



# CODE OF ETHICS

University of Baltistan, Skardu

<http://www.uobs.edu.pk>



**THIS PAGE IS INTENTIONALLY LEFT BLANK**

**TABLE OF CONTENTS**

**WHY A CODE OF ETHICS?** ..... 4

**PREAMBLE:**..... 6

**INTRODUCTION:** ..... 7

**1. CODE OF ETHICS FOR THE FACULTY** ..... 7

    1.1. Professional Obligations and Commitments:..... 7

    1.2. Professional Commitment to the Students: ..... 9

**1.3. Professional Commitment to Colleagues:** ..... 10

**1.4. Professional Commitment to the University:** ..... 11

**2. CODE OF ETHICS FOR THE STUDENT** ..... 11

**3. THE CODE OF ETHICS FOR ADMINISTRATORS** ..... 18

    3.1. Professional Commitment of Administrators..... 18

    3.2. Commitment to Faculty, Students, and Others:..... 19

**3.3. Professional Commitment to Colleagues** ..... 20

**3.4. Professional Commitment to the University:** ..... 21

**3.5. As a Professional: Observing Commitments Made to the University:**..... 22

**4. CODE OF ETHICS FOR THE MEETINGS:** ..... 23

    4.1. Code of Ethics before the Meeting:..... 23

    4.2. Code of Ethics During the Meeting:..... 23

**4.3. Code of Ethics During the Meeting:**..... 24

**5. LIBRARY:** ..... 24

**6. TRANSPORTATION AND UTILIZATION OF VEHICLES:** ..... 25

**7. CODE OF ETHICS FOR THE CANTEEN(S)**..... 26

    7.1. Prices:..... 26

    7.2. Personal Hygiene, Hygienic Food, and Canteen’s Cleanliness:..... 26

**7.3. No Smoking:** ..... 26

**8. AUDITORIUM AND CONFERENCE HALL(S):**..... 26

**8. THE CODE OF ETHICS FOR MEDIA REPORTER AND CELL:** ..... 27

**9. SEXUAL HARASSMENT POLICY OF THE UNIVERSITY OF BALTISTAN:** ..... 29

    9.1. The Policy Against False Accusations: ..... 31

    9.2. Recommendations: ..... 31

**REFERENCES:** ..... 32



## WHY A CODE OF ETHICS?

*“A man without ethics is a wild beast loosed upon this world.”*

Albert Camus (1913 - 1960)

A French Author, Philosopher,  
Dramatist, and Journalist

“The nation’s morals are like its teeth: the more decayed they are the more it hurts to touch them” (Shaw, 1970-1974). In the quote, G.B. Shaw lucidly describes the worth of morality. The context of the quotation answers the question of why do we need a Code of Ethics for such a prestigious educational institute? The decadence of morality is the decadence of the entire social fabric, therefore, the Code of Ethics becomes an inevitable part of any institute. Implementation of the Code of Ethics could be a challenging task at the beginning because it is like the institute’s teeth; “the more decayed they are the more they hurt”. The Code sets some parameters for the best interest of any institute. If the Code is abided by all the stakeholders, the institute receives respect and honor around the globe. It is worth mentioning here that if any individual breaches the Code, that individual can face severe consequences. In addition to this, through the Code of Ethics, the institutions have a check on every individual and treat him/her accordingly.

A code helps an institute as a just and fair guide about every individual and department. Both individuals and departments get guidelines from it. It not only provides limitations of every person and department but also clearly defines the punishment as well. It develops a sense of accountability in an institute. Through the fair implementation of a code, institutes ensure discipline and the rule of law.

For the continuation of sound educational activity, every university develops its code of ethics, and students, faculty, and staff become bound to follow it. The major purpose of a code is to establish high moral values and providing a set of rules which must be acceptable for all. Concisely, the code of ethics is a carefully drafted document that provides golden guiding principles to every person associated with that institution to become a useful member of the institute as well as society.

It is concluded that the implementation of a complete code of ethics helps in standing institutes on their feet. Otherwise, the institutes without any code are demolished sooner or later.

## **PREAMBLE:**

The renowned English Historian, Arnold Toynbee (1889-1975), minutely examined, “*Out of twenty-one notable civilizations, nineteen perished not by conquests from without but by moral decadence from within.*” The idea advocates the inculcation of high moral values to nourish and strengthen civilizations as well as institutions. The universities are the cradles of knowledge and free-thinking. Ethical values and high moral character is the ornament of a learned person. A fact is, which degree a person holds matters less, but how he utilizes the degree matters more. The Code of Ethics of the University of Baltistan, Skardu has been carefully crafted for the best interest of both the students, faculty, and administration.

Besides quality education, the University of Baltistan, Skardu inculcates morality and ethics in its students. The Code of Ethics demands all the students, teachers, administration, and collaborators (individuals or partner organizations) have to abide by it. Breaching any clause of the Code of Ethics may ruin the professional and educational career of individuals. Every person associated with the University is expected to be the epitome of the Code.

This manuscript covers the Code of Ethics for all the departments and individuals of the varsity and educates about the limitations, restrictions, and practices that may hamper the smooth working environment or the reputation of the University. Abstaining from any conflict and mishap within the premises of the University, the proper implementation of the well-crafted Code is inevitable. For this purpose, all the stakeholders (Faculty, students, administrators, and others) are expected to respect and practice the Code wholeheartedly for the reputation and growth of the University.

# THE CODE OF ETHICS

## **INTRODUCTION:**

Every faculty member of the University of Baltistan, Skardu has strong faith in the high moral values of mankind. Besides practicing and propagating morality, truth, devotion, and excellence, each faculty member shall comply with the following Code of Ethics to ensure the teaching-learning environment by creating a learning opportunity for all. The faculty shall abide by the Code of the University and shall contribute to the promotion of educational activities.

## **1. CODE OF ETHICS FOR THE FACULTY**

A professional teacher always holds a high moral character. Being a teacher, guardian, counselor, and role model, a teacher always practices and propagates ethics and morality. A teacher is an heir of Prophets who enlightens its pupils. The faculty members at the University of Baltistan, Skardu are expected to demonstrate the following professional obligations and comments.

### **1.1. Professional Obligations and Commitments:**

The University can reach the pinnacle of academic standards if it develops a team of professionals whose skills are coupled with moral values such as, integrity, wisdom, and compassion. Such a team can bring revolution in academia by providing equal opportunities to every student.

To ensure full compliance with their employer (The University of Baltistan, Skardu) and profession, the faculty members shall abide by the following Code of Ethics:

1. Acceptance of responsibility shall only be based on their competence level.
2. All the faculty members shall strive to remain professionally sound and up-to-date regarding their subjects.
3. They shall avoid any type of prejudices based on race, ethnicity, nationality, gender, sex, color, caste, languages, marital status, age, religion, sect, political adherence, physical or mental disability, or any other.
4. They shall avoid all the fraudulent acts, deception, forgery, and dishonesty.
5. They shall participate in the maintenance and propagation of elevated professional standards.

6. They shall support and take part in the promotion of professional moral values like integrity, competence, and commitment.
7. They shall keep observing emerging trends of knowledge and research in his/her field and based on these trends, updating himself/herself.
8. They shall avoid using coercive means or promise and shall not offer exceptional support to the students, colleagues, administration to exploit policies and professional decisions.
9. They shall avoid concealing facts and shall not spread fraudulent statements and rumors.
10. They shall acknowledge the support they receive from other colleagues.
11. They shall beware of indulging in any conflict that hinders the exercise of professional discretion and unbiased judgment.
12. They shall desist from receiving illegal support of any professional relationship.
13. They shall not solicit private information from students unless it is essential to providing services.
14. They shall keep shared private information confidential, except for compelling professional reasons.
15. They shall provide students reasonable access to the record of their academic performance.
16. Never provoke students against the university or colleagues, otherwise, strict action will be taken against him/her.
17. Not sexually harass students, allied teaching staff, or other employees of the university. (Sexual harassment may include sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of a sexual nature.) If any of the faculty members is alleged to involve in sexual harassment (If found guilty after crosschecking of the authenticity of the evidence), strict action shall be taken against him/her as per the University's Policy and the HEC's rule(s) of sexual harassment. Furthermore, the university shall not entertain any type of harassment case(s) outside of the university's premises.
18. They shall not use derogatory language in their written or verbal communications to or about clients.
19. They shall avoid exploiting professional relationships with students, colleagues, parents, university management for personal gains.

20. They shall not indulge in any type of plagiarism or taking credit and responsibility for the work they have not performed or the work they have not contributed for.
21. They shall not falsely claim credit for the research, publication, innovation, and research of others both in Pakistan and abroad.
22. They shall strictly follow research principles and ethical standards in human or animal research.
23. They shall ensure all precautionary measures in a laboratory to avoid any accidents to individuals and damages to the equipment.
24. They shall report to the administration if any person breaches the rules contained in this section.

### **1.2. Professional Commitment to the Students:**

It is a fact that a devoted teacher builds a dignified nation. This profession demands a teacher to perform its role in the best interest of students. Each faculty member shall perform its duties with full honesty and devotion for the educational and moral development of its students.

In fulfillment of the obligation to the student, the faculty member shall:

- a. Explore every student's level of intelligence and work accordingly.
- b. Organize student-centered sessions for the best interest of the students.
- c. Provide freedom to the students in expressing their views about the subject and provide a chance to enhance their scholastic thinking.
- d. Work for the holistic development of the student.
- e. Always do your efforts to resolve these issues which hinder the smooth learning process of any student.
- f. Avoid disseminating distorted subject matter otherwise the concerned faculty member shall be responsible for it and the University shall take action against him/her.
- g. Disclosure of any official information should be avoided unless it is deemed necessary for professional purposes or is required by law.
- h. All the students should be treated fairly and justly to avoid any sort of discrimination based on color, race, gender, sect, etc.
- i. Avoid ridiculing or demoralizing students on their academic shortcomings.
- j. Avoid passing derogatory remarks on any student.

- k. Being a teacher, he/she should be the epitome of integrity and punctuality.
- l. Providing a proper time to counsel the academic weaknesses of the students.

### **1.3. Professional Commitment to Colleagues:**

The institutions grow faster in a professional sound and morally elegant environment. Personal and institutional growth may only be possible if the faculty member and its colleagues create and maintain an environment of mutual trust and respect. Both the parties (faculty members and colleagues) can create a win-win situation. This environment requires the following professional obligations on the part of all the faculty members. The faculty member shall be:

- a. Treating one another with respect and honor according to their position, qualifications, and job description.
- b. Avoiding indulgence in unwarranted negative criticism or bullying of your colleagues. (Unwarranted negative criticism may include derogatory comments about the level of his/her competence or other attributes such as ethnicity, race, nationality, color, sex, marital status, age, religion, sect, caste, political belief, race, immigration status, physical or mental imparity.
- c. Avoiding indulgence in any sort of harassment (sexual advance, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature) of subordinates, students, trainees, or colleagues over whom they exercise authority. Indulgence in such activities within the premises of the university shall be treated strictly as per The University's Code of Ethics and the HEC's Sexual Harassment rule(s). Further, the University shall not entertain such cases that happened outside of the University Premises.
- d. Avoid involving in any type of social or mainstream media propaganda against any official of the University. In case of involvement in commenting against, alleging against, or belittling, or any other form of defamatory content or material; strict action shall be taken against him/her as per the University's Code of Ethics, the HEC's Code of Conduct, and the Law of Pakistan.
- e. Promoting the culture of mutual co-operation among colleagues at University.
- f. Avoiding disclosure of confidential information shared by colleagues in the course of their professional relationships and transactions unless disclosure becomes inevitable under exceptional circumstances.

- g. In case, any ethical concerns are raised on any decision by an interdisciplinary team, attempt to resolve them by using proper channels.
- h. Seeking guidance/support of your senior(s) in decisions in the best interest of the university.
- i. (When observe a colleague's incompetence) directly consult him/her when feasible support him in taking remedial action.
- j. Taking an appropriate action by using the appropriate channel(s) if any colleague is intentionally not taking steps to overcome his/her professional deficiencies.
- k. Defending/assisting your colleagues who are discriminatorily/unjustly charged with unethical conduct.

**1.4. Professional Commitment to the University:**

In fulfillment of the obligation to the profession and the administration, the faculty member shall be:

- a. Avoiding misrepresenting professional qualifications or his/her own, or those of colleagues.
- b. Accepting any position or responsibility only based on professional competence and qualifications.
- c. Avoiding to hide any information knowingly regarding a position from an applicant or employer or distort/misrepresent an assignment or condition(s) of the employment.
- d. Providing prompt notice to the University, in case of any change in the availability of service.
- e. Avoiding to assign a task(s) to unqualified personnel for which they are responsible.
- f. Using his/her duty hours when to assign any task.

**2. CODE OF ETHICS FOR THE STUDENT**

All the students of the University shall abide by the following Code of Ethics:

- 1. Refrain from academic dishonesty. It includes plagiarism, cheating, fabrication, facilitation, or any other type that violates academic ethics.
- 2. Desist from any intentional or unintentional act(s) endangering, threatening, or causing physical or mental harm to any person on the varsity's premises.

3. Illegal or unauthorized use, possession, or storage of explosives, firearms, any other weapons, or dangerous chemicals are strictly prohibited even if the possessor is duly licensed to hold that specific firearm/weaponry.
4. Breaching of any disciplinary principle shall be dealt with according to the university's Code of Ethics.
5. Avoid indulging in false information, forgery or unauthorized use of documents, unauthorized use of electronic transmission, the instrument of identification, academic or non-academic records, signatures, seals, or stamps to get access to any outside agency or service.
6. Avoid involving in any type of social or mainstream media propaganda against any official or student of the University. In case of involvement in commenting against, alleging against or belittling, or any other form of defamatory content or material; strict action shall be taken against him/her as per the University's Code of Ethics, HEC's Code of Conduct, and the Law of Pakistan.
7. Furnishing false information, forgery, or unauthorized use of documents
8. Detesting from disorderly or indecent behavior, breaching of peace; or aiding, abetting, or procuring another person to breach the peace on the University Premises or at University-sponsored functions/activities.
9. Avoiding any unauthorized use of electronic or other devices to make an audio/video recording of any person while on the University Premises without his or her consent.
10. Avoiding indulgence in theft or attempted theft of the property of the University.
11. Avoiding activities that can cause intentional or reckless destruction or damage, or attempt to destroy or damage, the University's property or the property of others on University premises or at University-sponsored activities.
12. Avoid violating the University regulations or policies including amendments and additions adopted since the date of publication.
13. Avoiding possession, consumption, or distribution of drugs, alcohols, or any other form of intoxicants, on University premises or at University-sponsored activities.
14. Avoiding unauthorized access or entry to, or use of, the university facilities and equipment. further, unauthorized possession, duplication, or use of keys to any of the University's

premises, facilities, or equipment; or, unauthorized entry to or use of the University premises is strictly prohibited.

15. Avoid using university assets like vehicles, computers, library books, laboratory, or any other without receiving approval from the concerned department or the head.
16. Avoid indulging in cybercrime or other abuse of computer facilities, these are, but not limited to:
  - i. Unauthorized access to a file to use, read or change the contents, or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Getting access/use of another individual's identification/password.
  - iv. Interference with the work of another student, faculty member, or the University official(s).
  - v. Sending obscene, abusive, or threatening messages.
  - vi. Intentionally transmission of computer viruses.
  - vii. Hacking and interfering with the normal operation of the University computing system.
  - viii. Unauthorized duplication of software or other violation of copyright laws.
  - ix. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
17. Avoid provoking others by using words, gestures, or other verbal and non-verbal cues to incite or encourage others to violent or retaliatory behavior, or other acts of misconduct.
18. Avoid bringing any beasts into the University's Premises. For practical or study purposes, the concerned person has to get approval through the proper channel. To avoid any mishap, the concerned department/individual has to submit the list of Standard Operating Procedures (SOPs) along with the approval form or application.
19. Demonstrations which can cause damage to any person's life or the property of any individual or the University are strongly prohibited.
20. Without getting approval from the University, nobody shall perform any political or religious activity.

21. All forms of harassment are dealt with according to the University's Code of Ethics, the HEC's Policy, and the Law of Pakistan. The University shall be responsible for such cases within its premises and within working hours; the University shall not be bound to entertain such cases outside of the Premises of the University. The involvement of the community (People of that specific region) shall be treated as NO ONE by the University in such cases and the University shall autonomously and strictly shall deal with such cases. These include passing remarks, visual or written material to cause harm to a person, or a group that creates hindrances or restricts students' education.
22. Avoiding unwanted verbal or physical advance or explicit derogatory remarks towards individuals causes humiliation or discomfort and interfere with their educational opportunity.
23. Avoiding all forms of physical assaults like gambling, smoking, abuse of the student conduct system. Abusing of the student conduct system includes, but not limited to:
  - i. Failure to obey the notice from the University official to appear for a meeting or hearing as part of the student conduct system.
  - ii. Falsification, distortion, or misrepresentation of information before a hearing body or designated hearing officer of the University.
  - iii. Disruption or interference with the orderly conduct of a hearing proceeding.
  - iv. Causing a violation of the University Code of Ethics hearing to convene in bad faith.
24. Avoid indulging in indecent behavior on the university premises that defies the norms of decency, morality, and religious/cultural/social values.
25. Avoiding actions that could cause damage to the University's assets (damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.).
26. Avoid using or charging mobile phones in classrooms, examination halls, labs, and the library.
- 27. Enforcement of the Code of Ethics:** To enforce the Code of Ethics of the University of Baltistan, Skardu, matters of indiscipline shall be referred to as the concerned institution or the University's authorities authorized to check indiscipline matters and decide on them as per Policy of the University, rules, and regulations. Parents of those students who

disobey authority and violate the Code of Ethics shall be informed. Students shall be held accountable for the acts of misconduct of their guests while on the University Premises or at University-sponsored activities. Students charged with violations of this Code of Ethics shall be subjected to disciplinary action under the University's rules/regulations/statutes.

**28. Punishment or Penalty for Breaching the Code of Ethics:** Punishment or penalty for breaching of the Code of Ethics shall be according to the gravity of the case and maybe any one or more of the following:

**a. Minor Punishments:**

- i. Warning or notice to the offender, orally, or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- ii. **Probation:** Probation for a specific period.
- iii. **Fine:** Fine which may amount up to Rs 2000/-
- iv. Withholding of a certificate of good moral character.
- v. Deprivation from the privileges enjoyed by the students.
- vi. Award of “F” grade in a paper.

**b. Major Punishments:**

- vii. Expulsion from the class for a specific period up to one semester.
- viii. Fine, this may amount to Rs. 10,000/- or above
- ix. Cancellation of the examination result.
- x. Expulsion from the institution for a specific period.
- xi. Non-conferment of degree/transcript.

**29. Disciplinary Process:**

- i. **Case Referrals:** Each case of ill-discipline shall be reported to the head of the institution through the HoD or the supervisor. Any charge should be submitted as soon as possible after the occurrence of the alleged violation, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the University's Disciplinary Committee. Depending on the gravity of the case, the head of the institution will decide to award minor punishment at the institution level or refer the matter to the University's Disciplinary Committee for decision by the competent authority for major punishment.

- ii. **Hearing of Disciplinary Cases:** A disciplinary hearing is a formal process conducted by the Institution Disciplinary Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation(s) of the Code and to determine and recommend a punishment. Every effort shall be made to expedite proceedings under allegations within a reasonable period.
  - iii. **Punishments:** The Disciplinary Committee of the University of Baltistan, Skardu shall recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his point of view. This shall be done before recommending the punishment to the head of the University/Registrar/VC.
  - iv. **Appeals:** An appeal against the decision of the Disciplinary Committee can be filed to the competent authority – VC/Registrar – within fifteen days of the announcement of the decision.
30. **Gender Mixing:** Students are strictly reminded to follow the accepted social and cultural norms of society. Undue intimacy and unacceptable proximity, openly or in isolated areas shall not be tolerated. The tendency of taking advantage of common places like, cafeterias, and shops, etc. is objectionable and undesirable. Also, students are advised to avoid movement in mixed groups on the campus after sunset.
31. **Littering:** It is the responsibility of all to keep the Campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the Campus Premises. The designated waste boxes should be used to deposit the refuse.
32. **Sports:** All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration, and appreciation towards their opponents, team-mates, officials, and the University staff at all times.
- i. Under no circumstances should a player or sportsperson react violently nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official, or spectator.
  - ii. Individuals signing the player registration form are agreeing to abide by this Code of Ethics and shall accept that any deviation from these rules resulted in disciplinary action by the University.

- iii. Persons under the influence of drugs are not permitted to participate in sports activities at the university and as such the defaulters shall be liable to disciplinary action by the University.
  - iv. On a final note, no referee, umpire, or official is perfect. You won't agree with every decision that is made and, just like players, the umpires and sports officials too may make mistakes.
33. **Dress Code:** To maintain academic dignity and sanctity of the institution, students and staff of the University are required to wear decent dress keeping in view the local cultural values. The dress restriction is not an attempt to impose any rigidity or regimentation but is congenial to the spirit of discipline which is the cardinal feature of lifestyle at the campuses of the University of Baltistan, Skardu. The purpose of the Dress Code is to provide basic guidelines for appropriate work dress that promotes a positive image of the University besides allowing flexibility to maintain good morale, respect, cultural values, and due consideration for safety while working at laboratories. In compliance with the dress code, students shall avoid:
- i. Wearing tight or see-through dress;
  - ii. Wearing shorts, or sleeveless shirts;
  - iii. Wearing T-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others;
  - iv. Wearing shabby or torn clothing;
  - v. Wearing jogging or exercise clothing during classes;
  - vi. Putting on excessive makeup or wearing expensive jewelry;
  - vii. Wearing an untidy, gaudy, or immodest dress in classrooms, cafeteria, and the University offices;
  - viii. Wearing unprofessional attire in the formal programs and interviews.
34. All faculty members, administrative staff, support staff, and students are expected to monitor this Code of Ethics and report any disregard or violations thereof to the University authorities for taking appropriate corrective action/remedial measures.
35. **Greetings:** Students are advised to adopt the habit of exchange of Islamic greetings i.e. *“Assalamualaikum/ Walakumusalam”* while meeting and interacting with colleagues/

faculty and staff of the University. This is an important aspect of Islamic etiquette & obligation and should so reflect in our lives.

36. **Safe Driving:** Students are advised to avoid reckless driving on the campus and should abide by the laid down speed limits and sign postings to avoid penalties.

### **3. THE CODE OF ETHICS FOR ADMINISTRATORS**

A good administrator can play a pivotal role in uplifting any organization. A capable administrator proficiently dispenses services and resources to all sections and departments of the institution. Besides sound administrative skills, a successful administrator holds prime character traits such as integrity, fairness, patience, courtesy, and readiness to help. Administrators are the backbone of any organization. The University of Baltistan, Skardu always admires, encourages, and supports its skillful and high moral administrators. The University expects its administrators to deliver their best in their respective spheres.

The following ethical standards are relevant to the professional activities of the body of administrators at the University of Baltistan, Skardu.

#### **3.1. Professional Commitment of Administrators**

To fulfill the obligations deriving from the Code of Ethics of the University, the administrator should:

1. Accept responsibility only be based on their competence level.
2. Strive to become and remain proficient in professional practice, keeping themselves current with emerging knowledge relevant to their profession.
3. Avoid any type of prejudices based on race, ethnicity, nationality, gender, sex, color, caste, languages, marital status, age, religion, sect, political adherence, physical or mental disability, etc.
4. Avoid all fraudulent acts, deception, and dishonesty.
5. Participate in the maintenance and propagation of elevated professional standards.
6. Support and take part in the promotion of professional moral values like integrity, competence, and commitment.
7. Keep observing emerging trends of knowledge and research in his/her field and based on these trends, updating himself/herself.

8. Avoid using coercive means or promise and do not offer exceptional support to the students, colleagues, administration to exploit policies and professional decisions.
9. Avoid concealing facts and do not spread fraudulent statements and rumors.
10. Acknowledge the support they received from other colleagues.
11. Beware of indulging in any conflict that hinders the exercise of professional discretion and unbiased judgment.
12. Desist from receiving illegal support of any professional relationship.
13. Not solicit private information from students unless it is essential to providing services.
14. Keep shared private information confidential, except for compelling professional reasons.
15. Not sexually harass students, allied teaching staff, or other employees of the university. (Sexual harassment may include sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of a sexual nature.) If any of the faculty members is alleged to involve in sexual harassment (If found guilty after crosschecking of the authenticity of the evidence), strict action shall be taken against him/her as per HEC's rule(s) of sexual harassment. **Furthermore, the university shall not entertain any type of harassment case(s) outside of the premises of the University.**
16. Not use derogatory language in their written or verbal communications to or about clients.
17. Avoid exploiting professional relationships with students, colleagues, parents, university management for personal gains.

### **3.2. Commitment to Faculty, Students, and Others:**

The fundamental duty of the University administrators is to make sure the well-being of faculty, students, and others. They prove their proficiency as administrators by delivering efficient services without any prejudice and discrimination.

In fulfilling the obligations deriving from their commitment, the administrator should:

1. Provide services and represent themselves as competent personnel.
2. Continually seek to upgrade their professional education and training, to stay abreast of the latest developments related to their profession.
3. Understand culture and its function in human behavior.
4. To demonstrate competence in the provision of services that is sensitive to clients' cultures and differences among people and cultural groups.

5. Educate them and seek to understand the nature of social diversity and oppression concerning race, ethnicity, national origin, color, sex, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.
6. Be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
7. Refrain from taking unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
8. Respect clients' (faculty, students, and others) right to privacy.
9. Not solicit private information from clients unless it is essential to providing services.
10. Keep shared private information confidential, except for compelling professional reasons.
11. Provide clients with reasonable access to records concerning the clients.
12. Take steps to protect the confidential, except for compelling professional reasons.
13. Provide clients with reasonable access to records concerning the clients.
14. Take steps to protect the confidentiality of other individuals identified or discussed in such records.
15. Not sexually harass clients. (Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.)
16. Not use derogatory language in their written or verbal communication to or about clients.
17. Make reasonable efforts to ensure continuity of services in the event of interruption of services by factors such as unavailability, relocation, illness, disability, etc.

### **3.3. Professional Commitment to Colleagues**

In fulfilling the obligations deriving from their commitment, the administrator should:

1. Treat colleagues with respect and honor according to their position, qualifications, and job description.
2. Never be indulged in unwarranted negative criticism or bullying of your colleagues. (Unwarranted negative criticism may include derogatory comments about the level of his/her competence or other attributes such as ethnicity, race, nationality, color, sex, marital

status, age, religion, sect, caste, political belief, race, immigration status, physical or mental imparity.

3. Not be indulged in any sort of harassment (sexual advance, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature) of subordinates, students, trainees, or colleagues over whom they exercise authority. Indulgence in such activities within the premises of the university shall be treated strictly as per HEC's Sexual Harassment rule(s). **Further, the university shall not entertain such cases that happened outside of the university's premises.**
4. Promote the culture of mutual co-operation among colleagues at the Univerity.
5. Avoid disclosure of confidential information shared by colleagues in the course of their professional relationships and transactions unless disclosure becomes inevitable under exceptional circumstances.
6. In case, any ethical concerns are raised on any decision by an interdisciplinary team, attempt to resolve them by using proper channels.
7. Seek guidance/support of your senior(s) in decisions in the best interest of the University.
8. (When observe a colleague's incompetence) directly consult him/her when feasible support him in taking remedial action.
9. Take appropriate action through the appropriate channel(s) if any colleague is intentionally not taking steps to overcome his/her professional deficiencies.
10. Defend/assist your colleagues who are discriminatorily/unjustly charged with unethical conduct.

#### **3.4. Professional Commitment to the University:**

In fulfillment of the obligation to the profession and the administration, the faculty member should:

1. Avoid misrepresenting professional qualifications or his/her own, or those of colleagues.
2. Accept any position or responsibility only based on professional competence and qualifications.
3. Avoid hiding any information knowingly regarding a position from an applicant or employer or distort/misrepresent an assignment or condition(s) of the employment.
4. Provide prompt notice to the University in case of any change in availability of service.
5. Avoid assigning/delegate task(s) to unqualified personnel which they are responsible.

6. Use his/her duty hours when to assign any task.
7. Responsibilities in practice settings:
8. (When entrusted with supervision or consultation) have the necessary knowledge and skill to supervise or consult appropriately within their areas of knowledge and competence.
9. (If responsible for evaluating the performance of others) fulfill such responsibility in a fair and considerate manner, based on clearly stated criteria.
10. Take reasonable steps to ensure that documentation in records is accurate and reflects the service provided.
11. Include sufficient and timely documentation in records to facilitate the delivery of services and to ensure continuity of services to clients in the future.
12. Establish and maintain billing practices that accurately reflect the nature and extent of service provided and that identify who provided the service.
13. Take reasonable steps to ensure that adequate agency or organizational resources are viable to provided appropriate services.
14. Take reasonable steps, through their supervisors to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the Code of Ethics of the University of Baltistan, Skardu.
15. Take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.
16. Take reasonable steps to eliminate any conditions in their organizations that violate, interfere with, or discourage compliance with the Code.
17. Take reasonable steps to provide or arrange for continuing education and staff development for all staff for whom they are responsible.

**3.5.As a Professional: Observing Commitments Made to the University:**

To observe commitments made to the varsity as a professional, the personnel should:

1. Work to improve the University's employing policies and procedures and the efficiency and effectiveness of their services.
2. Become diligent managers of resources of the University; wisely conserving funds where appropriate and should never misappropriating funds or using them for unintended purposes.

3. Act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class based on race, ethnicity, national origin, color, sex, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.

#### **4. CODE OF ETHICS FOR THE MEETINGS:**

##### **Purpose of the Code of Ethics:**

The purpose of the Code of Ethics is to ensure the decorum of the meeting. To accomplish the goals of the meeting(s) in the University, all the attendees should be well-versed with the following Code of Ethics for meetings.

##### **4.1.Code of Ethics before the Meeting:**

1. All the necessary details (venue, timings, and agendas) should be shared with the attendees.
2. In case of any ambiguity (in the email) regarding the meeting, contact, they should discuss with the concerned person.
3. Before being part of the meeting, every attendee should work on agenda points and come with his/her notes to discuss.
4. Every attendee should ensure his/her presence FIVE minutes before the meeting.
5. Every attendee should be dressed-up formally.

##### **4.2.Code of Ethics During the Meeting:**

1. The chair of the meeting shall initiate the discussion;
2. Marking attendance at the meeting shall be mandatory at the meeting;
3. One of the attendees nominated by the chair of the meeting shall write the minutes of the meeting and he/she shall share it with all the members presented at the meeting. Only the points discussed at the meeting shall be included;
4. All the members shall stick to the agenda points. The chair of the meeting shall play an active role in the smooth conduction of the meeting;
5. Only the English Language shall be used at the meeting. But there shall not be any restriction on the use of the Urdu Language in the meetings;
6. Foul languages or slang should not be used at the meeting;
7. Any regional or local language should be used;
8. All the attendees should focus on the agenda points. If any attendee wants to address a point other than the agenda, he/she may get the permission of the chair of the meeting;

9. Every attendee should ask for the permission of the chair before addressing a point not mentioned in the agenda points;
10. All the attendees should avoid conflict, quarrelsome, personal attacks, mocking, etc.;
11. Every attendee should avoid intercepting other colleagues while discussing any agenda point. Everyone should wait for his/her turn;
12. Attendees should avoid repeating the same points;
13. The attendees should avoid engaging the chair in unnecessary explanations, suggestions, excuses, and examples;
14. The chair of the meeting shall conclude the meeting at the end;

#### **4.3.Code of Ethics During the Meeting:**

1. The minutes of the meeting shall be shared with all the attendees;
2. Attendees should avoid any conflict if any member does not agree with your point of view;
3. Attendees should not threaten any attendee based on a difference of opinion;
4. The attendees should avoid disseminating misinformation about the meeting or any member of the meeting;
5. Without getting permission from the chair, the attendees should not propagate/post any pictures, information, etc. on social or on mainstream media;
6. Attendees should ensure the confidentiality of the points discussed in the meeting.

#### **5. LIBRARY:**

The principles of this Code are expressed in broad statements to guide ethical decision making. Every section of the institution demands its employees to follow a certain set of rules for the smooth functioning of its routine activities. Being a part of a fast-growing newly established University, we understand the significance of the Code of Ethics. The Code of Ethics for the library section is mentioned below.

1. Providing the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. Upholding the principles of intellectual freedom and resist all efforts to censor library resources.

3. Protecting each library user's right to privacy and confidentiality concerning information sought or received and resources consulted, borrowed, acquired, or transmitted.
4. Respecting intellectual property rights and advocate balance between the interests of information users and rights holders.
5. Treating co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of the University.
6. Avoid advancing private interests at the expense of library users, colleagues, or employing institutions.
7. Distinguishing between convictions and professional duties and not allowing personal beliefs to interfere with fair representation of the aims of the University or the provision of access to their information resources.
8. Striving for excellence in the profession by maintaining and enhancing knowledge and skills, encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

## **6. TRANSPORTATION AND UTILIZATION OF VEHICLES:**

The importance of transportation and utilization of vehicles for the progression and benefit of the University and its staff cannot be undermined. Several activities can either be delayed or canceled if the transport is not provided to a university employee. Like other departments, the Code of ethics for the better utilization of resources (vehicles) is necessary.

For the productive utilization of the University's transport, the faculty, administrators, students, or others should follow the following Code:

1. It is categorically mentioned that transport from the University is a facility for the students; it is not the right of the students.
2. Avoid using any vehicles the University without getting approval from the concerned department/authority otherwise, the University shall take action against that specific person.
3. Use only authorized vehicles.

4. Use the University transportation or vehicles after receiving approval submitted through a formal application or sent by email to the transport department.
5. The University vehicles (the students' buses and staff vane) shall not change their routes.
6. Students' buses or staff's van shall not wait.
7. The vehicles shall be reached at a specific stop on time.
8. In case of missing a bus/van, the university shall not be responsible.

## **7. CODE OF ETHICS FOR THE CANTEEN(S)**

### **7.1.Prices:**

1. The prices should be the same as mentioned in the agreement papers.
2. In the case of special demand, the price may be discussed with the client to avoid any type of quarrelsome or argumentation.
3. A client who pays every month should not be charged any extra amount, otherwise, strict action shall be taken against the canteen(s) staff.

### **7.2.Personal Hygiene, Hygienic Food, and Canteen's Cleanliness:**

1. The staff should ensure their personal-hygiene otherwise strong action shall be taken. Furthermore, a heavy fine may also be charged.
2. The food provided should be hygienic. Serving unhygienic food can cause serious illnesses. In such case(s), strict action shall be taken against the staff.
3. The cleanliness of the canteen(s), quality of food; personal and food hygiene shall be regularly checked. In case of any carelessness ensuring these standards, the contract with the canteen owner may be automatically canceled, and the security may be confiscated.

### **7.3.No Smoking:**

1. Inside the canteen(s), smoking is not allowed. Strict action shall be taken against the person involved in smoking in the NO-SMOKING area(s) including the canteen(s).

## **8. AUDITORIUM AND CONFERENCE HALL(S):**

Various educational and co-curricular activities are part of any well-reputed and well-established educational institution. Faculty, students, administration, and any other shall follow the following Code of Ethics before and after the reservation of the University's Auditorium or Conference Hall.

1. Auditoriums and Conference halls are the University's assets. Before organizing any program, the party (Faculty, Administrators, students, societies, or clubs (Debating, Literary, sports, etc.)), the organizer should apply for the reservation.
2. The purpose of the program, title, time, day, and month should be mentioned on a formal application or email.
3. Charges of the reservation may or may not be applied according to the University's Policy.
4. Any missing or damage of the University shall be neglected and action shall be taken on the convener or organizer of the program/event.
5. Any communal, religious, sectarian, and political events that may cause any conflict shall not be allowed. Under special circumstances, programs/events on such topics may be organized under the designed policy of the University of Baltistan, Skardu.
6. The name list of the participants shall be provided to the University.
7. The organizer/convener shall be responsible for the security of the program/event. Further, the University may provide security at the request of the party.

#### **8. THE CODE OF ETHICS FOR MEDIA REPORTER AND CELL:**

Positive media coverage builds the image of the organizations at both national and international levels. It is media that helps in creating linkages of one educational institution with the other. The media cell covers day to day affairs of institutions and projects them at the national and intentional level to build a soft image of institutions. However, without following a proper code of ethics, the media proved to be a disaster. Therefore, the media cell and media person of the University shall abide by the following Code of Ethics.

1. He/she shall bring in the notice of the administration before sharing any type of content on social or mainstream media.
2. In case of contradiction in the official notifications of the University and Media Press release, the official notification shall be considered the authentic or final source.
3. The media person shall uphold the highest professional and ethical standards and ensure the publication of fair, unbiased, and accurate information.
4. He/she shall avoid propagation of distorted or misinterpreted information.
5. Shall play his/her role to correct inaccuracies.

6. In the name of freedom of expression or speech, he/she shall never indulge in any type of inappropriate campaign or propaganda against the University or any individual.
7. He/she shall strive to eliminate distortion.
8. He/she shall not accept any personal favors, bribes, or inducements or allow any other factor that may bring a bad name to the University.
9. He/she should avoid taking any private advantage from his/her current position.
10. Should ensure/protect the confidentiality of sources of information.
11. Without getting approval, he/she should not disclose private/personal information in his/her reporting.
12. He/she shall not report material that encourages discrimination, ridicule, prejudice, or hatred on any of the above-mentioned accounts.
13. The only official approved information shall be published;
14. Shall not intrude into anybody's private life, grief, or distress.
15. Shall not exceed the limits of ethical caution and fair comment in his/her zeal to break a story.
16. The media cell shall not glorify the perpetrators of any illegitimate acts of violence committed under any garb or cause, including honor and religion.
17. He/she shall avoid reporting/publishing any kind of material that could create a rift between the University and the community.
18. He/she shall not print or upload any type of image of the female students without getting their written consent. Furthermore, he/she should avoid publishing unintentionally revealed body parts pictures/images.
19. He/she should not report any type of news that may cause sectarian or communal clashes or disturbances that could jeopardize the lives of the people.
20. He/she should not cover any type of sexual abuse or sexual harassment allegations or cases.
21. In case of the identification of any HIV/AIDS/COVID case(s), he/she should not report it on any form of media.
22. He/she should not identify the accused in rape cases till the latter has been indicted by the court.

23. He/she should not be guilty of gender discrimination, either in the dispensation of his/her professional duties or in his/her interaction with fellow journalists.
24. While reporting, he/she should not breach/undermine the Code of Ethics of the University of Baltistan, Skardu, the rule of law, the supremacy of the Constitution of Pakistan, and take care to abide by national and international laws and conventions.
25. He/she should abide by all the general rules of the Code of Ethics of the University of Baltistan, Skardu as well as the HEC's Code of Conduct.

## **9. SEXUAL HARASSMENT POLICY OF THE UNIVERSITY OF BALTISTAN:**

Every University makes a clear policy about all forms of harassment. In light of those policies, the University shall take decisions. These are the policies to deal with such heinous acts. The policies are carefully drafted to avoid any type of unjust decisions. Following are points of the Code of Ethics of the University of Baltistan, Skardu which may be helpful to deal with such cases.

1. Not sexually harassing students, teaching staff, or other employees of the University. (Sexual harassment may include sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of a sexual nature.) If any of the student, faculty, or staff member is alleged to involve in sexual harassment (If found guilty after crosschecking of the authenticity of the evidence), strict action shall be taken against him/her as per the University's/HEC's sexual harassment policy. Furthermore, the University shall not entertain any type of harassment case(s) outside of the University's Premises other than office working hours.
2. If any student, teacher, or staff member blames/accuses any other student, teacher, or staff regarding sexual harassment, but after the investigation, the accused is found innocent, the action shall be reverted to the accuser as per University's/HEC's Sexual Harassment Policy.
3. Until the investigation is completed, both the parties shall not declare each other culprit/guilty on any forum. If found any party propagating negativity about the other, the case shall be canceled and action shall be taken against the propagator. The case shall only proceed further if the propagator submits his/her written apology letter to the Committee/University/JIT.

4. Involvement of community, tribe, or any other party in such cases shall be strongly discouraged.
2. If any other forum is alleging any of the student, teacher, or staff member of the University about any form of harassment, such allegations shall not be considered/entertained.
3. The University shall not entertain any negative propaganda against any of its employees.
4. Never indulge in unwarranted negative criticism or bullying of your colleagues. (Unwarranted negative criticism may include derogatory comments about the level of his/her competence or other attributes such as ethnicity, race, nationality, color, sex, marital status, age, religion, sect, caste, political belief, race, immigration status, physical or mental imparity.
5. Should not indulge in any sort of harassment (sexual advance, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature) of subordinates, students, trainees, or colleagues over whom they exercise authority. Indulgence in such activities within the premises of the University shall be treated strictly as per the University Policy/HEC's Sexual Harassment rule(s). Further, the University shall not entertain such cases that happen outside of the University Premises other than the office working hours.
6. Should not involve in any type of social or mainstream media propaganda against any official of the University. In case of involvement in commenting against, alleging against, or belittling, or any other form of defamatory content or material; strict action shall be taken against him/her as per the University's Code of Ethics, the HEC's Code of Conduct, and the Law of Pakistan.
7. All forms of harassment shall be dealt with as per the University's Code of Ethics, the HEC's Code of Conduct, and the Law of Pakistan. The University shall be responsible for such cases within its premises.
8. The involvement of the community (People of that specific region) shall be treated as NO ONE by the University in such cases and the University shall strictly deal with the issue. Furthermore, passing remarks, visual or written material to cause harm to a person, or a group that creates hindrances or restricts students' education shall be avoided.
9. Not sexually harass students, allied teaching staff, or other employees of the University. (Sexual harassment may include sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of a sexual nature.) If any of the faculty

members is alleged to involve in sexual harassment (If found guilty after crosschecking of the authenticity of the evidence), strict action shall be taken against him/her as per HEC's rule(s) of sexual harassment.

10. Avoid indulging in any sort of harassment (sexual advance, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature) of subordinates, students, trainees, or colleagues over whom they exercise authority.

#### **9.1.The Policy Against False Accusations:**

1. In case of any false accusation, the case of defamation shall be filed against the accuser. the accuser may face internal University trail, external police, or any other secret agency's interrogation and imprisonment. Furthermore, the accuser may also be fined a huge amount. If the accuser doesn't pay the fine, he/she may be treated as per the Law of Pakistan.
2. In case of any life threat to the accused, the accuser may be considered guilty and legal action may be taken as per the Law of Pakistan.
3. If an accuser is found in fabricated, tempered, or editing pieces of evidence, he/she may be treated as per the Law of forgery/defamation of Pakistan.

#### **9.2.Recommendations:**

1. The Committee/JIT should examine the period of accuser's case and his/her relation/contact with the accused.
2. The Committee/JIT should avoid any type of gender discrimination and ensure a just and fair investigation.
3. The Committee/JIT should give its decision after careful investigation and after listening to both the parties.
4. If deemed necessary, the Committee/JIT may consult with the Investigating Agencies like IB, FIA, ISI, etc.
5. The Committee/JIT may consult for *fatwa* with any famous religious scholar in the light of Islamic Law and Jurisprudence/*fiqh*. But make sure, the decision of the committee shall be final.

**REFERENCES:**

*Bartleby Research. (2020, August Friday ). Retrieved from Bartleby: <http://www.bartleby.com>*

*Dawn. (2020, November 15). Retrieved from dawn.com: <http://www.dawn.com/code-of-ethics/>*

*NUST. (2020, August). Retrieved from NUST: <http://www.nust.edu.pk>*

*Shaw, G. B. (1970-1974). The Bodley Head Bernard Shaw: Collected Plays with their Preface. London, Sydney, Toronto.*



# *University of Baltistan, Skardu*

**Tel:** (+92)05815-960071-69

**Fax:** (+92)05815-960068

**Website:** [www.uobs.edu.pk](http://www.uobs.edu.pk)