

Student Code of Conduct and Disciplinary Procedures

1. General Guidelines of Students' Code of Conduct

A student shall conform to a high standard of discipline, and shall conduct himself, within and outside the university in a manner befitting the students of a university of national importance. He shall show due courtesy and consideration to the employees, duty guards of the university and Halls of Residence, good neighborliness to his fellow students and the teachers of the university and pay due attention and courtesy to visitors. Upon admission into Premier University Chittagong (PUC), a student accepts the mission of the university and is subject to the following principles:

- All human beings are endowed by their Creator with certain rights and no student, faculty member or staff or authority of the university may infringe upon the rights of fellow members of PUC.
- The goal of PUC is advancement of knowledge which cannot occur without a safe and comfortable learning environment. All persons working at and attending PUC are responsible for creation and maintenance of such an environment.

2. Related Bodies to ensure Disciplinary Rules

Premier University has constituted a Proctorial Body taking into account that discipline is the most essential and important element for the development of the institution. The constituted Proctorial Body shall assist the Disciplinary Committee in exercising the power related to disciplinary action as provided in this document.

3. Prohibited Misconducts and activities

Premier University does not accept the following types of misconduct and criminal activities within its premises:

3.1. Academic Dishonesty/Plagiarism which includes the following

- a) Unfair means at the examination by any method or means.
- b) Helping other students to adopt unfair means during the examination.
- c) Plagiarism: Reproducing the work of others as one's own work.
- d) Preparing the work for others that is to be used by the other as his/her own work.
- e) Cheating.
- f) Using scientific or educational data without proper acknowledgement & declaring the work to be the result of one's own research & experiment.
- g) Fabrication or the falsification of any event or information.

3.2. Classroom Discipline

- a) Students are expected to maintain respectful and decorous behavior towards students, staff, and faculty while in the classroom and on the university premises. Classroom discipline shall not include:
- b) interrupting learning through talking out of place,
- c) use of mobile phones,
- d) lateness to class,
- e) or rude words or behavior, etc.
- f) It also includes loud talking or disruptive behavior in the hallways during classes and exams.

3.3. Violence/ Physical Abuse

Premier University is committed to the safety and well-being of all its members. Premier university also strives to maintain an environment that is free from violence.

The act of Physical abuse/violence includes, but is not limited to:

- a) Physical abuse or physical violence such as beating, punching, kicking, or any kind of exasperating physical contact with anyone in the university
- b) Direct threat of violence, either verbal or written or by electronic message
- c) Intimidation, either verbal or written or by electronic message.
- d) Deliberate obstruction or interference to any person's right to attend or participate in university function
- e) Reckless behavior that causes danger or threat any person(s).
- f) Intentional obstruction or interference with any person's right to attend or participate in any University function.
- g) Causing fear and apprehension using misrepresentation, misinformation, force or coercion to solicit support, signatures or participation in activities of a subversive nature or detrimental to the normal functioning of the University.
- h) Any conduct, expression or Language considered improper in interacting with faculty members, University official and staff.

3.4. Dangers to Health and Safety:

- a) Smoking inside the campus and classroom.
- b) Use, production, distribution, sale, possession or stashing of drugs which includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba etc.,
- c) Entering the Campus after consuming any kind of intoxicants mentioned above.
- d) Possession of weapons, firearms, knives, clubs, etc.
- e) Possession or use of Explosive(s) or explosive material(s) such as bombs, cocktails, chemicals or anything in similar nature
- f) Fireworks except as and when authorized by a designated University official.
- g) Knives, clubs or any instruments used with the intention to inflict harm/injury.

3.5. Damage to Property

- a) Willful or malicious damage to or destruction of the University property.

- b) Willfully and maliciously setting fire on the University property
- c) Reckless behavior causing damage or destruction of University property or the property of others.
- d) Tampering, or damaging or unauthorized use of elevators, security devices such as doors and locks, university equipment such as computers and electronics, vehicles, and/or other university equipment.
- e) Walking on lawns, crossing the boundary walls, fencing, damaging the gardens, flowers, spoiling the landscape of the campus.

3.6. Disobedience to Lawful Authority:

- a) Disobedience, interference, resistance or failure to comply with the direction given by various Departments or University authority.
- b) Trespassing and other forms of unauthorized presence
- c) Refusing to show the Identity Card to the University's Officers or security personnel on demand.
- d) Not complying with parking rule of the University.

3.7. Deception

- a) Furnishing false information to the university with an intent to deceive or to derive benefit
- b) Misuse or alternation or forgery of the University documents and records that include but not limited to ID cards, University stationary, Letter Pads or Officer's name, seal or stamp etc
- c) Making false or forged signature of University's officer, teachers.
- d) Giving false statements or producing false or tempered certificate documents, etc.
- e) Forgery or issuing a forged cheque with intent to fraud.
- f) Making a complaint to the University authority in an attempt to mislead, misuse or impede university which is a false or frivolous complaint.

3.8. Theft

- a) Misappropriation or conversion of university funds, supplies, equipment, labor, material, space or facilities.
- b) Possessing, storing or transporting of stolen university property
- c) Aiding or abetting theft of university property
- d) Misappropriation of funds, any form of embezzlement of money and lack of transparency in declaring supporting financial documents by student bodies of PU, including student clubs and other ventures managed by students.
- e) Damaging (i.e. tearing off the pages) and stealing library books, laboratory equipment or any other property.

3.9. Tarnishing University Image/Unlawful Association

- a) Behavior, inside or outside campus that damages university image or disrupt functioning of its normal activities.

- b) Any kind of association with groups and/or individuals that is prohibited by the government, against the law of the country and detrimental to local, national and/or global peace and security. University authority reserves the right to expel those students permanently and to some extent hand them over to law enforcement agencies.
- c) Propagating any form of hate message on campus, over social media or any other means that deliberately demean different religion, culture or ethnic group which are punishable offense by the law of our country.
- d) Any form of message, image, drawing, social media post or any other type of communication that directly or indirectly instigate or supports extremism/terrorism, acts of terrorism or activities that lead to extremism and are against the security and sovereignty of the country, will result in disciplinary action by the university authority.

3.10. Rules on Promotional Activities in University Premises and Campus

- a) Promoting business ventures, commercial activities or social causes in the form of banners, posters, sample demonstrations, stalls, and product placement by parties outside the University should be subjected to scrutiny by the Proctor's Office. Written approval will also be needed from the Vice-Chancellor.
- b) Products, services or ventures that go against PU code of ethics, academic environment and restrictions set by government legislative bodies will not be allowed in any form of public demonstration on-campus. Size, dimension and area of display must follow the instruction of the Proctor's Office.
- c) Promoting on campus activities by clubs, academic schools and other departments of PU will have to go through similar scrutiny. Student clubs, while negotiating with sponsors outside PU, must declare PU code of ethics to the sponsor(s). Any kind of misappropriation and influence to diverge from the standard set by PU authority will be deemed as violation of code of conduct.
- d) Writing or posting posters on any wall of the Campus without prior permission of proper authority.

3.11. Social Misconduct/ Harassment

- a) Abusive or disorderly conduct.
- b) Passing any indecent or abusive or vulgar or lascivious language against any other student, teachers, non-teaching staff, officers, guests etc.
- c) Any behavior or gestures or clothing or acts or expression intended to tease or annoy any other student, teachers, non-teaching staff, officers, guests etc.
- d) Sexual harassment and obscenity in any form.
- e) Sexual advances, requests for sexual favors and other verbal or physical harassments of sexual nature.
- f) Promising favors in exchange of sexual conduct and any form of pleasure seeking from others.

- g) Verbal, non-verbal, mental, and/or physical harassment.
- h) Uploading of indecent pictures or making indecent and untruthful comments via any website like Facebook, twitter, messenger, email etc.

3.12. Cyber-Crime

Misbehavior and crimes committed through email, blogs, social networking sites, Premier University network or Premier University Web Portal, or mobile phones such as: fraud, cheating, identity theft, harassment, pornography, subversive activities, indecent behaviour, software and media piracy, web-site vandalism, release of viruses or worms, spam, advertising, spying, hacking, and cyber- bullying.

3.13. Disorder and Disorderly Behaviour

- a) Riot or incitement to riot, application of force or coercion or organizing meetings/procession /demonstrations intended to solicit support or obtain signatures to show support or compel any member of the University to participate in activities subversive of discipline or of functioning of University is an act of disorder or agitation.
- b) Involvement in illegal strikes and agitation.
- c) Any breach of University rules, regulations or policies is an act of disorderly behavior.

3.14. Free Expression and Disruption

Being an academic institution, the university is committed to the freedom of expression and constructive debate of alternative views, theory and data. It recognizes and respects all peaceful and non-obstructive forms of dissent, whether individual or collective, that are within the university regulations and which do not interfere with the regular and essential operation of the university.

Disruption is an act or a combination of actions by an individual or a group of individuals, who unreasonably interferes with, hinders, obstructs or prevents the smooth and regular functioning and operations of the University including the holding of classes and all administrative functions. Authorized officers of the University have the right to restrain or prohibit such disruptive behavior and take such other action as may be deemed fit and proper.

3.15. Intolerance

All members of the University are expected to be tolerant and respectful towards others irrespective of gender, race, religion, class, political affiliation, caste, status or position in the university or the community at large. Any attitude or conduct of an individual or group of individuals failing to be so respectful and tolerant and disrespect to others is an act of intolerance.

3.16. Misuse of ID

Forging or lending ID card. Willfully lending one's ID to another will result in disciplinary action for both the original student and the recipient.

3.17. Subversive Activities

Any act or behavior or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity.

3.18. Unauthorized Recording

Recording, storage, sharing, distribution of images, videos or sound by any means without consent of owner is unauthorized recording and is strictly prohibited in the University.

3.19. Agitation

Group representation whether in verbal or writing or any other form of expression, is strictly forbidden and is considered an act of agitation. Offenders on account of agitation are liable to one or a combination of severe sanctions.

3.20. Ragging and Bullying

Ragging and bullying can include: intimidation, humiliation, ridicule and physical threats; exercise of power over another through negative behaviour; insulting, abusing, disparaging or intimidating behavior or words.

Cyber Bullying is "the use of electronic communication to bully a person." It falls under this policy if the bullying is between students, and occurs on the university premises or adversely affects the safety of students while in university.

3.21. Political and Non-Political Involvements and Activities

Premier University has a strict policy of non-association and non-involvement in political and activities inside the campus and the classrooms. Whatever political views that an individual (s) may have, he/she shall not bring them in the campus or class or within 20 yards of the boundary of the campus premises of the University. No student can use the name of this university with any political party. The Authority shall have the right to expel students not complying with this rule. For every non-political activity, written permission must be taken from the Disciplinary Committee.

3.22. Other Misconducts

- a) Walking, gathering or roaming in the University premises without justified causes at night after the office hours.
- b) Any other such acts which disturb the normalcy or peace of the campus.

- c) Any act of indiscipline or disturbances in various activities of the University or any function, ceremony, etc., being held in the campus.
- d) Making false allegations, character assassinations of teachers, officers and employees.
- e) Any other act or omission to be deemed as improper by the authority concerned.

4. Further Regulations

4.1. Following Campus Security

Security of PU students, faculty, staff, and physical property is of utmost importance. Students are required to follow instructions of security or administrative staff in all matters concerning security of the above. Failure to do so will be considered Disruption (above). Students may be asked to submit to a search of their person or possessions while on campus. Failure to submit to such search order will be considered Disruption or Disobedience.

4.2. Proper Use of Student IDs

Students are required to wear their own IDs at all times when on campus. Students may not enter campus or use any facilities for any reason without possessing and wearing their IDs. It is solely the student's responsibility to maintain possession and care of the ID at all times.

- a. **Loss or Theft:** Loss or theft of an ID must be reported to Administration immediately. A fee must be paid to replace it. The ID will be replaced within a suitable time upon receipt of payment.
- b. **Forgotten IDs:** If a student forgets an ID, he/she may be issued a temporary ID only upon payment of a fine.
- c. **Do not Share:** Students may not lend or share IDs with other persons for any reason. Lending one's ID to another will result in disciplinary action for both the original student and the recipient.
- d. **Do not use:** If you are not a registered student of the university for a particular term or if you are barred from entering the campus for disciplinary reasons then do not use your ID card even if it works in machines at the entrances of both campuses. You have to take special permission from the authorities to enter into the university.

5. Students' Grievances

The University authorities shall hear any grievance of a student for possible redress. A student may represent a grievance either in writing through his/her batch advisor. In case of violation of code of conduct and disciplinary rules, written allegation must be placed in writing to the Proctorial body. Batch advisors can also send such allegation of violation to the Proctorial Body through the head of concerned department.

6. Authorities and Punishment(s)

The Proctorial Body, Eve Teasing and Sexual Harassment Prevention Committee, Anti-Drug Awareness Committee and Anti-Drug Committee shall monitor their respective matters

under The Disciplinary Committee. Proctorial body shall work closely with other authority in every matter. In case of breaking or defying any rule or committing any crime listed above or any prohibitory work, the following punishments may be sanctioned by the Disciplinary Committee. All such sanctions shall be reported to the Syndicate. In addition to that, the Disciplinary Committee can temporarily suspend a student for a period of six (06) months. For every punishment, written show cause notice will be sent to the student concerned to facilitate his/her defense. In case of failure to accept served notice, decision shall be taken after reasonable time with the attachment of it in department's notice board. All punishments shall be effective after written approval of the Disciplinary committee.

- a) Fine upto 2 lacs taka
- b) Black listing (for further admission, appointments, or any privilege in the University)
- c) Suspension from classes or Campus.
- d) Expulsion
- e) Rustication
- f) Withdrawal of Medals, degrees, certificates or their cancellation.
- g) Debar from admission in our or any other University/Institutions.
- h) Any legal or police action.
- i) Expulsion from the Hostels.
- j) Declaring out of bound from University premises, Library, Hostel, Sports fields, departments, etc.
- k) Withdrawal of fellowships, scholarships or any other facility provided by the University or any other Organization through the University.
- l) Any other punishment which is deemed as fit by the Disciplinary committee.

6.1. The Disciplinary committee

There shall be a Disciplinary committee comprising of one person as Chairman from the BoT. the Vice-Chancellor, Deans from all faculties, one of the Chairmen of Departments as nominated by the Syndicate and the Registrar shall be the members of such committee while the Proctor shall remain as the member secretary of this committee.

6.2. Proctor's Office

The role of the Proctors is to ensure the enforcement of the rules and regulations of the university. The Proctor's Office is the first contact point to start disciplinary proceedings. It will assess and investigate complaints, and takes necessary steps, from counseling or issuing an official warning to referral to the Disciplinary Committee, depending on the gravity of the offences and as per the advice of the Vice-Chancellor. The proctorial body shall consist of the Proctor and Assistant proctors as deemed necessary by the University authority. The Proctor and the Assistant Proctors shall be directly responsible to the Vice Chancellor.

6.2.1. The responsibility of the Proctorial body may include:

- a) Maintain a peaceful environment inside and the adjacent area of the university premise;
- b) Ensuring the personal safety of students, teachers or employees of the university;
- c) Safeguard the assets of the university;

- d) Assisting in solving non-academic disputes among the students with other students, faculty or admin;
- e) Controlling unauthorized access to the university premises; and
- f) Ensuring that the **Code of Conduct** of the Premier University students, is properly followed within the university campus and take such steps as appropriate to do that.
- g) Take cognizance of any breach of student's Code of Conduct and suggest immediate disciplinary action in such cases;
- h) Decide the quantum of punishment to be imposed on the accused students.
- i) Monitor discipline among the students' community in classroom, exam halls, library, canteen, common rooms, study rooms and inside and outside the campus.
- j) Conduct enquiries of incidents relating to violation of disciplinary rules.
- k) 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 Chairperson of the respective department, guardians of the involved students, the law enforcement agency (if required). Written record of the whole proceeding shall be kept in the Proctorial office.

6.2.2. Scope and Jurisdiction of the office of Proctor and Assistant Proctors

- a) The jurisdiction of the Proctor and the Assistant Proctors shall extend to the whole of the university;
- b) Ordinarily, during the university hours the Proctor or One Assistant Proctor shall be available to maintain and oversee the order and discipline in the students.
- c) 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.
- d) The Proctor and the Assistant Proctors shall investigate and submit report in writing to the Disciplinary committee in cases of violation of disciplinary rules.
- e) The Proctorial Body shall maintain a liaison with all the other committees related to disciplinary matters of the university.
- f) The Proctorial body shall protect confidentiality at all stages regarding its investigation.
- g) Cases shall only be referred to the Law enforcement agencies upon taking approval from the Vice Chancellor when it constitutes a criminal offence and in such and other fitting cases the University will not prevent from disclosing confidential information where necessary for discharge of duties or as required by law.

7. Disciplinary Hearing

- a) Unless an alleged breach of regulations involves harassment, serious injury to a person, serious damage to property, or a significant element of dishonesty, the Proctorial body can arrange disciplinary hearing and submit report to the Disciplinary committee without its prior permission. In other cases, the Disciplinary committee shall decide the authority for hearing.

- b) After the issuance of notice and hearing, the Proctorial body shall submit a report in writing to the Disciplinary committee about the incident. This report shall contain the connection (if any) and degree of connection of the alleged to the investigated incident.

8. Investigation Procedure

- a) 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.
- b) The alleged Students shall be required to attend any meeting conducted by the Proctorial body if deemed necessary by the same.
- c) The Proctor shall set out the allegation/s of misconduct.
- d) 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.
- e) 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.
- f) 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.
- g) Written reports of all decided matters shall be communicated to the Disciplinary committee.

9. Review of Decision

A student may prefer review to the Disciplinary Committee where he/she has been punished. Such review must be filed through a written application within 7 days of the decision of the Disciplinary committee.

10. Amendment.

The Code of Conduct and the disciplinary rules can be amended from time to time by the Syndicate if necessary, after being requested by the Disciplinary committee.

11. Other Related Bodies

11.1. Eve Teasing and Sexual Harassment Prevention Committee

This committee has been formed in light of the judgement of the High Court Division (Writ petition no. 5916 of 2008). The role of the Eve Teasing and Sexual Harassment Prevention Committee includes receiving complaints, performing investigation and recommending possible actions to the Disciplinary Committee regarding any eve teasing issue or sexual harassment. The Committee shall be constituted with minimum 05 (five) members where majority shall be women and the head of the committee should be a woman. if available. This committee shall have least two members from outside the organization concerned, preferably from organizations working on gender issues and

sexual abuse. This committee will submit annual reports to the Government on the compliance of the HCD guidelines and its activities.

11.1.1. Matters under Jurisdiction of the Eve Teasing and Sexual Harassment Prevention Committee

This committee shall arrange programs and training for all the employees and students of the University for the awareness against eve teasing and sexual harassment. This committee shall investigate the following matters directly or by the referral of the proctorial body or the Vice-Chancellor:

- a) Unwanted physical contact or conduct;
- b) Verbal abuse of a sexual nature;
- c) Demeaning, insulting, intimidating or sexually aggressive comments;
- d) Threats or implication that refusal of sexual advances will have an adverse effect on academic or employment conditions;
- e) Demeaning comments or psychological pressure for refusing sexual advances; any demand or request to establish a sexual relationship;
- f) Sending sexually explicit or implicit letters, emails, SMS, images, video, social media, etc.; displaying pornographic materials or indecent pictures or drawing;
- g) Taking any form of photographs or video recording for blackmailing or defaming someone;
- h) Spreading rumors about sexual issues to humiliate or disgrace someone socially;
- i) Discriminating anyone on grounds of gender or sexual-orientation.

11.1.2. Investigation Procedure (as directed by the HCD)

Normally the complaint has to be lodged with the Committee within 30 working days of the occurrence. To verify the complaint the Committee will:

- a) In case of minor harassment, if it is possible, the Committee shall dispose of the complaint with the consent of the parties involved and shall report to the Disciplinary Committee. In all other cases the Committee shall investigate the matter.
- b) The Committee will have the power to send registered notice by mail to the parties and the witnesses, conduct hearing, gather evidence, and examine all relevant papers. In this type of complaint, apart from oral evidence emphasis should be placed on circumstantial evidence.
- c) The Committee will keep the identities of the complainant/s confidential. While recording the testimony of the complainant/s any question or behaviour which is intentionally base, insulting or harassing should be avoided. The testimony must be recorded in camera. If the complainant wants to withdraw the complaint or stop the investigation then the reason behind this has to be investigated and mentioned in the report.
- d) The Committee shall submit the investigation report with recommendation within 30 working days to the Disciplinary Committee. The period of 30 days may be

extended up to 60 days by the Disciplinary Committee where it is found necessary.

- e) If it is proved that a false complaint has been filed intentionally then a report will be submitted to the Concerned Authority recommending appropriate action for the complainant/s. The Complaint Committee will take decisions on the basis of the view expressed by the majority of its members.

11.1.3. Punishment

The Disciplinary Committee may suspend temporarily the accused person (other than students) and in case of students, may prevent them from attending their classes on the receipt of the recommendation of the Committee. If the accused is found guilty of sexual harassment, the Disciplinary Committee shall treat it as misconduct and take proper action according to the disciplinary rules of the university within 30 (thirty) days and/or shall refer the matter to the appropriate Court or tribunal if the act complained of constitutes an offence under any penal law.

11.2. Anti-Drug Awareness Committee

An Anti-drug awareness committee shall be in operation to raise awareness against drug abuse among the students. Apart from individual and collective counseling of students, this committee shall arrange different programs and campaigns regarding awareness against drug abuse within the university. This body shall consist of the Proctorial Body and all chairmen of the departments.

11.3. Anti-Drug Committee

An Anti-Drug Committee shall also be in operation as directed by the Ministry of Education of Bangladesh. Comprising of five members, this committee shall include the Vice chancellor as the Chairman. One representative each from the teachers, guardians and students shall be the members while the sports/physical education officer shall be the member secretary of that committee. This committee shall work closely to prevent any drug abuse in the campus, classrooms or premises of the university. In case of any alleged drug abuse, it shall refer the matter to the Proctorial body to deal with it. This committee shall assist the Anti-Drug Awareness Committee in every matter for raising awareness against drug abuse.