



## CONSTITUTION OF PROCTORIAL BOARD UOBS

The University of Baltistan, Skardu has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. UoBS Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

Some specific responsibilities of the Proctorial Board are as follows:

1. To maintain discipline in the Institute; ensure Institute rules are understood and followed;
2. To keep an eye on the general moral behavior of the students
3. To prevent the student from indulging in any political activities on Institute premises.

<b>The following faculty and admin staff will be the members of Proctorial Board with immediate effect.</b>			
<b>S. No.</b>	<b>Name of Member</b>	<b>Department</b>	<b>Designation</b>
1	Dr. Mehdi Hassan	Chemistry	Chief Proctor
2	Dr. Alamdar Hussain	Biological Science	Additional Chief Proctor
3	Dr. Zakir Hussain Qamar	Mathematics	Additional Chief Proctor
4	Dr. Wajid Khan	Business Management	Additional Chief Proctor
5	Dr. Muhammad Essa	English	Additional Chief Proctor
6	Dr. Sabir Ali	Education	Additional Chief Proctor
7	Dr. Salar Ali	Environmental Science	Additional Chief Proctor
8	Mr. Jawad Usman Arshad	Computer Science	Member
9	Mr. Shamshad Hussain	Tourism	Member
10	Mr. Ghulam Abbas	English	Member
11	Mr. Abdul Rehman	English	Member
12	Ms. Benazir Bano	Anthropology	Member
13	Ms. Maria Naseem	Finance	Member
14	Ms. Engineer Noreen	Computer Science	Member
15	Ms. Kishwar Sultana	English	Member
16	Mr. Zulfiqar Ali	Security	Member
17	Mr. Khalid Mehmood	Administration	Member
18	Mr. Mr. Zaffar Abbas	Examination	Member

All cases of indiscipline or indecent behavior of any student, cases of individual/group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board.

Chief Proctor is assisted by additional proctors and members of the Proctorial board and will have a deciding role if students involved are of their departments.

The Proctorial board will have at least one lady member and will be the chairperson of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with a girl student.

### **NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY**

A student can lodge complaint in the office of any of the authority of UoBS including Registrar/Director Academics/Chief Proctor/HOD/Dean etc.

After receipt of a complaint it is scrutinized by the HOD and HOD is empowered to take necessary action against the accused with at least three other members of the Proctorial board.

If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in depth investigation.

Proctorial enquiry is an internal enquiry of UoBS and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

1. The complainant is called for hearing and his statement is recorded.
2. The accused person(s) is called for recording his/her statement.
3. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
4. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
5. A cross-examination of the accused and the complainant is conducted.

6. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
7. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
8. The defense given by the accused persons in the show cause notice is studied and examined.
9. A report is prepared as per the “UoBS Students’ Discipline and conduct Rules”, appropriate disciplinary action is recommended.
10. Final report and recommendations is submitted to Dean for approval & final decisions
11. Consequently, the award of punishment is conveyed to the student duly signed by Chief Proctor and Director Academics.
12. The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

UoBS students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and Regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honour. The rules and regulations are categorized into three categories as mentioned below. Students are required to follow these rules and they also have to submit bond of good conduct.

These Rules and Regulations in black and white format shall come into force at once.

## **RULES AND REGULATIONS**

1. Students shall behave with dignity and courtesy inside and outside the university.
2. Students shall observe strict modesty in dress. Boys can wear formal dress (Trousers & Shirt), Jeans and Shirt. Girls can wear Salwar-Suit or Kurta. Both boys and girls must not wear tight fit wears. For girls without sleeve shirt and T-shirt, Tight fit laggies and other wears are strictly banned.
3. Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I-Cards are to be worn round the

neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.

4. Girl students are not allowed to leave the institute premises during the university timings. If a girl student wants to leave the institute for some valid reasons before the closing of session timing she has to follow SOPs at any cost.
5. Students shall not entertain visitors without prior permission in the campus. Students are expected to read notices/circulars displayed on the university notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
6. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, and ghutkas and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
7. Do not possess firecrackers of any kind in the university campus.
8. Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the university campus.
9. Do not scribble on the desks or the white board or on the walls of the university.
10. Students are forbidden from entering the university office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
12. Respect the institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the HOD/ Dean or to circulate/display any kind of notice among students or on white boards or on notice board without the written permission of the HOD/ Dean. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD/ Dean.

15. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Dean/HoD is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.
16. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution. Inform the college of any changes in personal details or address.
17. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found parked in unauthorized places shall be impounded.
18. Students who want to avail bus facility in between the session will have to pay full bus fee for the session.
19. Students who are not availing the bus facility but caught traveling in bus will be charged with full bus fee as fine.

#### **PUNISHMENT FOR VOILATION OF RULES AND REGULATIONS.**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct and violation of General and Academic Rules and Regulation of the university.

1. Expulsion from the university.
2. Rustication up to four semester period.
3. Fine up to Rs. 25,000/-
4. Logging of FIR with the Police.

#### **GENERAL GUIDELINES FOR IMPLEMENTATION OF PUNISHMENTS**

1. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself.
2. Students found guilty in any in-disciplinary activity by the Proctorial board, one "Red Mark" will be marked against his / her profile. Further if number of such red marks exceeds to 3 during his/her entire course duration, he/she will be automatically debarred from the campus placement. Further red marks may result in to expulsion from the university.

3. However, if a student improve his / her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can give application to the proctorial board to remove red marks. If board is satisfied with the improvement, then the board may remove such red marks from the student's profile.
4. In case the Chairman or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending proctorial or any other inquiry.
5. In case any dispute arises with regard to the interpretation of any of these Rules the matter shall be referred to the Chairman/Director Academics/Dean, whose decision thereon shall be final.
6. The Management is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the institution-owned or leased property. The student understands and expressly agrees to accept all risks of such losses or damages.

***End***