

Student Handbook

Table of Contents

Introduction of KITAAS.....	4
Chairperson's Message.....	4
Principal's Message.....	4
Vision.....	5
Mission.....	5
Core Values.....	5
Purpose of Handbook.....	5
Disclaimer.....	5
Important Offices.....	6
<i>Admission & Registration Office</i>	6
<i>Student Affairs Management Office</i>	6
<i>Account Office</i>	6
<i>Information Management Office</i>	6
<i>Admin & Security Office</i>	6
KITAAS Library.....	6
Scholarship and Financial Assistance.....	7
<i>Process</i>	7
College Academic Rules and Regulations.....	7
<i>Fee Refund</i>	7
<i>Mandatory Attendance Policy</i>	8
<i>Updating Attendance of Students</i>	9
<i>Deadlines for Marking Attendance</i>	9
<i>Generation of Roll Number Slips</i>	9
<i>Short Attendance/Absentee Fine</i>	9
Preamble.....	9
Basic Definitions.....	10
1. College.....	10
2. College Premises.....	10
3. Student.....	10

4. Misconduct.....	10
5. Disciplinary Committee (DC).....	10
6. Proctorial Board (PB).....	10
7. Complainant.....	10
8. Accused/Respondent/Defendant.....	10
9. Witness.....	11
10. Suspension.....	11
11. Rustication.....	11
12. Expulsion.....	11
Chapter No.1 Introduction.....	11
1. Aims of the Disciplinary Rules and Regulations.....	11
1.1 Right of College to Take Disciplinary Measures.....	11
1.2 Principles of Justice for Dealing the Cases of Misconduct at KITAAS.....	11
1.3 Definition of Misconduct.....	12
1.4 Jurisdiction of KITAAS Disciplinary Rules and Regulations.....	12
Chapter No.2. Rules and Regulations.....	12
2. Rules and Regulations Pertaining to Discipline at KITAAS.....	12
2.1 Student General Discipline/Misconduct.....	12
2.2 Academic Misconduct.....	13
2.3 Rules pertaining to Health and Safety.....	13
2.4 Financial Dishonesty, Theft and Unauthorized Use of KITAAS Property, Resources and Facilities.....	14
2.5 Moral Turpitude, Indecent Exposure and Behaviour.....	14
2.6 Damage to KITAAS Property.....	15
2.7 Rules for Student’s Societies and other Functions/ Events organizations and Days Celebration.....	15
Chapter No.3. Penalties for Breach of Rules and Regulations.....	16
3. Penalties for Breaches of Rules and Regulations.....	16
3.1 Penalties Pertaining to Violation of Student General Discipline Rules.....	16
3.2 Penalties Pertaining Violation of Academic Misconduct Rules.....	16
3.3 Penalties Pertaining Violation of Health and Safety Rules.....	17
3.4 Penalties Pertaining to Violation of Financial Dishonesty, Theft and Unauthorized Use of KITAAS Property, Resources, and Facilities Rules.....	18

3.5	Penalties Pertaining to Violation of Moral Turpitude, Indecent Exposure and Behaviour Rules	18
3.6	Penalties Pertaining to Violation of Damage to KITAAS Property Rules.....	18
3.7	Penalties Pertaining to Violation of Student's Societies and other Functions/ Events organizations and Days Celebration Rules.....	18
Chapter No.4. Bodies for Dealing with the Cases of Students Misconduct.....		18
4.	<i>Bodies for Dealing with the Cases of Students' Misconduct</i>	18
4.1	The Disciplinary Committee (DC).....	18
4.2	Powers and Functions of DC.....	19
No.5. Procedure for Dealing the Cases of Misconduct.....		19
5.	<i>Procedure for Dealing the Cases of Misconduct</i>	19
Stage No.1. The Preliminary Stage.....		19
5.1.1	Written complaint shall be filed by the complainant against the accused in the office of Chief Proctor (CP) preferably on prescribed form (see appendix 1.) or written application. The complainant could be a student, student proctor, teacher proctor, faculty member, administrative staff or visitor to KITAAS.....	19
Stage No.2. The Informal Stage.....		20
Stage No.3. The formal Stage.....		20
Appeal.....		20
Procedure to be observed by the Inquiry Committee.....		20
Categorization of Student's Misconduct.....		21
<i>Minor Misconduct</i>		21
<i>Major Misconduct</i>		21
<i>Gross Misconduct</i>		22

Introduction of KITAAS

Khaldunia Institute of Technology and Applied Sciences (KITAAS) College is established under the privileged banner of “The Nizam Trust”. KITAAS College aspires to become one of the leading colleges of Lahore with the aim of skill-based education. KITAAS College intends to honor and pay homage to the valuable contributions of the great Muslim scholar, philosopher, and scientist: IBN-E-KHALDUN and views education from a social thinker’s perspective. College provides an encouraging and comfortable learning environment, enabling the students to seek benefits from the unique educational resources of KITAAS College. Its purpose-built campus with well-rounded educationists, air-conditioned equipped labs, and library facilities will foster a strong emphasis on skilled human development. The college aims to create a transformative educational experience for students, focusing on creativity, problem-solving, critical-thinking, entrepreneurship, collaboration, professionalism, and personal growth. We look forward to provide accessible and affordable education to produce an empowered and skilled student body. We feel morally and socially indebted to contribute in any capacity for the bright future of our beloved country and the best way is to educate the future generation of our homeland.

Chairperson’s Message

Education is the foundation for the development and progress of any society. It catalyzes economic growth by increasing technological innovation, boosting productivity and maximizing the potential of human capital. It also broadens the mind and provides alternative perspectives which help us engage with the world in a positive, tolerant manner and impact social change.

Prof. Dr. Mohammad Nizamuddin (Sitara-e-Imtiaz)

Principal’s Message

Education plays a pivotal role in a nation’s development. At Khaldunia Institute of Technology and Applied Sciences (KITAAS) College, we believe that an institution is responsible not only for inculcating the drive for pursuit of academic excellence in students but also instilling in them the ability to be critical thinkers, motivation to be lifelong learners and commitment to be productive members of an ever-changing global society. Our rigorous academic curriculum designed to produce high academic achievement outcomes and embedded in moral, cultural and civic ethics, taught by our outstanding faculty. In our first-rate college campus, facilities are all combined to offer students a quality learning experience that equip them to be successful in life. I believe that our graduates, with the skills and training received at KITAAS, will be able to have a positive impact on our society.

Jehan Ara Nizam

Vision

Khaldunia Institute of Technology and Applied Sciences (KITAAS) College aims at grooming the professionals; who would carry forward the spirit of critical and scientific thinking to serve as a skilled resource for society and industry. We will undertake collaborative projects for the long-term opportunities and interactions with industry & academia to create opportunities, as opportunities need to be created.

Mission

Khaldunia Institute of Technology and Applied Sciences (KITAAS) College, being an educational institution shall provide a sustainable, accessible, and conducive environment for students to attain their academic, cultural, and civic goals. We look forward to provide quality education to produce an empowered and skilled human resource. We focus on practical aspects of the course materials to make learning a meaningful and interesting experience in our intellectually stimulating campus.

Core Values

- Social Responsibility
- Passion to Strive for Excellence
- Innovation
- Diversity
- Entrepreneurship

Purpose of Handbook

This Student Handbook has been conceived to assist the students in becoming acquainted with the University, its policies, and procedures. This handbook provides information regarding a range of services, programs, and resources offered at the Superior University that may prove to be useful for the students. An important part of the Student Handbook is the Student Code of Conduct, which provides detailed information on how to be a responsible member of the student community. It is hoped that this booklet will be helpful for the students in beginning their University-life and in realising their dreams.

Disclaimer

Information given hereinafter, serves as a guide to regulate the student journey at the campus. This can't be treated as a legal document to be challenged in any court of law.

Important Offices

Admission & Registration Office

- Admission Process
- Scholarship
- Registration Process

Student Affairs Management Office

To respond and resolve student issues.

To provide counselling and one-to-one support.

To issue student certificates/letters like bonafide certificates, English proficiency letters, NOCs, and internship letters upon the request of the student.

To maintain liaison with academic departments to settle student issues.

Account Office

- To issue Fee Invoices
- To Collect Fee in Cash
- To Provide Balance Details upon students' request

Information Management Office

Automation plays a crucial and vital role in enhancing the quality of services. In order to promote the culture of automation and green environment in the campus, the KITAAS established a team to develop Campus Management System (CMS). The main objectives of the team are:

- To automate policies, processes, and practices of the institution.
- To establish control on policies and processes developed in the system.
- To develop a paperless environment.
- To update the system according to the latest requirements of the stakeholders.
- To disseminate reliable information.
- To provide reliable data for future decision.

Admin & Security Office

To provide safe and secure environment our Security Systems work 24/7. Surveillance cameras and patrolling of security guards ensures the good order and discipline in the institution.

Safety and security SOPs are duly met at the entry and exit points as well. For students security guard are available to restrict potential unauthorized entries.

It is mandatory for each student to show/wear the college ID card at the entrance.

The visitors must attain temporary visitor's card to seek entry. In case of loss of ID card prescribed fine is charged.

KITAAS Library

Scholarship and Financial Assistance

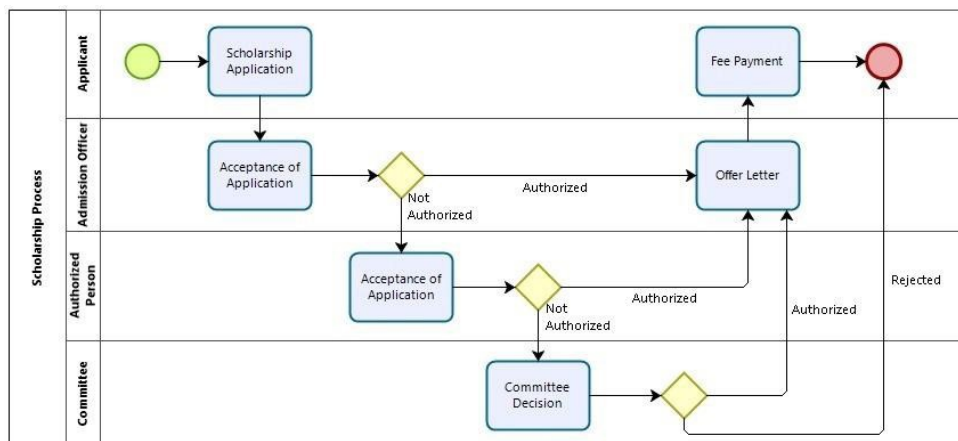
The KITAAS College awards scholarships/financial aid to the selected students on merit, need and kinship etc. basis to the deserving students.

- ***Al-Baig Scholarship***
- ***BIPP Scholarship***
- ***Dr. Fauzia Maqsood (Late) Scholarship***

Process

We need to design our process of Scholarships!

Example



College Academic Rules and Regulations

Fee Refund

As per Higher Education Commission's Circular No. 10-I/HEC/A&C/2015/6542 dated December 07, 2015, refund is available in following cases calculating the period from onset of Orientation/Zero Semester Classes:

%age of Fee*	Timeline** For Semester / Trimester System	Timeline for Annual System
Full (100%) Fee Refund	Up to 7th day of commencement of classes	Up to 15th day of commencement of classes

Half (50%) Fee Refund	From 8th – 15th day of commencement of classes	From 16th - 30th day of commencement of classes
No Fee (0%) Refund	From 16th day of commencement of classes	From 31st day of commencement of classes

I. (*) Percentage of Fee shall be applicable on all components of fee, except for security and non-refundable admission charges/ processing fee.

II. (**) Timeline shall be calculated continuously covering both weekdays and weekend.

Mandatory Attendance Policy

Regularity and punctuality are one of the fundamental requirements of students' learning process. It covers the presence of the student as well as it focuses on the delivery of course content in the classroom. Following are the features of attendance policy:

1. The KITAAS College strives to ensure 100% attendance; however, a minimum of 75% attendance is compulsory to make the student eligible for appearance in final term exams.
2. Attendance is counted from the date of start of regular classes; therefore, no leverage can be extended for late enrolment or registration.
3. Temporary struck off of students' names from the attendance record will be considered as an absence. This includes a period of portal blockage also.
4. There is no concept of leave. Medical or other absences have already been compensated under 25% leverage as explained in, clause No.1.
5. Objective of the college is to ensure 100% attendance and course coverage. Therefore, to reflect the seriousness of the purpose, subject Teacher is responsible to mark attendance within 15 minutes of start of the class. However, if due to any reason, attendance is missed, he can mark the attendance within 24 hours at the maximum.
6. If any student feels aggrieved that his/her attendance has not been marked correction in the system, he/she should apply to the Program Coordinator/Head of the Department concerned within five days for correction of record. After this time limit, no one is authorized to correct the same.
7. Percentage of attendance is calculated on the basis of classes held, which should not be more than required number of lectures.
8. Fractional percentage of presence can be rounded off up to the next digit (e.g., 74.1 = 75).
9. Late enrolment and add-drop period will be considered as the absence period by the students.
10. Program Coordinator/HOD should be approached to settle the attendance issue arisen due to change of section and late admission in first semester.

Updating Attendance of Students

Teacher of each course is responsible for updating the attendance of students in the system for each course. Students must maintain their attendance for 80% of the classes or above.

Deadlines for Marking Attendance

Teacher can update attendance of any student in the system on the same day. After that, Program Coordinator/HOD can update attendance of any student in the system within 05 days.

Generation of Roll Number Slips

Program Coordinator/HOD of each program will be responsible for generating roll number slips. No student is authorized to sit in the examination hall without the production of roll number slip. **Roll Number Slips will not be provided to the student until the clearance all outstanding dues.**

Short Attendance/Absentee Fine

Short Attendance/Absentee fine will be charged (Rs. 500/- per percent) from students having attendance from 75% to 79%. Students having less than 75% attendance will be dropped in the respective subject(s).

College Discipline Rules and Regulations

Preamble

Discipline is the fundamental law of nature visible in every form, process and functions of natural being in the ordinary business of life. No institution, organization and society can grow, prosper, flourish and develop unless its member demonstrate an unusual sense of sound discipline. Absence or non-observance of moral, social, financial and administrative discipline yield irreparable damage and crumble an organization, institution or society like a house of cards. To keep the house in order and ensure proper, smooth and efficient functioning of an organization certain lines and limits needs to be drawn and defined in the shape of discipline rules or code of conduct.

Khalidun Institute of Technology and Applied Sciences (KITAAS) being established in March, 2021, is a new and emerging institution in the higher education landscape of Lahore, Punjab. The KITAAS envisions a research-based, quality-conscious, demand-driven future to acquire excellence in diverse fields to restore hope and build community at large. This dream could only be transformed into reality if KITAAS ensures sustained supply of trained human resources into the national market. Whereas, this dream of quality graduates, becomes a distant reality in an academic atmosphere where the hole in the moral ozone continues to widen. Outstanding quality graduates could only be produced, if KITAAS create, establish and maintain an enabling environment where moral, social, ethical, financial and academic discipline is strictly practiced, followed and observed. However, it would not be possible to regulate the students conduct and inculcate positive changes in their attitudes across the spectrum at KITAAS in absence of disciplinary rules and regulations. To create and establish an enabling environment, a desperate, dire and urgent need was felt to frame KITAAS Student's Disciplinary Rules and Regulations to define and restrict student's academic life within certain limits to better guide and facilitate them towards smooth achievement of their carrier goals and ambitions. The present handbook of Student's Disciplinary Rules and Regulations is a product of rigorous and exhaustive consultative process. These rules covers broad and diverse range of aspects to restrict and regulate students' academic life at KITAAS within certain bounds and limits. These rules and regulations are framed in the context of contemporary issues and shall be subject to amendments from time to time with the emergence of new issues. It is hoped and expected that these rules and regulations will help in creating an atmosphere where, students feel safe and secure to embark on their academic flight; where diverse social, cultural, religious, ethical and ethnical norms, values and beliefs are respected;

and where smooth and conflict-free operations of academic, research and administrative business of KITAAS are ensured.

Basic Definitions

1. College

College means the Khaldunia Institute of Technology and Applied Sciences (KITAAS) where these rules and regulations (amended from time to time) are to be implemented.

2. College Premises

College premises means all the lands, buildings, facilities and resources owned, leased, managed, or operated by the KITAAS

3. Student

An individual who has paid admission fee, registered for classes, or otherwise entered into any other contractual relationship with the College to take instruction, conduct research or undertake project. It also include a person who is eligible or entitled to receive any of the rights and privileges enrolled at KITAAS, including but not limited to, those individuals admitted to the College and attending orientation programs. Student status lasts until an individual graduates, is dismissed, or is not in attendance for two (02) complete, consecutive semesters.

4. Misconduct

“Any on-campus or off-campus act, omission or behavior on part of the students that adversely affects the sanctity and good reputation of institute and / or disrupts the smooth functioning, proper operations, as well as routine academic, research and administrative business of KITAAS shall constitute misconduct under these Rules and Regulations”.

5. Disciplinary Committee (DC)

The apex committee constituted by the competent authority in consultation with the deans of various faculties to decide the fate of cases concerning gross misconduct on part of the student.

6. Proctorial Board (PB)

The board constituted by the competent authority in consultation with HoDs, Convener DC and Director Administration to check, monitor and regulate students actions, behavior, ethics and etiquette to maintain and sustain students discipline on routine basis that ensures smooth and conflict-free running of academic, research and administrative business of KITAAS.

7. Complainant

The College member (student, faculty members or administrative staff) who files a complaint against another student or group of students on grounds of alleged misconduct.

8. Accused/Respondent/Defendant

A person who is alleged to have violated the KITAAS Students Disciplinary Rules and Regulations.

9. Witness

A person who possesses relevant information or digital, video, audio or other documentary form of proofs/evidences concerning an event of minor, major or gross misconduct on part of the student within or beyond KITAAS premises.

10. Suspension

Suspension means temporary removal of a student from routine academic activity (classes, assignment, research, field trips, functions, seminars, workshops, trainings and exams etc.) on charges of alleged

misconduct in an event that is subject to an official inquiry. During the time student charged of alleged misconduct shall stand suspended and will be entitled to avail any rights, privileges, services and facilities that he/she otherwise entitled to.

11. Rustication

Rustication, whenever imposed on College student, shall always mean the loss of one academic year/semester so far as his/her Examination is concerned. The period of absence from the College Teaching Department will, however, depend upon the time of the year when the penalty is imposed.

12. Expulsion

A student found guilty of major or gross misconduct shall be expelled from KITAAS. Expulsion means no re-admission in the College in any program, course, semester or other academic category created and defined from time to time.

Chapter No.1 Introduction

1. Aims of the Disciplinary Rules and Regulations

These rules and regulations aim at achieving, maintaining and sustaining discipline amongst students to create an enabling environment; where students feel safe and secure to embark on their academic flight; where diverse social, cultural, religious, ethical and ethnical norms, values and beliefs are respected; and where smooth and conflict-free operations of academic, research and administrative business of KITAAS is ensured.

1.1 Right of College to Take Disciplinary Measures

- i. Disciplinary action may be invoked against a student (studying in or registered at KITAAS) if he or she is found guilty of misconduct (see 1.4).
- ii. Students shall also be subject to disciplinary measures if there is written or verbal charges, allegations or complaint from any person either from within (students, teachers, administrative staff, student's proctors or teacher's proctor) or outside the College community that a student has committed misconduct.

1.2 Principles of Justice for Dealing the Cases of Misconduct at KITAAS

Process and principles of natural justices will automatically find its way to investigate any case of suspected, unproven and supposed misconduct on part of the student at the KITAAS. These principles are:

- i. All information pertaining to allegations and charges of misconduct shall be provided to the student being accused of misconduct except in cases of exceptional nature;
- ii. The person, Chief Proctor, Teacher Proctor, Proctorial Board etc. arbitrating the charges/allegations of alleged misconduct shall be independent;
- iii. All parties facing the charges/allegations of misconduct shall be given equal opportunity to make their views known;
- iv. All parties relating to charges/allegations of misconduct shall be informed of the results/outcome of the investigation process being adopted and carried out.

1.3 Definition of Misconduct

"Any on-campus or off-campus act, omission or behaviour on part of the students that adversely affects the sanctity and good reputation of the institute or disrupts the smooth functioning, proper operations, as well as routine academic, research and administrative business of KITAAS shall constitute misconduct under these Rules and Regulations".

1.4 Jurisdiction of KITAAS Disciplinary Rules and Regulations

The jurisdiction of these rules cover the entire College's premises. However, the KITAAS reserves the right to take disciplinary action against a student in respect of any misconduct wherever it may have taken place. In this regard, these rules are also applicable to any misconduct on part of the student committed off-campus that has a direct connection with:

- i. Academic course requirements or any credit bearing experience, such as internships, field trips, study abroad or student teaching;
- ii. Any activity supporting pursuit of a degree, such as research at another institution or professional practice assignment
- iii. Any activity in which a police report has been filed, a summon or indictment issued, or an arrest has been occurred for a crime of violence;
- iv. Any kind of strike/protest organized, supported, facilitated, incited and provoked by KITAAS regular students outside the College premises;

Chapter No.2. Rules and Regulations

2. Rules and Regulations Pertaining to Discipline at KITAAS

The following acts, behaviour, conduct, languages, performances, operations, and processes on part of the students studying in or registered at KITAAS are absolutely, unconditionally, unquestionably and categorically prohibited, forbidden and banned (unless otherwise permitted) and its violation may invoke prompt and strict disciplinary action. Misconduct includes, but not limited to the following acts.

2.1 Student General Discipline/Misconduct

- i. Students entry to campus without visibly displaying their Student Identity Card unless otherwise permitted in special circumstances;
- ii. Misbehaviour, disobedience, disrespect, disorderly or unreasonable act, behaviour, language or messages expressed on-campus against anyone (student, faculty member, administrative staff, support staff or visitor) either verbally or in writing including the electronic form that is conflicting, contradictory and incompatible to the equal opportunities policies of the College;
- iii. Use of any electronic or digital devices (mobile phones, loud speakers or any other digital or electronic devices etc.) in a way and manner that disturb, disrupt, interrupt, distract and violate the privacy and sanctity of other students, faculty members, staff and institute are prohibited unless otherwise permitted.
- iv. Any activity on part of the students that obstruct, disturb, hinder and interrupt routine academic and research activity, management practices, and day-to-day administrative operations of the College, including wasting of staff time; Including but not limited to the following act:
 - a. Any kind of fooling activities with fellow students (male or female), junior students, new comers or fresh students, staff and visitors;
 - b. Inciting, provoking protests/strikes
 - c. Staging protest/strike;
 - d. Walkouts or instigating students for walkouts from the classrooms, examination hall, or other important functions/events without following proper defined procedure;
 - e. Raising slogans against College or its designated officials;

- f. Student's unions carrying colours, badges, flags and agendas of different political or religious parties/organizations etc.;
- v. A breach of the regulations of any of the College's established student's societies;
- vi. Failure to comply with any ruling made as a result of disciplinary proceedings;
- vii. Any act or behaviour on part of the students which the Vice-Chancellor, the Disciplinary Committee or its members, the Proctorial Board or its Proctors and Faculty Members or Administrative staff of the KITAAS has a reason to believe is a breach of good discipline, ethical and moral character;
- viii. Use of internet or social media to threaten some student or College employee;
- ix. Representing himself/herself on internet, print or electronic media as representative of College without any permission to do so.

2.2 Academic Misconduct

Any activity that tends to compromise the academic integrity of KITAAS or subvert the educational process. Academic misconduct includes, but not limited to the following:

- i. Unauthorized entrance or presence in or on College premises such as scientific and IT labs, halls, seminars, conferences, workshops, trainings, functions/parties, faculty and administrative staff offices.
- ii. Breach of the regulations for the use of the Scientific Laboratories, IT Laboratories, Central Library and other facilities, whether in the College or accessed through the College internet.
- iii. Violation of course rules as contained in the course syllabus or other information provided to the students.
- iv. Submitting plagiarized work for an academic requirement.
- v. Falsification, fabrication, or dishonesty in creating, or reporting laboratory results, research results or any other assignment.
- vi. Alteration grades or marks by the student in an effort to change the earned grades or credits.
- vii. Engaging in activities that unfairly place other students at a disadvantage, such as talking, hiding or altering resource material, etc.
- viii. Disturbing and disrupting normal class conduction and classroom environment.

Note: Cases of cheating and plagiarism will normally be dealt with by separate procedures established by the Directorate of Examination. However, circumstances may arise where the College or the Directorate of Examination decides the merit of case to be dealt with as a disciplinary matter instead of being considered as purely an academic matter;

2.3 Rules pertaining to Health and Safety

Any act, behaviour, conduct, languages, performances, operations, and processes that threaten and endanger the safety, physical or mental health and life of anyone on-campus are strictly prohibited. Prohibited acts pertaining to health and safety include but not limited to the following:

- i. Any act of attack, beating, stabbing, mugging, battering that might threaten or endanger the safety, physical or mental health and can create or is likely to create law and order problem within the College's premises.
- ii. Sexual harassment of fellow students including sexual advances, sexual solicitation, request for sexual favours, or physical conduct of sexual nature.
- iii. Any form of harassment other than sexual harassment based on race, gender, ethnicity, religion or belief on part of student which causes suffering, pain, sorrow, annoyance, irritation, aggravation, immense fear and intense distress amongst others.
- iv. Keep or carry licensed or unlicensed weapons within KITAAS premises that have potential or capability to put other's life at risk.

- v. Storage or possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive except unless otherwise authorized.
- vi. Consumption and possession of narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes and other material and substances used for such purpose anywhere within the campus premises.
- vii. Any act that can constitute, likely to constitute or have the potential to constitute a health hazard.

2.4 Financial Dishonesty, Theft and Unauthorized Use of KITAAS Property, Resources and Facilities

- i. Financial embezzlement, fraud, deceit, deception or dishonesty in relation to the College, its resources, its staff, students or visitors.
- ii. Theft, misuse and misappropriation of any assets, possessions, resources and funds, belonging to or in the control and custody of the College, its staff, students or visitors.
- iii. Misuse or falsification of any records or documents belonging to or in the possession of the College, its staff, students or visitors.
- iv. Collection of money or receiving donations or monetary/financial assistance privately or on behalf of the College or by College organization except with the permission of the competent authority.
- v. Any kind of unauthorized use of any KITAAS physical, technological or material resources, property or facilities within or beyond KITAAS premises.

2.5 Moral Turpitude, Indecent Exposure and Behaviour

- i. Exposure of the private or intimate parts of the body in a lewd, lecherous and lustful manner in public or in private premises within KITAAS when the accused may readily be observed.
- ii. Direct participation in sexual activity that includes but not limited to the following:
 - a. Direct involvement in sexual intercourse within KITAAS premises.
 - b. Kissing, hugging, in-folding or squeezing etc.
 - c. Any other activities that can or have the potential to provoke or incite sexual feelings.
- iii. Possession and storage of immoral video, audio or published materials as well as rebellious literature banned under the prevailing law of the land.
- iv. Co-gathering, coupling and gender mixing anywhere in any form except in otherwise defined academic and research activity.
- v. Wearing of dress contrary to the social, cultural and religious values, norms, traditions such as sleeveless, very close-fitting, belligerent or shirts carrying lewd remarks, patchy, baggy and shabby looking jeans and chappals;

Explanation: Students shall observe strict modesty in dress. Boys can wear formal dress (Trousers & Shirt), Jeans and Shirt. Girls can wear Shalwar-Suit, or Kurta. Girls must not wear T-shirt and tight fit wears. For girls without sleeve shirt and T-shirt, Tight fit laggies and other wears are strictly banned.

- vi. Using electronic or other means to make a video or photographic record without person prior knowledge a person in a location where there is expectation of reasonable privacy and such recordings have the potential or likely to cause distress, mental agony, damage to reputation, self-respect and prestige; Rules concerning taking photos or video recording of other students without any prior knowledge or information of the person include but not limited to the following:
 - a. Taking photos or making video of other students in wash rooms, common rooms, lawns etc.
 - b. In classrooms sessions, seminars, workshops, trainings etc.

- c. In field trips, internships, class assignments, cafeteria etc.
- d. However, Chief proctor or member of Proctorial board may take photo and/or video when and where required without informing the concerned student to collect/save the moments as evidence or proof for reporting purpose.
- vii. Any action/behaviour which interferes with the religious belief, cultural values, social norms, freedom of speech, thought, action or enquiry of any other student or staff or lawful visitor to the College;

2.6 Damage to KITAAS Property

Damage to, defacement or wrongful treatment of the property of the College and its physical, technological and material resources. Rules concerning this section include but not limited to the following;

- i. Damaging or defacing or polluting KITAAS academic and administrative buildings, boundary walls, lawns, playgrounds, signboards or any other kind of physical asset.
- ii. Damaging KITAAS technological resources including computers, multimedia projectors, lab equipment's, telephonic, internet and other electrical devices installed anywhere within KITAAS premises.
- iii. Damaging KITAAS operational vehicles, furniture and fixtures.

2.7 Rules for Student's Societies and other Functions/ Events organizations and Days Celebration

1. Students societies shall be established and registered through proper procedure as laid down and amended from time to time by the competent forum of KITAAS.
2. Funding sources, process and procedure for any society's event, function or program shall be clearly defined before seeking approval for the said event.
3. All student's societies and general events, functions, programs shall be organized through following procedure:
 - a. Fill and submit prescribed application form (attached as appendix-II) for taking prior approval for any event, functions, programs etc.
 - b. The application submitted shall follow the defined channel to grant approval.
 - c. Chief Proctor will nominate a committee of 3 members from PB who shall look after all matters related to society's functions.
 - d. The committee (mentioned in section c above) shall review the case in light of its need, significance, and importance in the context of broader interests, strategic aims and objectives of KITAAS.
 - e. Sponsoring agencies terms and condition shall be discussed in details before granting approval for any event, functions or programs.
 - f. The committee shall approve, suggest changes or disapprove the event/functions/programs etc. by 2/3rd majority and forward it to competent authority for onward approval if approved by the committee.

Chapter No.3. Penalties for Breach of Rules and Regulations

3. Penalties for Breaches of Rules and Regulations

Breach or violation of any KITAAS disciplinary rules and regulations shall invoke prompt disciplinary action. If a student is found guilty for a breach of local rules and regulations of various categories prescribed in the previous section, then one or many of the following penalties may be imposed:

3.1 Penalties Pertaining to Violation of Student General Discipline Rules

- i. Violation of sub-section (i) of Section (2.1), student may be given caution, in case of repeated violation, a written reprimand may be served and even then, if the same violation happens on part of his/her entry to campus may be banned.
- ii. Depending on the nature, gravity, magnitude and extent of violation of sub-section (ii) of section (2.1) one or more of the following penalties may be imposed:
 - a. The matter may be reported to the parents/guardians and they may be requested to visit College if necessary.
 - b. A student may be fined. Fine may range from Rs.500 to Rs. 10,000 depending upon on the nature of violation.
 - c. A student may be turned out of the class by the inquiry committee upon the advice/request of concerned teacher/staff and not be permitted to attend the same course or any class or all classes for a period of 1 to 2 weeks depending on the gravity of violation.
 - d. A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation, he/she fails to improve his conduct, he/she may be fined Rs: 2000-10000, rusticated or expelled.
 - e. A student may be rusticated, expelled or asked to withdraw from the Department, in the manner hereinafter mentioned;
- iii. Violation of sub-section (iii) of section 2.1 may invoke written reprimand, report to parents/guardian and fine ranges from Rs.500 to Rs. 10, 000 depending on gravity of violation.
- iv. Violation of sub-section (iv) of section (2.1.), may invoke strict disciplinary including heavy fine (from Rs. 1000 to 10,000) and written warning, or suspension, or expulsion or rustication depending upon the magnitude and extent of the violation.
- v. Violation of sub-section (v) of section (2.1) may invoke written reprimand, fine Rs: 500- 10000, cancellation of society membership and ban on his/her entry to any function organized by the same student society.
- vi. Violation of sub-section (vi) of section (2.1.) may result in expulsion (for specific time) or rustication of the student.
- vii. Violation of sub-section (vii) of section (2.1.), the discipline committee on the recommendations of inquiry committee can impose anyone of the above-mentioned penalties.

3.2 Penalties Pertaining Violation of Academic Misconduct Rules

- i. Violation of sub-section (i) of section (2.2.) students may be served written warning or fine Rs: 500 to 5000, upon repeated violation fine ranging from Rs.5000 to Rs. 10,000 may be imposed.
- ii. Violation of sub-section (ii) of section (2.2.) will result in imposition of temporary or permanent ban on student entry to the designated area, use of defined facility or resources as well imposition of fine of Rs. Rs.500 to Rs. 10,000.
- iii. Violation of sub-section (iii) of section (2.2.) may result in written warning, fine ranging from Rs.500 to Rs. 10,000, suspension for 1 - 2 weeks from the classes, drop out from the same semester, or expulsion from the department depending on the nature of violation.

- iv. Violation of sub-section (iv) of section (2.2.) may result in cancellation of the research work submitted plus written warning whereas repeated violation may result in extra semester registration or cancellation of academic degree in cases of sever nature. Furthermore, committee may follow the HEC rules and penalties related to plagiarized work submitted by student.
- v. Violation of sub-section (v) of section (2.2.) may result in cancellation of the work being done or submitted or cancellation of academic degree in case of gross academic misconduct.
- vi. Violation of sub-section (vi) of section (2.2.) may lead to cancellation of transcript with heavy fine Rs. 2000-10,000 or cancellation of academic degree or both.
- vii. Violation of sub-section (vii) of section (2.2.) will result in imposition of written warning, fine ranging from Rs.500 to Rs. 1000 depending on the nature of violation and suspension from classes from 1 to 2 weeks.
- viii. Violation of sub-section (viii) of section (2.2.) will have same penalties as for (vii).

3.3 Penalties Pertaining Violation of Health and Safety Rules

- i. Violation of sub-section (i) of section (2.3.) will results in imposition of fine ranging from Rs. 3000 to Rs. 20,000 plus written warning or drop out for 01 semester or direct expulsion from KITAAS or any two or all penalties.
- ii. Violation of sub-section (ii) of section (2.3.) shall result in direct rustication and imposition of lifelong ban on his/her entry to KITAAS premises for education and job purposes and shall stand ineligible for availing any kind of services or facilities related to KITAAS.
- iii. Violation of sub-section (iii) of section (2.3.) may invoke suspension for 01 month from classes or fine of Rs. 5000 to Rs. 20,000, or suspension for one semester or rustication in extreme cases or any two or more of these penalties at a time.
- iv. Violation of sub-section (iv) of section (2.3) may invoke direct fine of Rs. 3000 for possession and Rs. 10,000 for showcasing of any fire arms in the KITAAS premises. In addition, report in nearest police station may be filed against the accused to initiate necessary proceedings as per prevailing law of the land.
- v. Violation of sub-section (v) of section (2.3) may reported instantly to the concerned law enforcing agencies to initiate necessary criminal proceedings against the accused as per contemporary laws of the land.
- vi. Violation of sub-section (vi) of section (2.3) may invoke fine of Rs. 2000 to Rs. 10,000 and the matter may be reported to their parents and they shall be requested to visit the College. Subsequent violation on part of same students may result in temporary suspension (02 weeks) from classes in addition to the above-mentioned penalties. Repeated violation on part of the same student may lead to his/her expulsion from the College.
- vii. Violation of sub-section (v) of section (2.3.) may invoke one or many of the abovementioned penalties (concerning violation of health and safety rules) depending upon the nature, extent, magnitude and gravity of violation.

3.4 Penalties Pertaining to Violation of Financial Dishonesty, Theft and Unauthorized Use of KITAAS Property, Resources, and Facilities Rules

Violation of any sub-section of section (2.4.) may invoke one or many of the following penalties at a time depending upon on the nature, extent, magnitude and gravity of violation:

- i. Witten reprimand, calling of parents/guardian to College and recovery of the damages.
- ii. Imposition of fine ranging from Rs. 5,000 to Rs. 30,000.
- iii. Suspension, direct expulsion and rustication.

3.5 Penalties Pertaining to Violation of Moral Turpitude, Indecent Exposure and Behaviour Rules

Violation of any sub-section of section (2.5.) may invoke one or many of the following penalties at a time depending upon on the nature, extent, magnitude and gravity of violation:

- i. Written reprimand may be served and the matter may be reported to the parents/guardians and they may be requested to visit College if necessary.
- ii. A student may be fined. Fine may range from Rs.500 to Rs. 10,000 depending upon on the nature of violation.
- iii. A student may be suspended from the rolls for a period not exceeding two weeks at a time, pending inquiry into the misconduct of the student/s; and
- iv. A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation, he/she fails to improve his/her conduct, he may be expelled or rusticated.
- v. A student may be rusticated directly in view of the gravity, nature and magnitude of violation.

3.6 Penalties Pertaining to Violation of Damage to KITAAS Property Rules

Violation of any sub-section of section (2.6.) may invoke one or many of the following penalties at a time depending upon on the nature, extent, magnitude and gravity of violation:

- i. Recovery of the damages (at a rate of twice against the prevailing market rate of the damaged asset, resource and facility) plus imposition of fine ranging from Rs.500 to Rs. 10,000 and calling of parents/guardian to the College.
- ii. Suspension of accused student during inquiry phase not exceeding 2 months, drop out for 01 semester, expulsion and rustication depending upon the nature of violation.

3.7 Penalties Pertaining to Violation of Student's Societies and other Functions/ Events organizations and Days Celebration Rules

Violation of student's society's rules may invoke a written reprimand and fine of Rs.500 to 1000 depending upon the nature of violation.

Chapter No.4. Bodies for Dealing with the Cases of Students Misconduct

4. Bodies for Dealing with the Cases of Students' Misconduct

4.1 The Disciplinary Committee (DC)

The disciplinary committee shall be the apex body to decide the fate of gross misconduct cases on part of the student within or beyond the premises of KITAAS. The Vice Chancellor will constitute the College Discipline Committee as per section 13 of "Constitution, Functions and Powers of Authorities of the College Statutes, 2016" for a term of 02 years. DC shall deal with or decide upon the cases being put forward by the Proctorial Board (PB), KITAAS. The Convenor shall convene meeting upon receiving case of misconduct from PB.

4.2 Powers and Functions of DC

The disciplinary committee shall perform the following functions.

1. Discuss, review and decide the cases of student's expulsion and rustication in matters of gross misconduct committed on part of the student forwarded by PB.
2. Deal with cases of criminal offense committed within or beyond campus that has a direct relation and relevance with KITAAS.
3. Arrange and conduct hearing of appeals submitted by students against the decisions of inquiry committees submitted by Proctorial Board.

4.2.1 *The Proctorial Board (PB)*

The VC shall constitute the Proctorial Board comprised of, preferably, one faculty proctor from each department with consultation of HoD concerned and one representative from administration. PB would be constituted for a period of two years. The Chief Proctor nominated by the competent authority shall be the Convenor of PB. All members of the PB shall have equal decision making power.

4.2.2 *Powers of Proctorial Board*

The PB shall have the powers to:

1. Implementation of all disciplinary rules in the College and propose new regulations or suggest improvement in existing disciplinary rules to DC for approval.
2. Issues written reprimand, call parents/guardian of accused students, suspension of students for 02 weeks, impose fine of Rs.100 to Rs.20000.
3. Recommend and forward cases of student's expulsion, rustication and criminal offense to DC along with relevant documents, proofs and witnesses etc. based in inquiry report.

4.2.3 *Functions of Proctorial Board*

1. Establish, maintain and sustain discipline through established rules, regulations and set procedures at KITAAS.
2. Deal with all kind of student's disciplinary matters that disturb and disrupt academic, research and administrative activities of KITAAS.
3. Work in tandem with relevant administrative departments to ensure smooth and conflict free operations of academic and administrative function in College.

No.5. Procedure for Dealing the Cases of Misconduct

5. Procedure for Dealing the Cases of Misconduct

The following procedure shall be adopted for dealing the cases of general or gross misconduct committed on part of the student within the jurisdiction of these rules.

Stage No.1. The Preliminary Stage

- 5.1.1 Written complaint shall be filed by the complainant against the accused in the office of Chief Proctor (CP) preferably on prescribed form (see appendix 1.) or written application. The complainant could be a student, student proctor, teacher proctor, faculty member, administrative staff or visitor to KITAAS.
- 5.1.2. The CP will constitute a committee of one to five members depending upon the gravity of complain.
- 5.1.3. One member committee will be from PB.
More than one member committee will be consisted of one member from PB and others from relevant department and/or faculty as the case may be.
- 5.1.4. Inquiry committee will frame a charge sheet and shall communicate it to the accused together with the statement of allegations
- 5.1.5. The accused will be directed reply against the charges being levelled by inquiry committee within a reasonable time (depending on the nature of allegations).

Stage No.2. The Informal Stage

- 5.2.1. Upon receipt of reply and personal hearing of the complainant and accused, the inquiry committee will analyse the charges/allegations in the light of available reports, evidences, and witness's responses to the allegations, the inquiry committee may decide the fate of the case in one of the following ways. It is likely that most cases will be of a minor nature and will be dealt with locally

and informally by the inquiry committee simply and quickly. The inquiry committee may resolve the case through:

- 5.2.1.1. Issuance of a written warning to correct his/her behaviour or conduct and the same warning may be communicated to their parents/guardian as well or
- 5.2.1.2. Imposition of fine ranging from Rs.100 to Rs.5000 in addition to written warning (Provided the charges/allegations prove true and correct).
- 5.2.1.3. The final decision of PB shall be communicated in writing form to the complainant, accused, Convenor DC, CP and concerned HoDs
- 5.2.2. However, if the alleged misconduct charges are of more serious and grave nature (where of student's rustication/expulsion or termination chances are possible), or if it calls for an exhaustive and detailed investigations, or the alleged misconduct is of criminal nature, or the alleged offence is outside the normal jurisdiction of the staff directly involved, the matter should be referred to Disciplinary Committee (DC) by PB along with report of inquiry committee, available relevant and related material, charge sheets etc. for the initiation of the Stage 3 (Formal Stage).
- 5.2.3. CP will hold the meeting of PB in first week of each month. CP will present all the decision of inquiries and cases which have to be forwarded to DC for further decision or further inquiry.
- 5.2.4. CP will keep record of all complains and inquiries.

Stage No.3. The formal Stage

On receipt of the case regarding an allegation of Misconduct from PB to DC, the Convenor shall convene DC meeting as quickly as possible to determine the nature of the case on the grounds that:

- a. Due to the serious nature of the alleged misconduct the possibility of Suspension, Expulsion or Rustication should be considered and may impose the penalty (based on inquiry report submitted by PB/CP) or the matter may be referred for further detailed inquiry or
- b. It may constitute an offence under the criminal law and a decision is taken to report it to the Police.

Appeal

The student(s) who has/have been rusticated/expelled may submit a written appeal to the worthy Vice-Chancellor within 15 days following the date of notification of rustication/expulsion or withdrawal. The Vice-Chancellor shall have the power to pass such orders as he may deem fit. The Vice Chancellor, if wish to do so, may delegate his power to any committee to hear the appeals and make decisions accordingly.

Procedure to be observed by the Inquiry Committee

1. Where an Inquiry Committee is appointed by Chief proctor or DC, the Convenor of the committee shall:
 - a. Frame a charge and communicate it to the accused/defendant, together with the statement of allegations within three days.
 - b. Direct accused/defendant to submit a written defence in response to the charges/allegations within a reasonable time, which shall not be less than three days or more than seven days from the day, the charge has been communicated to him/her.
 - c. Direct all parties to the case (the complainant, the accused, the general witnesses, the eye witnesses etc.) to appear before the committee on specified date to be heard in person.
2. The Inquiry Committee shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against him/her.
3. The Inquiry Committee shall hear the case and will conclude the case within reasonable time. Inquiry Committee shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.

4. Where the Inquiry Committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as committee thinks best suited to do substantial justice.

Categorization of Student's Misconduct

Minor Misconduct

1. Misbehaviour
2. Disobedience
3. Disrespect
4. Disorderly or unreasonable act behaviour, language or messages expressed on-campus
5. Not Displaying Student ID card
6. Loud Mobile Voice (music or religious sermons etc.)
7. Defacing or wall chalking inside campus
8. Unauthorized entrance or presence in or on College premises
9. Noise in class
10. Hooting against others
11. Raising slogans against College or its designated officials;
12. Using electronic or other means to make a video or photographic record of other

Major Misconduct

1. Co-gathering, coupling and gender mixing
2. Student's unions carrying colours, badges, flags and agendas of different political or religious parties/organizations etc.
3. Any kind of fooling activity
4. Inciting, provoking protests/strikes
5. Staging protest/strike;
6. Walkouts or instigating students for walkouts from the classrooms, examination hall, or other important functions
7. Licensed or unlicensed weapons within KITAAS premises
8. Narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes
9. Theft, misuse and misappropriation of any assets, possessions, resources and funds,
10. Possession and storage of immoral video, audio and published materials as well as rebellious literature.

Gross Misconduct

1. Direct indulgent in or sexual or immoral activities
2. Sexual harassment including sexual advances, sexual solicitation, request for sexual favours, and other verbal or physical conduct of sexual nature;
3. Any act of attack, beating, stabbing, mugging, battering
4. Financial embezzlement, fraud
5. Possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive
6. Damaging or defacing KITAAS property, physical and technological resources

7. Any form of harassment other than sexual harassment based on race, gender, ethnicity, religion or belief on part of student which causes suffering, pain, immense fear and intense distress amongst others.