

# **THE UNIVERSITY OF AGRICULTURE PESHAWAR (PROSPECTUS)**

## **HOSTEL RULES AND REGULATIONS**

### **Hostel Rules & Regulations**

#### **Hostel Accommodation**

- i. Students seeking admission in hostels shall apply for a seat on prescribed form, available at the provost office. Nevertheless, admission in hostel is a privilege but not a right.
- ii. Seats shall be allotted by the allotment committee in accordance with rules, subject to the availability of accommodation.
- iii. Students must carefully study and observe the hostel rules provided in the following pages.

#### **1. HOSTEL OFFICIALS**

##### **A. Provost**

- i. The University hostels will be under the supervision of Provost.
- ii. The appointment, dismissal, and transfer **(from and to the Provost set-up)** of hostel employees shall rest with the Provost subject to the approval of Vice Chancellor.
- iii. The Provost shall convene meetings of the Associate Provost/Deputy Provost/Wardens/Assistant Wardens from time to time to discuss matters of common interest, related to hostels affairs and management.
- iv. The Provost shall also convene a meeting of the Wardens if a request for this purpose is made by a Warden for discussing matters of common interest.
- v. The Provost shall be the sanctioning authority for all kinds of account purposes.
- vi. The Provost shall keep the Vice Chancellor informed about all matters of importance about the hostels and the University.
- vii. The Provost shall have the authority to deal with all matters of discipline related to confirmation, promotion, demotion and punishment of the employees of the hostel with the approval of Vice Chancellor.

##### **B. Associate/Deputy Provost**

- i. Associate/Deputy Provost shall assist Provost in the discharge of his duties, and shall do such work as may be assigned to him by the Provost.
- ii. Associate/Deputy Provost shall be responsible to interact and communicate with Wardens on day to day basis, and keep the Provost posted of all ongoing situations in the University in general and in hostels in particular.
- iii. The Associate/Deputy Provost shall be mainly responsible to closely work with the Wardens regarding all affairs of the hostels related to hostel admission, maintenance of discipline and dealing with any untoward situations.

- iv. The Associate/Deputy Provost will automatically assume the responsibility of the Provost in case of his unavailability on the campus due to any reason.

### **C. Senior Warden**

- i. Each hostel shall have Senior Warden, appointed by the Vice Chancellor on the recommendation of Provost.
- ii. Senior Warden shall report to the Provost of importance about the hostel.
- iii. Senior Warden shall check the hostel accounts at least **once** in a month.

### **D. Warden**

- i. The Warden shall directly hold control of the hostel and administer the hostel affairs. All matters requiring approval, attention or advice of the Provost or of the University authorities, relating to discipline or change of conditions in the hostel or to a need or deficiency, or to confirmation, promotion, demotion and punishment of the employees of the hostel shall be initiated by the Warden/Assistant Warden.
- ii. The Warden shall be provided with free accommodation in the hostel and shall be required to live in the hostel or shall live in the houses specified for warden in the premises of hostel. S/he shall not stay out of the hostel on any night unless he/she obtains prior permission of Provost in writing and delegates his responsibilities to the Assistant Warden during of his absence.
- iii. The Warden shall be responsible for maintaining discipline and law and order in the hostel and shall use his discretion and judgment in all cases requiring immediate attention and action.
- iv. All employees of the hostel shall be under the direct supervision of warden. The warden shall be responsible for the efficiency of the services of all hostel employees.
- v. The warden shall be responsible for maintaining a proper account of the hostel dues and food account with the assistance of hostel clerk. The warden shall scrutinize the contractors' bills personally and shall forward them for payment.
- vi. The warden shall also be responsible for sanitation in the hostel and hostel premises, including maintenance of lawns and landscape.
- vii. She/he shall organize social and cultural activities in the hostel through a group of monitors selected from amongst the residents on prior permission of the Provost/Vice Chancellor.

### **E. Assistant Warden**

- i. The Assistant Warden shall assist the warden during his leave duties and shall do such work as may be assigned to him by the warden.
- ii. The Assistant Warden shall follow the instructions of the warden in matters relating to hostel discipline.
- iii. The Assistant Warden shall also be entitled to free accommodation in the hostel.
- iv. The Assistant Warden shall act as a warden, in case of warden's absence.

## 2. HOSTEL ESTABLISHMENT

- i. Each hostel/unit has been provided with a clerk, a head bearer, bearers, cooks, gardener, water carriers, watchmen and sweepers.
- ii. The clerk shall be responsible for looking after the office and shall assist the warden and assistant warden in maintaining records of all students' admission in hostel concerned, financial and other transactions, the hostel establishment, stock articles, food register and general correspondence.
- iii. The Head Bearer shall be responsible for the efficient working of the staff under him, and for the safety of hostel property. S/he shall keep charge of the crockery, utensils, furniture, and electrical equipment and shall report their loss to the warden.
- iv. The cook shall be responsible for his personal and general cleanliness of the kitchen and the cooked food. He/she shall not allow outsiders or students except members of the Mess Committee to visit the kitchen. He/she shall be responsible for ensuring the quality and quantity of the materials supplied for preparing food.
- v. All hostel employees shall be well dressed at all times.

## 3. HOSTEL ADMISSION

- i. Residence in Hostels is a privilege and not a right. Since accommodation in hostels is limited, the University Authorities may therefore not be able to provide accommodation to all applicants.
- ii. Only regular students as per University rules may be allowed admission in the hostels.
- iii. All students seeking admission in the hostel shall submit an affidavit/undertaking to abide by these regulations.
- iv. Seats will be awarded on merit. Students with excellent academic record, enjoying good reputation in terms of discipline, dealing with fellow students and cooperation with hostel/University authorities will be given preference.
- v. Students living in Municipal Corporation/PDA limits will not be entitled for hostel accommodation at any circumstances.
- vi. Students who have joined the University for the first time shall apply for a seat in the hostels to the Provost, on prescribed form obtainable from his office on payment.
- vii. The Provost shall allow a seat to a students in a hostel/according to the following order, provided accommodation is available:
  - a. New Boys Hostel and Unit-A (Hostels 1, 2 and 3) reserved for Post graduate students.
  - b. Unit-B (Hostels 4, 5 and 8) reserved for 4<sup>th</sup> Year and DVM 5<sup>th</sup> Year Student.
  - c. Yar Muhammad Khan Hostel, Sher Shah Suri Hostel (Hostel # 6), Ahmad Shah Abdali Hostel (Hostel # 7) reserved for under graduate students.
  - d. Girls Hostel reserved for female students (including all classes).
- viii. The existing students of the University, seeking fresh admission/readmission to a hostel, shall apply to the concerned warden, who shall recommend their applications to the Provost if he/she considers it desirable.

- ix. The Provost/Warden has the right to refuse admission to a student whose past record in the hostel is not satisfactory.
- x. After admission to a hostel, the resident student shall come under the disciplinary control of the hostel management.
- xi. Each boarder shall get hostel card two days after the due date of hostel admission and shall be bound to abide by the instructions given on the card and listed in the prospectus.
- xii. A student who fails to turn up within seven days of the allotment of a hostel seat or a student who after occupying the hostel seat deliberately leaves it without the knowledge of the warden shall forfeit his/her seat.
- xiii. Hostels once allotted can only be changed with the permission of the Deputy Provost/Associate Provost/Provost, after obtaining no objection certificate from wardens concerned. Rooms in the hostel can be changed with the permission of the hostel warden.
- xiv. Residents may be permitted to leave the hostels after obtaining clearance certificate from the respective warden counter signed by the Provost.
- xv. Accommodation shall be given for a maximum of four years to the students of all Bachelor degree programs, five years to DVM, two years to the students of all Master degree programs and four years to PhD students, subject to availability of seats, annual renewal and review on the basis of good behavior and satisfactory report. No extension shall be given in any circumstances.
- xvi. All foreign students shall reside in University hostels (Unit -A) as per rules subject to availability of seats.
- xvii. All residents shall produce a "clearance certificate" from the hostel Warden/Provost before getting a degree.

#### 4. HOSTEL DISCIPLINE

- i. Residents shall abide by the hostel regulations. Violations of any regulation or order issued by the management shall render a resident liable to fine even expulsion from the hostel or to such other action; as the management may consider necessary.
- ii. Allowing any unauthorized guest in room by a resident shall be considered as breach of hostel rules and shall be fined heavily or his seat will be cancelled. In case of noncompliance a fine of Rs. 200/ per guest per night will be charged from resident student in addition to disciplinary action taken by hostel administration.
- iii. Possession or bringing in to the hostel any weapons, drugs, intoxicants and explosives are strictly prohibited. Similarly guests/visitors with any of the above mentioned items shall not be allowed to enter the hostel.
- iv. Possession and use of speakers, air conditioner, air cooler, electric heater and landline phone are prohibited in the hostel. If the university authority found any student involved in cyber crimes, the university authority has the right to render the said student to the Federal Investigation Agency (FIA). Cyber crimes include the miss-use of internet such as other personal video/picture, uploading hacking other personal data/account, immoral/unethical SMS/MMS. University administration will not be responsible for any loss or damage to valuables and cash money.

The following timings shall be observed for hostel gates

<b>Month (Duration)</b>	<b>Opening Time</b>	<b>Closing Time</b>
1 <sup>st</sup> April to 30 <sup>th</sup> September	04:00 AM	11:00 PM
1 <sup>st</sup> October to 31 <sup>st</sup> March	06:00 AM	10:00 PM

- v. No resident/student should sublet hostel room to an unauthorized person/student otherwise his seat will be cancelled without any refund.
- vi. Students leaving in hostel temporarily shall apply to the Warden in writing, intimating the number of days they are likely to be away.
- vii. During study hours, which begin with the closing of the hostel gates, every student must maintain silence and avoid any type of disturbance particularly playing loud music.
- viii. No outsider shall be allowed to stay in the University hostels as guest without proper permission from the Warden. A guest can normally stay for one night only, unless specifically permitted by the Warden in special circumstances.
- ix. No resident shall be allowed to place any notice, placard, posters, and wall chalking or other material of any nature anywhere in the hostel premises.
- x. Society, committee or club can be formed in the hostel with the permission of the University as and when required subject to fulfilling the condition and rules framed by the University from time to time.
- xi. No magazine, journal or other printed material shall be placed in the common room and masjid without the prior permission of the Warden.
- xii. Meetings and other functions in the hostel can only be held with the prior written permission of the Warden/University authority.
- xiii. Residents damaging or destroying any hostel property shall be required to pay for the damages and shall also be liable to fine.
- xiv. Keeping of private servants are not allowed in the hostels.
- xv. Entry of ladies to male hostel is not allowed.
- xvi. Hostel furniture and dining room utensils shall not be removed by the residents from their designated places.
- xvii. Each hostel shall have a team of Monitors, appointed by the Provost, on the recommendation of the Warden. Each Monitor will be in-charge of a wing in the hostel, which shall assist the hostel management in the maintenance of discipline, and ensuring cleanliness in his wing. Monitors should be responsible, impartial and senior students.
- xviii. The Warden in consultation with the Provost/Senior Warden shall deal with all cases of indiscipline or breach of regulations and orders relating to hostel affairs.
- xix. The Warden may impose a fine amounting to Rs.2000/-
- xx. Hostel fines shall be registered in the Provost Office and realized through the University accounts offices. This amount shall be credited under the head "hostel establishment fund".
- xxi. Residents shall keep their rooms neat and tidy. The Provost may request senior University teachers to inspect the rooms periodically. On the basis of these inspections certificates shall be awarded every year to students whose rooms remain cleanest throughout the year.

- xxii. All cases of indiscipline in the hostels will be dealt by the Hostel discipline Committee (H.D.C) to be constituted by the Provost and approved by the Vice Chancellor.
- xxiii. Residents shall park their cars, motorcycles and bicycles at specified locations on their own risk and responsibility.
- xxiv. Each resident shall be provided with a bed/cot, a table and a chair and he/she shall be responsible for their loss or breakage.
- xxv. The employees are under no obligation to attend/to work other than that assigned to them by the Warden for the service and comfort of the students.
- xxvi. Residents shall bring complaints against the hostel employees to the notice of the Assistant Warden or Warden and shall not deal with them directly on their own.

## **5. REGULATIONS FOR GIRLS HOSTEL**

Girls hostel offers accommodation to female students of the University.

### **a. Study Hours**

The following study hours should be observed and all kind of disturbances should be avoided.

**Winter 8:00 p.m. to 11:00 p.m**

**Summer 9:30 p.m to 12:30 a.m**

### **b. Hostel Gates**

The Provost will notify exit and entry timings of hostel gates as per University Academic Calendar.

### **c. Guests**

- i. Male visitors are not allowed inside the Girls Hostel. They can obtain the requisite information at the hostel gate.
- ii. Residents are not allowed to invite female guests for casual meals.
- iii. No outsiders shall be allowed to stay in the Girls Hostel. However a female guest can stay for two nights only with prior permission of the Warden/Senior warden.

### **d. Permission for going out and visitation by authorized person**

- i. All leave applications, complaints, etc. related to hostel matters shall be submitted to the Warden.
- ii. Students should get their application signed from the Warden before going out.
- iii. Only parents or guardian (authorized visitors) are allowed to visit their daughter/wards.

- iv. Night attendance of the residents will be recorded daily on the closing hours every day.
- v. Weekly checkup of the resident's room will be done on every Friday by the Warden. Residents shall be fined for untidiness of rooms.
- vi. No girls students shall accompany any tour group except her own department group, of which the chairman concerned shall write to the Provost Office, otherwise no permission shall be granted to the girls students to leave hostel. Apart from this prior permission of the parents/guardian is mandatory. Her safe return to the hostel shall be the responsibility of the said department.
- vii. Every boarder must submit names of parents and guardians (authorized visitors) signed by her parents/guardians along photocopies of their National Identity Cards, can visit female student.
- viii. Authorized visitors will be allowed to visit their ward during the following timings. Students must inform the authorized visitors to observe the timings.

	Winter	Summer
Saturday & Sunday	8:00 a.m. to 5:00 p.m.	8:00 p.m. to 7:00 p.m.

- xi. Permission to see visitors must be obtained from Warden. Authorized male visitors can see their wards only in the visiting rooms for a period upto 30 minutes.
- xii. University functions may be attended by the residents after permission is granted by the Warden.
- xiii. Permission for going home must be obtained one day in advance. The resident must sign the register giving the time of departure, place of visit and the time of return. She must also sign the register on her return with time.
- xiv. After closing hours of the University the girls students shall directly come to the hostel.

#### **6.(a) Hostel Dues**

- i. Every resident undertaking study in regular education program shall pay hostel dues per year (two semesters), in advance at the time of admission.
- ii. For students admitted under Non- subsidized education program, additional amount will be charged as per decision of the Competent Authority.
- iii. Mess dues if any shall be charged on actual basis from the students
- iv. Generator facility shall be provided during night (8p.m onwards) in summer only. Dues are subject to changes and with a ten percent increase annually.

#### **6.(b) Provost Account**

- i. Hostel establishment fund to be paid Rs.100/- in Provost's office.
- ii. Students shifting from one hostel to another and having paid common room and crockery charges shall not be required to pay the charges for a second time.

- iii. Hostel contingency other than food chargers shall be utilized for the purchase of crockery, furniture, items for the common room, and other routine expenditure of the hostel. Expenditure against contingency funds shall be incurred with the prior sanction of the following authorities.

**Amount(Rupees) Authority Competent to Sanction**

Upto 3,000/-	Warden
Above 3,000/-	Provost

- iv. All purchase of exceeding Rs. 10,000/- shall be made through the following purchase committee:

1. Warden
2. Assistant Warden
3. Nominee of the Provost

- v. The annual statement of accounts shall be submitted to the Provost by the Warden in the first week of July.

- vi. The hostel accounts shall be checked/ inspected at random by the Provost or his nominee quarterly.

- vii. Each hostel shall maintain a stock register in which all purchased items shall be entered. Physical verification of all hostel property shall be done annually by the Warden and Provost or his nominee.

**7. Hostel Mess**

- i. Hostel mess is managed by students themselves under the supervision of Warden.
- ii. Each hostel shall have a Mess Committee consisting of the Warden as Chairman, the Assistant Warden, and three representatives of the resident students, recommended by the Warden and appointed by Provost, for two semesters in the beginning of each academic year. The mess committee shall select a student as its secretary, who shall be responsible for managing the mess, under the direction of the Warden and the mess committee. The mess committee shall prepare a weekly menu; prescribe quantity of food items required, depending upon the number of the students.
- iii. The contract of supply of food will be awarded to private contractors by the food committee, as per rules of the University. However the Provost has the right to cancel any contract as and when he is dissatisfied with the performance of the contractor. In case of complaint by the students and concerned warden, the Provost can cancel the contract at any time and award the contract to a person of good reputation.
- iv. Meals shall be taken in the dining hall between the hours fixed for each meal. No meal will be served in a room of a resident unless he/she is sick.
- v. Residents are required to come to the dining hall in proper dress.
- vi. Each resident will be a member of the hostel mess. Meals cannot be stopped for less than seven days provided the resident leave from the hostel with the permission of the Warden and hostel clerk in writing, to stop his meals for the period stated.



- vii. The hostel mess system records and accounts will be maintained by the hostel clerk who will be responsible to maintain a list of the members of the mess, work out monthly expenditures incurred per person, enter it into proper register and notify it on the notice board clearly giving the deadline for payment. A student who fails to clear mess dues of the previous month till first week of current month shall not be allowed to avail the facility.
- viii. The payment to the contractor shall be made by the warden after thorough scrutiny of the bills of the contractors by the food committee. The hostel mess system account shall be maintained by the warden and assistant warden. Collection of food charges from the students and depositing it in the respective bank account shall be the responsibility of the hostel clerk who shall serve as cashier and shall be accountable to the food committee and warden. It will be the responsibility of the warden and assistant warden to check and ensure that the amount received from the students, its record shall be properly maintained and deposited in the bank. To ensure transparency, the Provost office can periodically check the mess system, particularly food quality and maintenance of the record.
- ix. All interested resident students shall deposit a sum of Rs.1500/- against the 1<sup>st</sup> month of the food expenditure.
- x. No students shall be allowed to appear in the exam without obtaining clearance of food charges from the hostel clerk duly counter signed by the Warden concerned.

#### **8. CLOSURE OF THE HOSTEL FOR BOTH MALE & FEMALE STUDENTS**

- i. Hostels will remain closed during the summer vacation. All residents shall be liable to vacate the hostels immediately as and when notified.
- ii. Research Students residing in the hostels who desire to stay in the Hostel during summer break shall have to provide a valid recommendation/justification from the concerned supervisor duly signed by the concerned Chairman/Director.

**"All the Rules and Regulations regarding Admissions, Examinations, Hostels Accommodation, Discipline & other rules and Regulations, mentioned in this prospectus, shall equally apply on all students in the University, at whatever level they are and in whichever year admitted in the University."**

## **THE UNIVERSITY OF AGRICULTURE PESHAWAR (PROSPECTUS)**

### **STUDENT CONDUCT AND DISCIPLINE REGULATIONS**

- i. These Regulations may be called “The University of Agriculture, Peshawar, Students Conduct and Discipline Regulations”
- ii. These rules shall apply to all students on the roll of the teaching departments and institutes of the University of Agriculture, Peshawar.
- iii. Discipline Committees: In pursuance of the clause 7 and 8 of the University of Agriculture, Peshawar Ordinance No. 1 of 1981, formation of University Discipline Committee (UDC) and Institutional Discipline Committee (IDC) is required to deal with cases of indiscipline.

#### **1(a). UDC**

- i. The University Discipline Committee shall consist of five senior teachers to be nominated by the Vice Chancellor, including the officer incharge of students' affairs, by whatever name called, who shall also be its Secretary.
- ii. The Chairman of the Committee shall be nominated by the Vice-Chancellor from amongst the members of the Committee.
- iii. The term of the office of members of the Committee, other than ex-officio members, shall be two years.
- iv. The quorum for a meeting of the University Discipline Committee shall be three members.
- v. The functions of the Committee shall be:
  - a). To deal with all inter-Institute cases of indiscipline in the University.
  - b). To propose regulations relating to the conduct of University students, maintenance of discipline and action for breach of discipline.
  - c). To suspend, rusticate or expel students, on the basis of the inquiry conducted under the Rules and Regulations.
  - d). To perform such other functions as may be prescribed.

#### **1 (b): Institutional Discipline Committee**

Each Sectional Head/ Head of Department shall appoint a Discipline Committee, consisting of three officials / teachers of the University to deal with cases of indiscipline of students as may be prescribed.

Institutional Discipline Committee (IDC) constituted in pursuance of the clause 8 of the University of Agriculture, Peshawar, Ordinance No. 1 of 1981, shall have the following responsibilities and powers.

- i). Shall deal with cases of indiscipline/breach of rules.
- ii). Shall make recommendation for appropriate action to the Chairman/ Director concerned.
- iii). Shall co-ordinate with IDC of other departments in case indiscipline involves students of other department (s).

- iv). Shall make recommendations if necessary with approval of the Dean to UDC in case the penalty is beyond its jurisdiction.

## **2. Students Code of Conduct**

Every student will be expected to observe the following code of conduct:

- a) Faithfulness in his religious duties and respect for the convictions of others in matters of religion, conscience, customs and conventions.
- b) Loyalty to Pakistan and refraining from doing anything, which might lower its honor and prestige in any way.
- c) Truthfulness and honesty in dealing with people.
- d) Respect for elders, teachers, administrative and support staff.
- e) Politeness to all, especially women, children, old people and assistance to those with special needs.
- f) Cleanliness of dress, mind, speech and habits.
- g) Devotion to studies and sports.
- h) Observance of thrift and protection of public property.

## **3. Responsibilities**

- i). Every member of teaching staff shall have the power to check any disorderly or improper conduct, or any breach of the Regulations by students in any part of the Campus.
- ii). Incharge, Chairman or Director shall be responsible for maintenance of discipline in their respective units.
- iii). Each Dean shall be responsible for overall control and maintenance of order and discipline in the Faculty.
- iv). The Librarian shall be responsible for the maintenance of order in the Library.
- v). The Provost and Wardens shall be responsible for the maintenance of order in the hostels.
- vi). The Director Sports/Teacher Incharge of Sports shall be responsible for the maintenance of order among the students on or near playgrounds or while otherwise under his charge.
- vii). The Chief Proctor, Staff Proctors and Student Proctors shall be responsible for the maintenance of order among the students, on the campus and for checking behavior detrimental to the good name of the University. This setup should make every effort to detect and pre-empt undesirable activities on the campus.
- viii). Administrative Officer with the support of Provost and Chief Proctor shall be responsible for maintenance of law and order, and other security related issues, problems and conflicts on the campus. They shall also deal with law enforcing agencies in general and Campus Police in particular.
- ix). The entire setup of the University in general and that of the Administrative Officer, Provost and Chief Proctor in particular, shall work in close coordination by providing timely information, help and assistance to each other in case of any mishapening and emergency.
- x). Transport Officer shall be responsible for ensuring proper use of University vehicles and strictly check misuse of vehicles and misconduct with the students using the facility.

- xi). The Controller of Examination shall be responsible to make adequate arrangements to maintain peaceful environment during examinations. Any case of misconduct in the premises of examination centre shall be pursued by the Controller of Examination through proper forum to its logical conclusion.

#### **4. Prohibited Acts**

The following acts are prohibited for students

- i) Smoking in the classroom, laboratory, examination hall, workshop, library, auditorium or convocation hall and at all other places where academic activities are conducted.
- ii) The possession and consumption of alcoholic drinks or other intoxicating drugs within the Campus and hostels are prohibited. Even during instructions, sports, study tours, internship camps or entering such places or attending any such tour or camp is also strictly forbidden. The possession of any kind of weapons/deadly weapons within the campus and hostels are prohibited. If anyone found with the possession of any kind of weapons/deadly weapons will be handed over to the local police station and will be charged under section (13 A.O). The said person will liable for departmental action.
- iii) Collecting money, receiving funds or pecuniary assistance for or on behalf of the University except with the written permission of the Vice Chancellor.
- iv) Staging, inciting or participating in, or abetting any walkout, strike, or other form of agitation including procession, demonstration and hooliganism against the University or its teachers or officers.
- v) Inciting anyone to violence, disruption of the peaceful atmosphere of the University by making agitation speeches or gestures which may cause resentment and harassment and/or offending other individuals.
- vi) Printing, production and distribution of pamphlets, posters, cartoons of blasphemous nature.
- vii) Doing anything likely to promote rift and hatred among various groups/ classes of students.
- viii) Issuing statements in the press, making false accusations, and lowering the prestige of the University.
- ix) Unauthorized and misuse of University's movable and immovable property.
- x) Harassment in any form either physical or mental on the basis of gender, religion, sect, caste and creed, region and ethnicity.

#### **5. Acts of Indiscipline**

A student who

- i. Commits a breach of code of conduct specified in Regulation 4 and commits any of the prohibited acts specified in clause 6; or disobey the lawful instructions/directives of a teacher or any other person in the position of authority in the University.
- ii. Violate the undertaking/agreement submitted by the student at the time of admission, as laid by the Supreme Court of Pakistan in its interim order dated 01/07/1992 (specimen provided in this document).
- iii. Habitually neglects his/her work or habitually absents him/her self from his/her class without valid reason;

- iv. Willfully damages public/University property or the property of a fellow student or any teacher or any employee of the University;
- v. does not pay the fees, fines or other dues payable under the University Regulations and Rules;
- vi. Does not comply with the rules relating to residence in hostels;
- vii. Uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner;
- viii. Commits any criminal, immoral or dishonorable act (whether committed within the University Campus or outside),
- ix. Commits any act which is prejudicial to the interest of the University.
- x. gets involved in disturbance in the campus and hostels such as fighting with fellow students, staff and teachers, use of fire-crackers and firing (these will be considered as major violation of discipline and the students responsible for such act of indiscipline will be liable for major penalty including rustication and expulsion from the University and hostel).

## **6. Penalties**

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

	Penalty	Competent Authority
i.	Removal from classroom, laboratory, workshop, internship or fieldwork for the period concerned, for not more than four such consecutive periods/days and/or impose a fine not exceeding Rs. 1000/-	Teacher Incharge
ii.	Withdrawal from games or the field for not more than one week and/or impose a fine not exceeding Rs. 1000/-	Incharge of the game
iii.	Withdrawal from educational tour, sports or internship.	Head of Department/Institute/ Director Teaching
iv.	Removal from the Department for a period not exceeding two weeks.	Head of Department/ Institute
v.	Removal from the Department/ Institute for a period not exceeding four weeks and/or fine not exceeding Rs. 5000/-	Institutional Discipline Committee (IDC)
vi.	Removal from all classes or any class in any Department or college for a period not exceeding two weeks and/or fine not exceeding Rs. 5000/-	Dean of the Faculty or Chairman of the Department/Institute/Director to which the student belongs
vii.	Withdrawal from Library for not more than two weeks and/or impose a fine not exceeding Rs.5000/-	Librarian
viii.	Removal from hostel for a period not exceeding four weeks	Resident Warden
ix.	Removal from the hostel for a period not exceeding One academic year and/or fine not exceeding Rs. 5000/-	Provost
x.	Fine not exceeding Rs.1000/-	Teacher, Resident Warden, Staff Proctor, Superintendent

		Workshop Staff Advisor of a Club or Society, or Director Sports, Transport Officer & Administrative Officer.
xi.	Fine not exceeding Rs.5,000/	Chairman/Director (on the recommendation of the institutional Discipline Committee), Provost, Registrar, Chief Proctor, Director Teaching, Controller of Examinations, Librarian and Sectional Heads.
xii.	Fine not exceeding Rs. 10,000/	Dean of Faculty in case of Inter-departmental cases of indiscipline
xiii.	Fine not exceeding Rs.100,000/- and or rustication or any other penalty the UDC deems appropriate.	University Discipline Committee (UDC)
xiv.	Cancellation of University Scholarship	Dean of Faculty/ Chairman/Director Teaching/Director Institute/Director Financial Assistance and Development (M&E).
xv.	Removal from a position of authority in a hostel.	Provost, Warden or Assistant Warden
xvi.	Removal from a position of authority in University Sports.	Director Sports
xvii.	Rustication from a Department/ Institute/ Faculty	Chairman, Director, Dean with the approval of the Vice Chancellor
xviii.	Expulsion from a Teaching Department/Faculty /University.	University Discipline Committee (UDC) with the approval of the Vice Chancellor.

- b. Dean of Faculty should deal with the inter-departmental cases of indiscipline in general and those in particular which involve decision/disputes amongst Institutional Discipline Committees (IDCs) of his faculty. In case of involvement of two Faculties, the case should be referred to University Discipline Committee (UDC).
- c. University Discipline Committee shall have the power to impose any of the penalties listed under regulation 8 (i to xvi) except expulsion i.e. 8 (xvii) for which approval of the Vice Chancellor shall be required.
- d. The Vice Chancellor shall have the powers to impose any of the penalties listed in Regulation 6 himself, or to refer any case to the UDC as constituted under first statutes, University of Agriculture, Peshawar Ordinance 1981.
- e. When a case against a student is referred to the UDC, the Committee may, if it deems fit, suspend the student from the University Rolls, direct him to vacate the hostel or take any other action as the situation demands till such time the case is decided.

- f. A teacher or any other officer incharge in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act through report or otherwise, may deal with the case himself. If in his view, the nature of the case is such that it can be more appropriately dealt with by another authority; or a penalty severe that s/he is competent to impose will call in the case; s/he shall follow the procedure outlined below:
  - i) If s/he is not the Dean of Faculty, Chairman of the Department, Director of Institute, S/he shall refer the case to the Dean/Chairman who may deal with it himself or refer it to the IDC.
  - ii) If s/he is the Dean of Faculty or Chairman of the Department, Director of Institute, s/he shall deal with it himself or refer it to IDC, the Vice Chancellor who may refer it to UDC depending upon the nature of the case.
- g. A student may report a case of indiscipline against his fellow student(s) to a Proctor, the Chief Proctor, Provost, Administrative Officer, Transport Officer as related to, who will refer the case to the IDC/UDC or it may be reported directly to the IDC. The IDC/UDC will investigate the case and decide accordingly. A student may appeal to the Dean or to the Vice Chancellor against the action taken or penalty imposed by the IDC and UDC, respectively.
- h. In case of dispute or any other mis-happening between or amongst student(s), teacher(s) and any other employee, the relevant IDC, Chairman, Director, Dean or UDC have the authority to deal with the case by giving equal opportunity of hearing to the parties involved. To meet the requirement of natural justice the relevant body/authority can summon the teacher or employee for hearing.
- I. it is binding on the relevant body or an authority including teachers and all others mentioned in this prospectus to deal with all case(s) falling in their respective jurisdiction and purview. The UDC being the highest disciplinary forum has the power to refer back a case to the relevant competent forum.

## **7. Rustication**

- i) The IDC, UDC, Chairman of a Teaching Department, Director Teaching, Director of an Institute/Campus or Dean of a faculty of the University of Agriculture, Peshawar may rusticate a student for misconduct or gross breach of discipline. Rustication whenever imposed on a University student shall always mean the loss of upto three academic years (six semesters) in so far as his/her appearance in a University examination is concerned and ban on the entry of the concerned students on the whole University Campus. **The student concerned punished by UDC or by Court proceeding will not be eligible to any kind of appointment in the University.**
- ii) The name of the rusticated student shall immediately be removed from the University/Department/Institute/ Campus rolls, and shall not be entitled for any refunds of dues.
- iii) A rusticated student if readmitted may appear in the examinations if S/he is otherwise eligible, and provided s/he is permitted to do so by the Director Teaching/Chairman/Dean/Director/Institute/Campus. The student will himself/herself be responsible for loss of time, the shortage of attendances, if any, and will make full payment for that particular semester.

## **8. Expulsion**

- i) The Vice Chancellor may expel a student for misconduct or gross breach of discipline either himself or on the report and recommendations of the UDC, IDC or Dean, Chairman, Director Teaching/Director Institute/Campus, and Provost/Chief Proctor and impose ban on entry of expelled student to the larger University Campus. **The**



student concerned punished by UDC or by Court proceeding will not be eligible to any kind of appointment in the University.

- ii) The expulsion shall be effective from the date of issue of such an order/notification or from the date of occurrence as specified by the Competent Authority.
- iii) Cases of expulsion will be registered in the University and notified to all Institutions, Departments and Universities in Pakistan. The implementation and enforcement of these decisions shall be the joint responsibility of the University administration, campus police corps and all other law enforcing agencies whenever and wherever needed.
- iv). The Vice Chancellor may, in case of an emergency, take any action against a student or students, pending reference to the Discipline Committees (IDCs and UDC) in case of rustication or expulsion, and order the removal of a student from the University roll and ban his/her entry to the whole of the University campus.
- v). The action taken as an emergency under the section (iv), the Vice Chancellor shall refer such case to the UDC for further hearing and formulate the recommendation.
- vi). No student shall be rusticated or expelled from the University unless s/he has been allowed a reasonable chance to reply to the charges/accusations levelled against him/her.

## **9. Appeal**

- i). An appeal, against rustication or expulsion, shall be referred to a Committee, comprising the Vice Chancellor, senior most Dean, Dean of the Faculty, Chairman of the Department, the Provost, Director Teaching and Chief Proctor.
- ii). Appeal against the decision of an authority who imposes a penalty, shall be filed within fifteen days from the date on which the decision is communicated to appellant provided that the Vice Chancellor may for valid reasons extend this period.
- iii). The Vice Chancellor may revise the penalties imposed by the IDC/UDC/ Dean/Chairman/ Director as the case may be.
- iv). The authority, having the power of imposing a penalty with in his/her own jurisdiction can refer the appeal for review to the higher authority.
- v). When in the opinion of the UDC, the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in Regulation.

## **10. Payment for Damages and Losses**

The Vice Chancellor or any forum to whom the Vice Chancellor may delegate his powers may direct a student, after formal investigation, to pay for any loss or damage to property of the University, public property or to a fellow student or to an employee of the University, caused by a willful act or gross negligence, and if the student does not pay for such damages within definite period, the Vice Chancellor may rusticate/expel student from the University.