



Usman Institute of Technology

Human Resources Department

UIT/HR/2019/121

December 9, 2019

OFFICIAL CIRCULAR

Formation of Students Disciplinary Committee

It is notified that **Students Disciplinary Committee (SDC)** comprised of following members has been formed w.e.f. December 2, 2019:

1. Dr. Abdul Qadir (Convener)	3. Engr. Raza Abbas Jafri	5. Mr. Muhammad Misbahuddin
2. Prof. Masoodul Haq	4. Mr. Usman Waheed	6. Engr. Shehla Andleeb

The objective of formation of SDC is to ensure academic and non-academic discipline in the campus and to enhance students' behavior and conduct. The Committee is responsible for the following:

1. To take up academic and non-academic disciplinary matter referred to it by any faculty, staff, students, any individual, department or by its own;
2. To assess the nature, significance and sensitivity of behavior and / or misconduct and accordingly adequately resolve / conclude it including if required to initiate a disciplinary case and proceedings and to whether impose a penalty;
3. To investigate or enquire and / or authorize any of its member(s) to investigate or enquire party(ies) involved in any misconduct and / or disciplinary offense which is a non-compliance of any rules and regulations of the Institute; against accepted norm of higher educational institution in Pakistan; and contrary to any best educational practice;
4. To add or seek advice from interim member(s) and / or experts in the course of proceedings of any disciplinary case;
5. In order to dispose-off disciplinary matter, the Committee is empowered to:
 - 5.1. call for hearing the party(ies) directly and indirectly involved in the disciplinary case;
 - 5.2. put before necessary questions and queries;
 - 5.3. issue show cause(s), charge sheet(s), supplementary charge sheet(s) to accused party(ies);
 - 5.4. appoint Enquiry Officer for in-depth analysis of analysis of case;
 - 5.5. onward submit the matter to Director UIT for seeking opinion or advise;
 - 5.6. impose minor or major penalty including financial and non-financial from the level of reprimand to recommend expulsion from the Institute and cancellation of enrolment;
 - 5.7. suspend an individual or a group who made offense for the period of enquiry;
 - 5.8. refer the matter to law enforcement agencies and court of law; and
 - 5.9. take other such actions which are inevitable to dispose of disciplinary matter in the best interest of the Institute;
6. To counsel and mentor students individually or in group as and when desired;
7. To recommend and / or seek support of the respective department / authority to frame a policy and implement decisions to uphold academic and non-academic discipline;
8. To own and defend its disciplinary decision(s) / action(s) and defend the Committee and Institute's stance in case of any reversal;
9. To confine its decisions within the applicable laws of Islamic Republic of Pakistan.

This decision will supersede all earlier decisions related to handling students academic and non-academic disciplinary matters. The previous cases already in process shall be settled by concerned departments earlier responsible for disciplinary matters and the cases yet not initiated shall be referred with all details to newly formed Committee.

All concerned may please note.

For and on behalf of UIT

Muhammad Kamran Jamil
Head HR and Administration

cc: All Faculty and Staff