



# Primeasia University

*a mission with a vision*

(Approved by UGC & Govt.)

## CODE OF CONDUCT AND DISCIPLINARY RULES



# CODE OF CONDUCT AND DISCIPLINARY RULES



**Primeasia University**

*a mission with a vision*

(Approved by UGC & Govt.)

## TABLE OF CONTENTS

<i>Preamble</i>	02
<i>The responsibility of the team of “Proctorial Body”</i>	02
<i>Scopes and Jurisdictions of the “Office of the Proctor”</i>	03
<i>Liaison to the ‘Office of the Vice Chancellor’</i>	04
<i>Students’ Code of Conduct</i>	04
<i>Sanction</i>	07
<i>Proctors’ Disciplinary Hearing</i>	07
<i>Investigation Procedure</i>	08
<i>Appeal</i>	09
<i>Amendment</i>	09

## **Preamble**

Primeasia University has formed a Proctorial Body where discipline is the most essential and important constituent for the development of the university. The progress of knowledge which cannot be developed without comfortable learning environment. All persons working at and attending PAU are responsible for the creation and maintenance of such environment. The Proctor Office shall assist the Vice Chancellor in exercising the power related to disciplinary action as provided in this document.

1. The Proctorial Body shall consist of Proctor and Assistant Proctors.
2. There shall be one Proctor and as many Assistant Proctors as deemed necessary by the University authority.
3. The appointment of the Proctor and Assistant Proctors shall be made among from the Faculty Members of the University by the Registrar as per direction of the honorable Vice Chancellor.
4. One Assistant Proctor may be appointed from each of departments of the university after consultation with the respective heads and office of the proctor.
5. The Proctor shall directly report to the Vice Chancellor. He would be assisted by Assistant Proctors who would be responsible to the Proctor as assigned by him.

## **The responsibilities of the Team of “Proctorial Body”:**

1. Maintain a peaceful environment inside and the adjacent area of the university premises; to oversee that the Code of Conduct of the Primeasia University students, is maintained within the university campus and take such steps as appropriate to do that.
2. Take cognizance of any breach of students' Code of Conduct and suggest immediate disciplinary actions in such cases;
3. Decide the quantum of punishment to be imposed on the erring students.
4. Monitor discipline among the students' community in classroom, exam halls, library, canteen, common rooms, study rooms and inside the campus.

5. Conduct enquiries of the defaulter students against individual/collective indiscipline. Supervise the investigation of any alleged breach of the student's Code of Conduct. That may involve interviewing the erring student/s and such other students as necessary, conveying the information to the reporting authority, the heads of the respective department, guardians of the involved students, the law enforcement agency (if required).

6. The Vice Chancellor may delegate such of his disciplinary powers as he may think fit to the proctor. The Vice Chancellor shall issue standing order as regards lire extra of power, within the delegation of the Proctor.

### **Scopes and Jurisdictions of the “Office of the Proctor”**

1. The jurisdiction of the Proctor and the Assistant Proctors shall extend to the whole of the university;

2. Ordinarily, during the university hours the Proctor or Assistant Proctors shall be available in the “Office of the Proctor” to maintain and oversee the order and discipline in the University campus.

3. During the University hours the Assistant Proctors from the various faculties and departments shall be entrusted with the duty of ensuring the discipline in their respective Faculties and departments.

4. The Proctor and his team Assistant Proctors shall investigate, and recommend punishment in cases of disciplinary incidents. Those recommendations will be referred to the Vice Chancellor and/or the Disciplinary Committee for decision and necessary action.

5. The Proctor shall maintain a liaison with all the other committees related to disciplinary matters of the university or he may nominate Assistant Proctors as he /she deem fit.

6. The proceedings of the “Proctorial Body” shall protect individual confidentiality at all stages.

7. Cases shall only be referred to the Law enforcement agencies upon taking approval from the Vice Chancellor when it results in a criminal offence, and accordingly, in other fitting cases the University will not prevent from disclosing confidential information where necessary for discharge of duties or as required by law.

8. The proctor, if he finds necessary may recommend to the Vice Chancellor the appointment of a Prefect or Prefects from amongst the senior students to help him for maintaining discipline and order in the University.

9. The Proctor shall take such steps as he/she thinks necessary for the purpose of ensuring disciplined behavior and good conduct on the part of every student all hours within the University campus.

**Liaison to the 'Office of the Vice Chancellor':**

1. To ensure utmost efficiency and effectiveness of the Proctorial Body shall always have an open line of communication with the Office of the Vice Chancellor.

2. The Proctorial Body shall be notified well before any decision which can potentially cause or attract dissent, protestation, opposition or any other harmful reaction from the students, is taken by the Administration. Without such notice, taking any action in ensuing situations would become a matter of discretion for the Proctor and the Assistant Proctors.

3. Organization of any university, departmental or club activity that involves student participation is subjected to notify of the Proctor and all such events would proceed with his notification on the matter of mitigating conflict factors and disciplinary incidents.

4. Information about any disciplinary incident shall be communicated to the Proctor, if already had not been by a student, from the office and Proctor would notify and direct the respective Assistant Proctor or other Assistant proctor whom he deems fit or the Proctor himself may address the matter personally.

**Students Code of Conduct:**

The Primeasia University student code of conduct has been formulated with goal of upholding standard mission of smooth disciplinary activities. It is responsibility of the Primesasia University to prepare the "Students Code of Conduct" available to all members to the University community such that in case of violations and subsequent convening of the "Disciplinary Committee" measures and procedures may clear to all parties concern. The violations of code of conduct shall invoke disciplinary process as prescribed in this document. Sanction will be commensurate with the seriousness of the offence and may include suspension or extreme, expulsion from the university. Reported offences justify increasingly severe sanction.

There shall be a code of conduct for the students of the Primeasia University consisting of offences. It includes:

1. Entering the University premise without Identity Cards.
2. Smoking inside the University premises.

3. Playing cards.
4. Writing, drawing or painting on any university property.
5. Conduct and attire that is lewd, indecent, or obscene.
6. Cheating in the Exam.
7. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other university or university-authorized activity.
8. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a university facility when directed to do so.
9. Unauthorized entry, use, or occupancy of university facilities;
  - Interfere with an individual's personal safety, academic efforts, employment or participation in university-sponsored activities and that under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
  - Injure that person, or damage his or her property; or
  - "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.
10. Intentionally obstructing or blocking access to university facilities, property, or programs.
11. Engagement, solicitation, initiation, encouragement, abetment, organization, facilitation, provocation of any sort of political activity inside and in the adjacent area of the university premises.
12. Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
13. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
14. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.

15. Unauthorized release or use of any university access codes for computer systems, duplicating systems, and other university equipment.

16. Actions that endanger one's self, others in the university community, or the academic process.

17. Unauthorized taking, possession, or use of university property or services or the property or services of others.

18. Damage to or destruction of university property or the property belonging to others.

19. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment and emergency personnel.

20. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, weapon or other dangerous explosives, drugs.

21. Acting with violence.

22. Aiding, encouraging, or participating in a riot.

23. Harassment

24. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.

- Stalking is defined as repeated, unwanted contact in the forms of, including but not limited to, phone calls, e-mail, physical presence, and regular mail.

- Hazing is defined as any conducts that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

25. Physical abuse of any person, including the following:

- The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;

- Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur; or



- Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur;
  - Sexual assault, including while any party involved is in an impaired state;
  - Sexual contact with another person without consent, including while any party involved is in an impaired state.
26. Gambling or any other game or any other activity with the element of betting.
  27. Violation of other disseminated university regulations, policies, or rules.
  28. A violation of any criminal law.
  29. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.
  30. Possession and distribution of unauthorized printed materials inimical to public interest.
  31. Membership in political subversive organization.

#### **Sanction:**

- **Dropping:** May drop from the role during the school year or term a students is concerned undesirable. The student who is dropped should immediately be issued his transfer credentials.
  - **Suspension:** May drop from the role during the school year or term for a maximum period not exceeding 20% of the prescribed schooldays.
  - **Expulsion:** Expulsion is usually considered proper punishment for gross misconduct or dishonesty.
- **Monetary Penalty:** Proctor may impose monetary penalty in case minor offences as he/she dim fit to stable the University disciplinary environment.

#### **Proctors' Disciplinary Hearing:**

1. Unless an alleged breach of regulations involves harassment, serious injury to a person, serious damage to property, or a significant element of dishonesty, the Proctors can offer the student concerned the option to have the matter dealt with by the Proctors themselves.

2. In that case, Proctors may preside so as to ensure that individuals hearing the case would be different from those responsible for investigating and prosecuting it. If the student exercises this option, he or she will be formally notified what regulations he or she is thought to have breached, and will be sent a notice to attend a Proctors' Disciplinary Hearing (at which he or she may be accompanied or represented by a member of Congregation).

3. At this hearing, the evidence will be presented and the student has the right to make a defense against the allegations or else to admit the breach(es) of regulations and to present evidence to explain his or her behavior. Witnesses may be called to attend, either by the Proctors or the student.

4. If the student admits the alleged breach of regulations, or is found guilty, the only penalties which the Proctors may impose a fine (or fine plus compensation) of up to Tk. 20,000 or a written warning about future conduct. If a fine or compensation order (including a Spot Fine for misconduct after University Examinations) is not paid, the amount will automatically be increased until continued non-payment results in the case being referred to the Student Disciplinary Panel.

#### **Investigation Procedure:**

1. When, in the opinion of the proctor/assistant proctor, misconduct has occurred and action against a student is justified, the proctor shall oversee and investigate the matter. During the investigation, the proctor and the assistant proctor will usually convene a series of meetings to formally discuss the allegations with the subject of the complaint, the person making the complaint and any other person involved. In cases where the alleged offence/s involve/s more than one student, all or any of the cases may be dealt with at the same time.

2. The alleged Students shall be required to attend any meeting conducted by the Proctorial body if deemed necessary by the same.

3. The Proctor shall set out the allegation/s of misconduct.

4. The student shall respond to the allegation/s and be present with their representatives/guardians where required, whenever oral evidence is being heard by the committee.

5.The students shall be entitled to submit witness or other evidence to substantiate their claim and such witness or evidence may not be accepted without cross examination.

6. The student in question shall be formally notified in writing the outcome, of the Proctorial body's decision and advised of the procedure for submitting an appeal.

7. Written reports of all decided matters shall be communicated to the Vice Chancellor, Registrar, Respective Dean/Advisor/Chairperson, Faculty Members and the student's guardians.

**Appeal:**

A committee shall be constituted by the Vice Chancellor to which the student may prefer appeal after a disciplinary matter has been decided either by the Proctor, Assistant Proctor or the higher authority. Such Appeal must be filed through a written application within 7 days of the decision of the Proctorial body.

**Amendment:**

The document can be amended by the Proctorial body with consensus of all the concerned.

**Conclusion:**

Proctor office is always ready to provide disciplinary supports to the students and accordingly all students of Primeasia University are requested to abide by the aforesaid proctorial rules and regulations. They are always welcome to proctor office for any inconvenience in the campus to support the university to take proactive measures for smooth running of discipline and academic environment.



## OFFICE OF THE PROCTOR

### Primeasia University

Star Tower, 12 Kemal Ataturk Avenue, Banani C/A, Dhaka-1213

Phone: +88-02-9822133, 9821499-501, 9821678, 9821680, 9821694

Fax: +88-02-9820868, E-mail: [proctoroffice@primeasia.edu.bd](mailto:proctoroffice@primeasia.edu.bd)

Web: [www.primeasia.edu.bd](http://www.primeasia.edu.bd), [www.facebook.com/pauadmin](http://www.facebook.com/pauadmin)