize or take part in any function within the university campus or a hostel or organize any club or society of students except in accordance with the prescribed rules and regulations and with the permission of University authorities.
11. Students are not allowed to stage, incite or participate in or indulge in any walkout, strike or other form of agitation against the University or its teachers or officers.

12. The following Acts shall constitute acts of indiscipline:

- a. Disobeying the lawful order of a teacher or other person in authority in the University
- b. Disorderly behavior, such as shouting, abusing, quarrelling, fighting and insolence
- c. Willfully damaging University property or the property of a fellow student or any teacher or employee of the University
- d. Not paying the fees, fine or other dues leviable under the University ordinance, rules and regulations.
- e. Using indecent language, wearing immodest dress, making indecent remarks or gestures or behaving in a disorderly manner
- f. Carrying, using or threatening to use firearms and deadly weapons.
- g. Using or keeping in possession of drugs or any other intoxicating material.
- h. Defiance of authority or non-compliance of instructions/orders.
- i. False presentation or giving false information or willful suppression of information, cheating or deceiving.
- j. Visiting places declared “out of bounds” for students.
- k. Shouting of slogans derogatory to the prestige of the GCWUS or the reputation of its officers or teachers.
- l. Found under the effect of an intoxicant.
- m. Action which are defamatory or derogatory to the interest of Islam, Pakistan. Sialkot and the University
- n. Making use of unfair means at examinations.
- o. Unauthorized use of or damaging GCWUS’s movable or immovable property.



Harassment

Any students found threatening or harassing any faculty/staff will be punished by the Discipline Committee. Such an act may lead to expulsion from the University. The University considers sexual, ethnic, religious or any other form of harassment as an unacceptable and discriminatory practice, offence, which will be dealt with under the relevant agreed disciplinary procedure.

Sexual harassment may be defined as: repeated and unwanted verbal or physical advances, sexually explicit or derogatory remarks which are offensive to the person involved, which cause the person to feel threatened, humiliated, patronized or harassed or which interfere with a person's privacy.

All cases related to sexual harassment will be reported to „Discipline Committee“ in writing. The Discipline Committee“ will inquire into the complaints and decide within the jurisdiction of as guidelines against sexual harassment in institutions of higher education & learning promulgated vide HEC letter No. (FFHP)/HEC/2009/183 dated April 30, 2009.

Punishment

- 1) The authority to impose punishment or penalty for above mentioned Acts of indiscipline shall be exercised by the officers to the extent given below.
 - a) Fine for each single offence as prescribed by the committee. ii) Detention of students from Examinations.
 - b) Suspension of one semester
 - c) Cancellation of admission of a student.
 - d) The amount of fine shall be decided by the discipline committee according to the nature of offence.
- 2) All fines imposed shall be simultaneously reported to the Treasurer/ Additional Treasurer.
- 3) Certificate /Degree/and other documents of a student involved in case of breach of discipline may be withheld till the final disposal of the case.