



**SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY
PESHAWAR**

REGISTRAR OFFICE (ACADEMICS SECTION)

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No: 48/19th Acad/49th Syn/Reg/SBBWUP
Dated: Friday, 19th April, 2024

NOTIFICATION

Subject: **Shaheed Benazir Bhutto Women University Peshawar Student Conduct and Discipline Regulations-2024**

Upon the recommendation of the Syndicate-Sub-Committee (for framing of Rules and Regulations of the University) meeting held on 7th June , 2023 and Academic Council in its 19th meeting held on 8th November, 2023, the Syndicate in its 49th meeting held on 5th & 6th March, 2024 approved the "*Shaheed Benazir Bhutto Women University Peshawar Student Conduct and Discipline Regulations-2024*".

sdl/-
Assistant Registrar Academics

Enclosure: SBBWUP Student Conduct and Discipline Regulations-2024

No: 1931-35/Acad/SBBWUP

Copy to:

1. Chairpersons/ Incharges of All teaching Departments, SBBWUP
2. All Sectional Heads, SBBWUP
3. PS to Vice Chancellor, SBBWUP
4. PA to Registrar, SBBWUP
5. Office Copy

Sonkhanjira
Assistant Registrar Academics

SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Student Conduct and Discipline Regulations – 2024

Whereas it is expedient to regularize the affairs of student conduct and discipline of the Shaheed Benazir Bhutto Women University Peshawar and to improve the management of the affairs of the students, the following revised regulations are made under the provision of section 25(2)(b) of the Khyber Pakhtunkhwa Universities Act 2012.

1. Short Title

These regulations are framed under Section - 25(2)(b) of the Khyber Pakhtunkhwa Universities Act 2012. These regulations may be called the “Shaheed Benazir Bhutto Women University Peshawar Students’ Conduct and Discipline Regulations – 2024”.

2. Definitions

- i. In these Regulations unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them as under:
- b. "Authority" means an Officer or Authority, specified in section 8 of these regulations.
- c. “Academic Council” means the Academic Council of the University.
- d. “Act” means the Khyber Pakhtunkhwa Universities Act 2012.
- e. “Chairperson” means the Head of a Teaching Department.
- f. “Chief Proctor” means the Chief Proctor of the University.
- g. “Controller of Examinations” means the Controller of Examinations of the University.
- h. “Dean” means the Head of the Faculty.
- i. “Director Administration” means the Director Administration of the University.
- j. “Director Sports” means the Director Sports of the University.
- k. “Institution” means a constituent institution or an affiliated institution.
- l. “Premises” means the premises of the University.
- m. “Provost” means the Provost of the University.
- n. “Registrar” means the Registrar of the University.
- o. “Student” means the Student of the University/Institution.
- p. “Teaching Staff” means the Teachers of the University/Institution.
- q. “University Discipline Committee” means the University Discipline Committee as defined in the Statutes.
- r. “University Students Societies and Clubs” means the University Students Societies and Clubs constituted and regulated by the University under the patronship of the Vice Chancellor.
- s. “University” means the Shaheed Benazir Bhutto Women University Peshawar.
- t. “Vice-Chancellor” means the Vice-Chancellor of the University.
- u. “Wardens / Resident Wardens” means the Wardens /the Resident Wardens of the Hostels of the University.

- v. All other terms and expressions shall have the same meanings as assigned to them under the Act, Statutes, regulations and rules made thereunder.

3. Applicability and Commencement

These regulations shall apply to all students on the roll of the University / Institution and shall come into force with immediate effect.

4. Students Code of Conduct

Every student shall observe the following 'Code of Conduct':

- i. Faithfulness in her duties and respect for convictions of others in matters of religion, conscience and custom.
- ii. Loyalty to Pakistan and refraining from doing anything which might lower the honor and prestige of Pakistan in any way.
- iii. Truthfulness and honesty in dealing with other people.
- iv. Respect for elders and politeness to all: especially to men, children, old people, the weak, disabled and the helpless.
- v. Respect for her teachers, non-teaching staff and others in authority in the university/institute.
- vi. Cleanliness of mind, speech, habits, body and environment.
- vii. Helpfulness to fellow beings.
- viii. Devotion to studies, sports, curricular and co-curricular activities prescribed and/or organized or carried out under the banner of the University/Institution.
- ix. Observance of austerity and protection & promotion of environment and ecosystem.
- x. Upholding the sanctity of the University / Institution and compliance to its rules and regulations and orders issued from time to time.

5. Acts of In-discipline/Prohibited Conduct

All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

- i. **Academic Dishonesty:** Violating the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.
- ii. **Abuse, Assault, Threatening Behavior:** Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person/ student, or oneself, on University premises or at University-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion etc.
- iii. **Firearms, Explosives and Other Weapons:** Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to

- fireworks), other weapons, or dangerous chemicals on University premises, with or without a license to possess the same has been issued to the possessor.
- iv. **Violation of Disciplinary Sanction:** Violating terms of any disciplinary sanction imposed in accordance with the University Statutes.
 - v. **Furnishing False Information, Forgery or Unauthorized Use of Documents:** Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.
 - vi. **Disorderly Conduct or Indecent Behavior:** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or hiring another person to breach the peace on University premises or at University-sponsored functions/activities.
 - vii. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior consent.
 - viii. **Theft:** Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
 - ix. **Damage to Property or its Destruction:** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.
 - x. **Non-Compliance With Official Direction:** Failure to comply with reasonable direction of University officials acting in performance of their duties
 - xi. **Violation of University Regulations and Policies:** Violating University regulations or policies including amendments and additions adopted since the publication date.
 - xii. **Alcohol/Drugs/Intoxicants:** Distribution, possession, and consumption of alcohol/drugs/intoxicants on University premises or at University-sponsored activities.
 - xiii. **Unauthorized Access to Facilities:** Unauthorized access or entry to, or use of, University facilities and equipment Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or unauthorized entry to or use of University premises.
 - xiv. **Unauthorized, Use of Computer or Electronic Communication Devices:** Theft or other abuse of computer facilities and resources including, but not limited to Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose. Unauthorized transfer of a file.
 - xv. **Use of another individual's identification and/or password.**
 - xvi. **Interference with the work of another student, faculty member or University official.**
 - xvii. **Sending obscene, abusive or threatening messages.**
 - xviii. **Transmission of computer viruses.**

- xix. **Interfering with normal operation of the University computing system.**
- xx. **Unauthorized duplication of software or other violation of copyright laws.**
- xxi. 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.
- xxii. **Provoking Others to Misconduct:** Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- xxiii. **Identification/Registration Cards:** Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- xxiv. Bringing an animal into any University building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purposes for which express permission has been granted by the University Authority.
- xxv. **Demonstrations:** Walking in large groups, shouting and talking loudly near class rooms, aimless sitting in corridors after class timings, demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area or any University sponsored activity.
- xxvi. **Political Activities:** Unauthorized use of University facilities or equipment for political activities.
- xxvii. **Harassment:** Includes the following:
 Passing remarks, placing visual or written material, aimed at a specific person or group:
 - a. With the intention of causing harm to the person or group; and/or,
 - b. Creating an environment which limits a student's educational opportunity.
 - c. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation, or which interferes with their educational opportunity.
- xxviii. **Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.**
- xxix. Smoking is prohibited on University premises or University sponsored activities.
- xxx. Use of mobile phones in the classroom is completely banned. It should be switched off during class hours.
- xxxi. Students are strictly reminded to follow the accepted social and cultural norms of society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be allowed.
- xxxii. 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 boxes should be used for the purpose.
- xxxiii. **Sports**

- a. All individuals and teams involved in sports should participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.
 - b. Under no circumstances should participants react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.
 - c. Persons under the influence of drugs are not permitted to participate in sport activities at the University and as such will result in disciplinary action.
- xxxiv. **Library:** The Librarian shall be responsible to maintain discipline in the library. He may require a student to leave the library on an act of indiscipline or report to the UDC.

xxxv. **Parking:** Wrong or unauthorized Parking at the University will result in fine.

xxxvi. **Dress Code**

In order to maintain academic dignity and sanctity of the Institution, students and staff of the University are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of lifestyle at the University. Purpose of Dress Code is to establish the basic guidelines for appropriate work dress that promotes a positive image of the University and also allow maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories.

- a. To abide by the student dress code, student should not:
- b. Wear tight or see-through dresses.
- c. Wear Shorts, or sleeve-less shirts.
- d. Wear Tee-Shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others.
- e. Wear torn clothing.
- f. Wear jogging or exercise clothing during classes.
- g. Put on excessive makeup or wear expensive jewelry.
- h. Wear untidy, gaudy, or immodest dress in classrooms, cafeteria and university offices. Wear unprofessional attire in formal programs and interviews.

All employees and students of the University will be expected to monitor this code of conduct and report any such disregard or violations to the UDC for taking appropriate action/remedial measures.

6. Action Against Misconduct

Every teacher or officer of the University shall have the power to check any disorderly or improper conduct, or any breach of the regulations by students in the premises of the University and immediately report the matter to the concerned reporting authority or officer of the University. The office of the Director Student Affairs / Provost shall issue a Show Cause Notice to the violator / student through the concerned Incharge/Chairperson

of the Department. Such a student is required to submit his reply to the Show Cause Notice within 7 days of the issuance of the Notice. On receipt of the reply or otherwise, the case shall be placed before the University Discipline Committee for decision. All actions taken or penalties imposed against the student shall be recorded and conveyed in writing to the concerned officials / offices including Legal Cell.

8. Penalties

The penalties, the authorities competent to impose each kind of penalty and appellate authorities are specified below;

No.	Penalty	Imposing Authority	Appellate Authority
i. Minor Penalties			
(a)	Removal from classroom, laboratory, workshop or field work up to four consecutive periods	Teacher in-charge	Head of Department
(b)	Withdrawal from games or the field up to one week	In-charge of the game	Director Sports
(c)	Withdrawal from education or sports tour or survey camp or any other academic activities	Head of Department / Organizer or Coordinator from the University / Institution	Dean / Registrar
(d)	Removal from the classes for a period up to one week	Head of Department	Dean/Registrar
(e)	Withdrawal from library / seminar library up to one week	Librarian / Head of Department	Dean / Registrar
(f)	Removal from hostel for a period up to one week	Resident Warden	Provost
(h)	Fine up to Rs. 5000/- (five thousand only)	Head of Department	Dean / Registrar
(i)	Fine up to Rs. 50000/- (fifty thousand only)	University Discipline Committee	Vice-Chancellor
(k)	Cancellation of remission of fees or Scholarship	Head of Department	Dean / Registrar
(l)	Removal from a position of authority in a hostel	Warden, Resident Warden	Provost
(m)	Removal from a position of authority in Students Union, Student Societies Clubs	Concerned Head of Student Society	Director Student Affairs
(n)	Removal from a position of authority in Sports	Director Sports	Registrar
ii. Major Penalties			
(o)	Rustication	University Discipline Committee	Vice Chancellor
(p)	Expulsion	University Discipline Committee	Vice Chancellor

9. Procedure in Case of Breach of Discipline

- i. A teacher or officer, mentioned above in regulation no. 8, in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act:
 - a. Shall deal with the case him/herself if it falls in her purview; or
 - b. Report the same to the concerned authority.

10. Rustication and Expulsion

i. Rustication

- a. The University Discipline Committee 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 year / two semester. The period of absence from classes 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 obligatory on the part of the institute to re-admit her if she wishes so. Tuition fees shall not be charged during the rustication period, nor is the name of the rusticated student mentioned on roll of the institution concerned.
- b. No fee will be charged from the rusticated student for the period, when exceeds a month, during which her name remains struck off the roll.
- c. A rusticated student if readmitted under (a) above may take up examinations if she is otherwise eligible, and provided she is permitted by the concerned head to do so. The student will, herself, be responsible for the shortage of attendance, if any.

ii. Expulsion

- a. If a student has committed such an offence which in the opinion of the Head of Department demands her expulsion, her name will be reported to the Vice Chancellor. The Vice-Chancellor shall have powers to sanction expulsion for a period of 24 months. If her expulsion that was recommended exceeds 24 (twenty four) months, approval of the Syndicate shall be necessary in all such cases.
- b. The Vice Chancellor may expel a student for misconduct or gross breach of discipline either herself or on the report and recommendations of the 'University Discipline Committee' or any officer of the University for a period not exceeding two years.
- c. The period of expulsion will be counted from the date of issuance of such notice of expulsion.

- d. The name of the expelled student shall immediately be removed from the roll.
- e. A student expelled may be re-admitted in the first semester into the same department/institute or another department/affiliated institution after the expiry of the period of expulsion, if permitted by the Vice Chancellor.

11. General

- a. The Vice Chancellor may revise the penalty notification on the recommendations of the concerned head or authority as the case may be.
- b. The authority, which had the power to rusticate, could also withdraw the same order before the expiry of the period. Student shall be rusticated or expelled from the institute unless she has been allowed a reasonable chance of replying (in writing or personal appearance) to the accusation against her before the concerned authority.
- c. When in the opinion of the 'University Discipline Committee', the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty of or penalties mentioned above in section 8.

12. Appeal

An appeal against any punishment may be placed before the Appellate Authority as mentioned in Regulation 8 within fifteen (15) days from the date of issuance of the notice.

13. Compensation for Loss or Damage to Property

The Vice Chancellor or any teacher or officer to whom the Vice Chancellor may delegate her powers may direct a student to pay compensation for any loss or damage to a property of 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(s) does not pay such compensation within stipulated time, the Vice-Chancellor may expel her from the University.

14. Examination Offences

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 Dean for the purpose.

15. Vice Chancellor's Emergency Powers

- i. The Vice Chancellor, while dealing with a case under these regulations, may refer it to the 'University Discipline Committee' for opinion / advice.
- ii. The Vice Chancellor may, in case of emergency, take any action against a student or student(s) pending 'Discipline Committee' decision of rustication or expulsion and order the removal of a student from University or restrict his entry into the whole or any part of the Campus.

16. Saving and Repeal

All actions taken under the existing regulations shall stand intact. These regulations shall repeal all previous Regulations or instructions regulating conduct and discipline of the students of the University.