

REGULATIONS FOR DIRECTORATE OF STUDENTS AFFAIRS



The Women University Multan

THE WOMEN UNIVERSITY MULTAN

DIRECTORATE OF STUDENT AFFAIRS

STRUCTURE AND OBJECTIVES

The main purpose of the Directorate of the Student Affairs, The Women University Multan is to support the academic and personal development of individuals attending WUM. This includes student services, conduct, access to facilities, rights and diversity advocacy, personal growth, community outreach and well being.

Student Services

The role of student services is to prepare students for active participation in society and support academic, personal development and emotional needs of the students.

These services include

- Career Counseling
- Job Placement
- Training and Skill Development
- Retention Program
- New Student Orientation
- Student Health
- Grievance Settlement
- Psychological Counseling
- Scholarship and Financial Support Information
- Student Council

Student Council

The student council shall comprise of Class Representatives selected on their academic achievement and personal mannerism and behavior. Each department and class will elect a CR from the students nominated by the Class Teacher & Head of Department

1. **Advisors:** The only positions held by faculty in the Student

Council are as Advisors.

2. **President:** The President shall be elected by Executive Council of the CR – Student Council

3. **Vice President:** The Vice President shall be elected by Executive Council of the CR – Student Council

4. **Secretary:** The Secretary shall be elected by Executive Council of the CR – Student Council

5. **Treasurer:** The Treasurer shall be elected by Executive Council of the CR – Student Council

6. **Members:** 14 Members of the Executive Council shall be elected by the CR's

of BS (1st, 3rd, 5th & 7th) Semester, M.A. / M.Sc. (1st & 3rd) Semester and M.Phil 1st Semester classes of each department.

Student Advisors

1. Student Advisors will be nominated by the Chairpersons of the department

2. Student Advisors shall be responsible to advise students about their academic and co-curricular responsibilities and roles as the council members.

3. The student advisers shall ensure that the student council works within the instructions of the authority.

4. The student advisers shall facilitate the council members so that they get a sense that their council is effective, in terms of giving access to student related matters.

5. The student Advisors shall ensure that council members hold various positions, giving them experience handling responsibilities and working with others.

President Student Council

The President shall be elected from amongst the executive council of the student Council.

Her responsibilities will include:

1. Facilitating the Director Student Affairs and Authorities in the smooth functioning of the Council
2. Providing leadership to the council to maintain discipline
3. Promoting good academic discipline and behaviors in line with the discipline policy of the DSA
4. Communicating the benefits and set of rights and responsibilities to other students.
5. Call for meetings with the Director Student Affairs
6. Setting a good example, maintaining high grades and levels of decency in line with Islamic traditions of peaceful and honorable coexistence

Vice President of the Student Council

The Vice President shall be elected from amongst the executive council of the student

Council. Her responsibilities will include:

1. Keeping track of information related to the student council, such as newspaper clippings.
2. Communicating the Director Student Affairs about local media regarding major events related to the council and university
3. Maintaining high grades, like the president.

Secretary of the Student Council

The Secretary shall be elected from amongst the executive council of the student council.

Her responsibilities will include:

1. Keeping track of information in the council.
2. Maintaining accurate minutes, allowing the council to have a record of student decisions.
3. Record keeping and maintaining updates the class list.
4. Keeping reports of information taken from the treasury of the council and handles correspondence, under the supervision of the Director Student Affairs

Treasurer of the Student Council

The Treasurer shall be elected from amongst the executive council of the student council.

Her responsibilities will include:

1. Managing all financial aspects of the council, including the deposits and expenditures of the student council.
2. presenting information during any meetings held by the authorities and the director Student Affairs
3. Proposing fundraising events to the Director Student Affairs and keeping record of all types of student council related funds

Student Societies

- All Student Societies shall be required to be registered with the Directorate of Student Affairs

- All activities of the Student Societies will have be recorded by the Directorate of Student Affairs

Structure

1. **Advisors:** Positions to be held by faculty in the student council as advisers, nominated by the Director Student Affairs in consultation with the Head of Departments and Dean concerned.
2. **President:** The President shall be elected by executive council of the CRs – student council
3. **Vice President:** The Vice President shall be elected by executive council of the CRs – student council
4. **Secretary:** The Secretary shall be elected by executive council of the CRs – student council
5. **Treasurer:** The Treasurer shall be elected by executive council of the CRs – student council
6. **Members:** Open with paid and honorary status

THE WOMEN UNIVERSITY MULTAN

DIRECTORATE OF STUDENT AFFAIRS

The students of the Women University Multan, display dynamic literary, creative and innovative abilities. They have diverse aptitude for co-curricular activities. Therefore, the university provides them with opportunities to pursue their passion in the company of individuals who have similar orientation and also believe in universal good values suspect, such as common good, fairness, justice, mutual respect and humanism. The Directorate of Student Affairs is governed by transparent and mutually agreed upon policies and procedures:

POLICIES & PROCEDURES

Code of Conduct:

All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

1. Academic Dishonesty

Academic dishonesty includes all violations of the University Policies. Academic dishonesty however, not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

2. Abuse, Assault, Threatening Behaviors

These include intentional acts of endangering, threatening or causing physical or mental harm to any person or persons including one/ self, on the University premises or elsewhere. This also includes such harm including, but not limited to abusive language, physical or verbal intimidation, harassment, coercion or threat.

3. Firearms, Explosives and Other Weapons

On all WUM Campuses, there is a strict ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or

dangerous chemicals on the University premises, whether or not the possessor is duly licensed to hold that firearm.

4. Violation of Disciplinary Sanction

This means knowingly violating terms of any disciplinary sanction imposed in accordance with Statutes, rules and regulations of the university.

5. Furnishing False Information, Forgery or Unauthorized Use of Documents

Intentionally furnishing false information to the University officials, faculty and fellow students. Misuse of affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

6. Disorderly Conduct or Indecent Behaviour

There is a strict ban on engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge.

7. Theft

Theft, or attempted theft, of property (bags, cell phones etc.) or services on University premises or at University-sponsored activities

8. Damage to Property or its Destruction

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.

9. Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties, including, but not limited to SOPs related to COVID-19 pandemic and other health related directions.

10. Violation of University Regulations and Policies

Violating University regulations or policies including amendments and additions adopted since the date of publication.

11. Drugs/ Intoxicants

Distribution, possession, and consumption of alcohol/drugs/intoxicants on University premises or at University-sponsored activities.

12. Unauthorized Access to Facilities

Unauthorized access or entry to, or use of, University facilities and equipment (including computer & sciences labs, hostels admin building etc) . Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.

13. Unauthorized Use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including, but not limited to:

- i. Unauthorized access to a file, with the intention of using, reading or changing the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Use of another individual's identification and/or password.
- iv. Interference with the work of another student, faculty

member or University official.

v. Sending obscene, abusive or threatening messages.

vi. Transmission of computer viruses.

vii. Interfering with 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.

14. Provoking Others to Misconduct

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior, or other acts of misconduct.

15. Identification/Registration Cards

Failure to wear, or to produce or surrender the identification card upon the request of a University official, especially security guards at the gates.

16. Animals

Bringing an animal into any University building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which express permission has been granted.

17. Demonstrations

Demonstrations are exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently

threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

18. Political Activities

Unauthorized use of University facilities or equipment for political activities.

19. Harassment

Harassment covers the following:

- i. Passing remarks, placing visual or written material, aimed at a specific person or group:
 - Causing harm to the person or group; and/or
 - Creating an environment which limits a student's educational opportunity.
- ii. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.
- iii. Physical assault of any kind

20. Illegal Exchange of Money

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

21. Smoking

Smoking is prohibited on University premises for which a policy directive has been issued.

22. Abuse of the Student Conduct System

Abusing the student conduct system including, but not limited to:

- i. Failure to obey the notice from a 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 University Code of Conduct hearing to convene in bad faith.

23. Indecent Behavior on the Campus

I. On-Campus Conduct

Indecent behavior exhibited on the campus including classes, cafeteria, laboratories etc., defying the norms of decency, morality and religious/cultural/social values by single or group of students.

- Damage to the University fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of Lab/ University equipments, etc.
- Use of mobile phones in class rooms, examination halls, labs and library thus disrupting the calm of these places.

II. Off-Campus Conduct

Conduct occurring Off-University premises be such that it should not affect the interest/image of the University

III. Enforcement of Code of Conduct

Matters of indiscipline would be referred to the concerned institution

or WUM authorities authorized to check indiscipline matters and decide on them in line with WUM policy, rules and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action in accordance with WUM rules/regulations/statutes.

IV. Punishment or Penalty for Acts of Ill-Discipline

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

A. Minor Punishments

i. **Warning in Writing:** 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.10, 000?

iv. **Hostel Suspension/Permanent Removal:** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.

v. **Withholding of Certificate:** Withholding of a certificate of good moral character.

vi. **Removal of Privileges:** Deprivation from the privileges enjoyed by the students.

vii. **F Grade:** Award of “F” grade in a paper.

B. Major Punishments

i. **Expulsion:** Expulsion from the class for a specific period up to one semester.

- ii. **Fine:** Fine this may amount up to Rs. 50, 000.
- iii. **Exam Result:** Cancellation of examination result.
- iv. **Rustication:** Expulsion or rustication from the institution for a specific period.
- v. **Degree:** Non-conferment of degree/transcript.
- vi. **Relegation/withdrawal**

C. Other sanctions or a combination of above-mentioned punishments as deemed appropriate

24. Disciplinary Process

a. Case Referrals

Each case of ill-discipline shall be reported to the Head of Department concerned or the Warden (Hostel). Any charge should be submitted as soon as possible after 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 WUM/student Discipline Committee. Depending on the gravity of the case, head of the department will decide to award minor punishment at the institution level or refer the matter to WUM DSA for consideration by the Student Discipline Committee for decision by the competent authority for major punishment.

b. Hearing of Disciplinary Cases

A disciplinary hearing is a formal process conducted by the Student Discipline 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 will be made to expedite proceedings pursuant to allegations within a reasonable period.

c. Punishments

WUM/Student Discipline Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give her point of view. This must be done before recommending the punishment to Head of the department/Dean/Vice Chancellor.

d. Appeals

An appeal against the decision of Discipline Committee' can be filed with head of the department /Dean/Vice Chancellor within fifteen days of announcement of the decision.

e. Federal / Provincial Laws and Ordinances

Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

f. Gender Mixing

Students are strictly reminded to follow the accepted social and cultural norms and decency of the society.

g. Campus Cleanliness

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.

25. Sports

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

i. Under no circumstances should a player or sportsperson react in a violent manner 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 conduct and will accept that any deviation from these rules will result 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 WUM.

iv. On a final note, please remember that 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.

26. Dress Code& Uniform

In order 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 life style at WUM campuses. The purpose of Dress Code/uniform is to provide basic guidelines for appropriate work dress that promotes a positive image of WUM besides allowing flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. In compliance of the dress code, students shall avoid:

- i. Wearing tight or see-through dress
- ii. Wearing sleeveless shirts
- iii. Wearing shabby or torn clothing
- iv. Wearing jogging or exercise clothing during classes
- v. Putting on excessive makeup or wearing expensive jewelry
- vi. Wearing untidy, gaudy accessories in classrooms, cafeteria and university offices
- vii. Wearing unprofessional attire in formal programs and interviews

All faculty members, administrative staff, support staff and students are expected to monitor this code of conduct and report any disregard or violations thereof to the institution/ headquarter WUM for taking appropriate corrective action/remedial measures.

27. Greetings

Students are advised to adopt the habit of exchange of Islamic greetings i.e. “Assalam.o.Alaikum/ Wa.Alaikum.us.Salam” 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.

28. Safe Driving

Students and other members of the WUM community are advised to avoid reckless driving on the campus and should abide by the laid down speed limits and sign postings to avoid penalties.

29. Student Societies

Students are encouraged to join departmental and WUM societies for keeping themselves engaged in healthy and productive activities. Memberships and policies are available in Director Student Affairs' office. The following are registered Student Societies of the Women University Multan:

- i. **WUM Debating Society** [Urdu, English, Saraiki& Punjabi]
- ii. **WUM Qiraat & Naat Society**
- iii. **WUM Literary Society** [holds Annual Literary Festival, Poetry, Mushaira, Essay Writing, Book reading, etc., activities]
- iv. **WUM Dramatic Society** [holds Annual (Urdu & English) plays, tableaux and Mimes, etc., competitions]
- v. **WUM Art & Craft Society** [holds photography, painting/poster, crafts mela, etc., competitions]

vi. **WUM Character Building Society**

vii. **WUM Declamation Society** [holds annual Islamic, science and on social issues, etc., declamations]

viii. **WUM Sports, Health & Physical Society** [holds sports and health related activities every quarter of the year]

ix. **WUM Hope Society** [Helping other people enthusiastically. It encourage students to offer volunteer services for University and Society and plays active role for awareness raising about natural calamities, epidemics, pandemics and cultivate a culture of philanthropy]

Acknowledgements

Note: The above policy and procedures have been adapted from NUST's Policy and Procedures for Student Affairs.



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