

# STUDENT CODE of CONDUCT

*This document contains the Student Code of Conduct including the prohibited acts, disciplinary measures, dress code and working guidelines for all PIEAS students.*

## **1. Introduction**

Pakistan Institute of Engineering and Applied Sciences (PIEAS) has an obligation to provide a safe teaching and learning environment for its students. One of the ways PIEAS does this is by making statutes, by-laws, policies and procedures that regulate conduct of students. Student Code of Conduct (SCC) is meant to set out the standards of conduct expected by the students of PIEAS to achieve. SCC is also a framework to hold responsible individuals and groups of students for the consequences of their actions. If individuals or group of students fail to comply with these standards then it may result in the withdrawal of privileges they enjoy or even the imposition of sanctions, fines and expulsion from the university.

PIEAS is a community comprising of students, faculty and staff involved in teaching, research and other academic supporting activities. All members of PIEAS are expected to behave in a manner which leads to the development of an environment in PIEAS in which respect, politeness, miscellany, opportunity and inclusiveness are valued, to assure the success of both the individual and the community. SCC reflects a concern for these values and tries to ensure that members of the University and the surrounding community can make use of and enjoy the activities, facilities and benefits of the University without undue interference from others, thus ensuring a safe teaching and learning environment.

## **2. Acts of Prohibited Conduct**

### **a. Misuse, Abuse or Destruction of University Property**

- i). Stealing, misusing, destroying, defacing or damaging University property (including books, furniture, equipment etc.) or private property owned by others.
- ii). Using University facilities, equipment, services or computers etc. without authorization.

### **b. Assault, Harassment and Threatening**

Actions that provoke or encourage others to violent or retaliatory behavior, thus, likely to cause injury or endanger the health or safety of an individual or group. Such actions include assaulting, harassing (including gender-based harassment

whether by word, gesture, or any other conduct, directed toward another person), intimidating, or threatening another individual or group.

**c. Audio/Video Recoding and Photography**

Unauthorized audio/video recording and/or taking image of any person belonging to the university community or the community residing within the premises of colony, without the permission of the individuals being recorded or invading the privacy of PIEAS and local community members.

**d. Student Protest / Strikes**

All such activities that disrupt the University activities (both academic and non-academic). Behaving in a manner which obstructs, frustrates or disrupts any lecture, class or other instruction, laboratory work, examinations, meeting or other function (including social or sporting activities) authorized by PIEAS.

**e. Providing False Information, Forging or Illegal use of Documents**

- i). Making false accusations against any member of the University community.
- ii). Supplying false information / document to the University or forging, altering or misusing any University document or record.

**f. Firearms, Explosives and Hazardous Materials**

Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous hazardous materials (biological/chemical), etc. in University premises (Nilore Complex).

**g. Drugs and Intoxicants**

- i). Use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicant etc. on the campus directly or indirectly.
- ii). Smoking at PIEAS.

**h. Indecent Behavior**

- i). Behavior defying the norms of decency, morality and religious/cultural/social values of Pakistan.
- ii). Such off-campus conduct that may adversely affect the interest/image of PIEAS
- iii). Encouraging, aiding, or conspiring any prohibited conduct
- iv). Wearing indecent dress (described in Dress Code)

**i. Political, ethnic, racial and sectarian activities**

Students are prohibited from any involvement in political, ethnic, racial and sectarian activities or taking membership of any banned organization and participation in such organizations for furthering the cause of a political party.

#### **j. Student Gatherings/Meetings**

- i). Collective gathering/ events of students within and outside PIEAS, until and unless approved by the competent authority.

#### **k. Gender Mixing**

Students are expected to strictly follow the accepted social and cultural norms of Pakistani society, in general. Following are prohibited acts and violation would lead to disciplinary actions;

- i). Undue intimacy and unacceptable proximity, openly or in isolated areas.
- ii). Tendency of taking advantage of common places like library, computer center, canteen etc. for such activities.
- iii). Movement in mix groups in the campus after working hours, or colony area/market after sunset.
- iv). Routine movement of mix groups beyond security gate(s) adjacent to the female hostel and the main PIEAS reception, in PIEAS Colony or Market after 4:00 PM.

### **3. Disciplinary Measures**

The following measures individually or collectively will be recommended by the PIEAS Disciplinary Committee for SCC comprising of Registrar and all Deans and approved by Pro-Rector.

- i). Written warning or reprimand.
- ii). The parents/guardian may be required to see the Registrar along with the student.
- iii). Loss of certain privileges. This may include restriction or prohibition of access to, or use of certain University facilities, services, activities or programs.
- iv). Payment of costs or compensation for any loss, damage or injury caused by the conduct.
- v). Fines
- vi). Relocation or expulsion from University managed residences.
- vii). Rustication / expulsion from the University.

### **4. Dress Code**

To maintain a decent environment in the campus and a good image of the institution, students are expected to dress up properly and elegantly. The purpose of the “Dress Code” is to provide basic guidelines for appropriate work dress in public that promotes a positive image of PIEAS besides allowing flexibility for safety while working at laboratories. Participation / presence of students in classrooms, labs, library, dining halls, functions, or outside (as PIEAS

representatives) etc. are considered as public appearance. Wearing any of the following dress (partly or completely) in public appearance would be considered violation of PIEAS dress code and may lead to disciplinary actions as mentioned above in Disciplinary Measures:

- i). Inappropriate clothing such as; shorts, sleeveless shirts, tight or see-through dress, etc.
- ii). Clothes carrying indecent art, words or pictures on them that are offensive to others
- iii). Torn pants / jeans.
- iv). Male students wearing jewelry like; Chains, Bracelets, Anklets, friendship bands etc. in the class room / lab.
- v). Wearing jogging or exercise clothing in the class room / lab.
- vi). Wearing unprofessional dress in formal programs and interviews
- vii). Wearing slippers in the academic campus.

## **5. Stay in Academic Campus beyond Office Hours**

- i). PIEAS Central Library closure time for all students will be 8:00 PM.
- ii). Special written permission will be required to work in labs beyond 4:00 PM or weekends, subject to the supervision of a faculty member and approval of the competent authority.
- iii). A dedicated computer room will be available at Girls Hostel for the female students who need computational facilities after 8:00 PM. After that the facility at the academic campus will not be available.

## **6. Use of PIEAS Central Canteen**

PIEAS Central Canteen (PCC) will be closed at a prescribed time during working days and will remain close during weekends and official holidays. However, Hostel Canteens shall keep on providing services afterwards till midnight as well as on weekends / holidays.

## **7. Use of Computing and Network Resources**

### **a. Acceptable use**

- i). You may use only the computers, computer accounts, and computer files for which you have authorization.
- ii). You may not use another individual's account, or attempt to capture or guess other users' passwords.
- iii). You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to the Institute for all use of such resources. As an authorized Institute user of resources, you may not enable unauthorized users to

access the network by using a PIEAS computer or a personal computer that is connected to the PIEAS network.

- iv). The Institute is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- v). You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing PIEAS's network and computing resources.
- vi). You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- vii). You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- viii). You must not use PIEAS computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- ix). On PIEAS network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so.

#### **b. Prohibited Use**

- i). Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- ii). Criminal activities that can be punished under law.
- iii). Altering system software or hardware settings that hamper the use of equipment.
- iv). Users will not install software not previously approved by CISD.
- v). Selling or purchasing illegal items or substances.
- vi). The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other directories.
- vii). Obtaining and/or using anonymous email sites; spamming; spreading viruses.

viii). Circumvention of CISD protection measure/filter to access blocked sites.

**c. Causing harm to others or damage to their property, such as:**

- i). Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- ii). Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- iii). Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- iv). Using any PIEAS computer to pursue "hacking," or attempting to access information protected by privacy laws; or
- v). Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

**d. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**

- i). Using another's account password(s) or identifier(s);
- ii). Interfering with other users' ability to access their account(s); or
- iii). Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).

**e. Using the network or Internet for Commercial purposes:**

Using the Internet for personal financial gain;

- i). Using the Internet for personal advertising, promotion, or financial gain; or
- ii). Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**f. Adherence with Federal, State, and Local Laws**

As a user of PIEAS's computing and network resources you must:

- i). Abide by all federal, state, and local laws.
- ii). Abide by all applicable copyright laws and licenses. PIEAS has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- iii). Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease

with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

- iv). Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution. For example, taking a CD you own, you make copies of songs onto your computer, and set up sharing to allow others to access those songs from your computer. Playing a video in a classroom for entertainment purposes, or for its cultural or intellectual value unrelated to a teaching activity.

#### **g. Other Inappropriate Activities**

Use PIEAS' computing facilities and services for those activities that are consistent with the educational, research and public service mission of the Institute. Other prohibited activities include:

- i). Use of PIEAS' computing services and facilities for political purposes. While running for political office or campaigning for a political figure, you use your PIEAS email account to send out email about your or other's candidacy to people, and promoting you or other's as a candidate.
- ii). Use of PIEAS' computing services and facilities for personal economic gain. Using a computer connected to PIEAS's campus network, you establish a commercial business, selling products or services over the Internet.
- iii). You download, store, print and/or display materials that could be perceived by others as contributing to an intimidating, hostile, or sexually offensive working environment.
- iv). You send out unauthorized and unsolicited email messages to other PIEAS community members.
- v). While someone else is using a computer, you want to check your email. You ask them to log in, giving them your password to type in for you.
- vi). While traveling on vacation, you ask a proxy to check your email for you by giving them your password.
- vii). A colleague is out sick, and he/she was receiving responses for an event. Rather than calling them at home to ask them to check their email, you attempt to gain access to their account by guessing their password.

- viii). After having your computer hacked, you decide to download and run hacking tools yourself to help your friends out by checking for vulnerabilities on their computers.

## **SOPs for Female Hostel**

Following SOPs have been made for the female students to ensure their security and sanctity. Students are advised to strictly follow these SOPs.

### **a. Entry and Exit from Female Hostels**

- i). Female hostel entry and exit timings are 7:00 AM to 9:00 PM.
- ii). Entry time for female residents using PIEAS Student Shuttle Service will be extended to the time of return of the Shuttle. Beyond these timings, any entry or exit needs prior written permission from the Female Deputy Warden.
- iii). In case of urgency the hostel caretaker must get verbal permission from the female deputy warden or from the duty designated officer (designated by Head RSD from time to time) in case the deputy warden is not reachable.
- iv). All the female students and hostel staff are required to show their PIEAS card to security guard at female hostel gate.
- v). Entry of male students, staff and officers to the female hostels is banned. For routine /emergency maintenance or medical/safety emergencies authorized male can enter the premises.
- vi). In/out timings for entrance/exit after closure time will be monitored and an SMS will be automatically sent to parents and hostel administration. On the next working day, student will have to provide justification for late entry/exit.
- vii). In case of events, organized by registered societies of PIEAS, the late entry timings can be extended to 10:00 PM subject to the proper approval of the Warden / female deputy warden.

### **b. Stay during Public Holidays or Semester Breaks**

All female students who need to stay in hostel during long holidays or semester break are required to file an application to the female deputy warden at least one week before the start of the holidays/break. PIEAS hostel administration has the right to refuse the requested stay.

### **c. Meeting with Guests**

- i). Reception guest room should be opened for guests (guests are only close relatives, defined as parents / guardians / husband / children / brothers / sisters) of hostel residents by submission of guest proforma to caretakers.
- ii). Guest's record should be maintained by the caretaker and supervised by the female deputy warden.

### Timing Details for Female and Male Students at Various Premises of PIEAS

Sr. No	Premises	Student Community	Normal Timings
1	PIEAS Central Library	All students	08:00 am to 08:00 pm (Monday to Saturday)
2	Computer Centre	Male students	24 hours, 7 days a week
		Female students	08:00 am to 08:00 pm 7 days a week (main campus)
			After 8:00 pm Computational facility at female hostel
3	PIEAS central canteen	All students	As per canteen timings (After working hours, canteens at hostels will be available.)

Note:- This *Student Code of Conduct* supersedes previous code of conduct and is being implemented w.e.f 15 September 2020.

## **ACKNOWLEDGMENT**

It is acknowledged that I \_\_\_\_\_, PIEAS Registration Number \_\_\_\_\_ student of \_\_\_\_\_, have read the “Codes of Conduct” as disseminated on the PIEAS Website and the PIEAS Handbook on the “Codes of Conduct” and understood.

I also undertake that I will abide by all the clauses of the codes of conduct and routine instructions issued by the PIEAS Authorities from time to time from administrative, discipline or security points of view.

Dated: \_\_\_\_\_

(Signature of the Student)

### **COUNTERSIGNED**

Dated: \_\_\_\_\_

(Signature of the Parent/Guardian)