

Policies and Procedures

Discipline and Code of Conduct Office

The Chief Proctor is responsible for maintaining the discipline and code of conduct at Forman Christian College Lahore. We encourage all students to comply with the rules and regulation of the institute so that Forman community live and work with one another in respectable environment.

Through these policies we encourage students to behave appropriately to become responsible for their actions. If students understand the set rules and regulations, the consequences for inappropriate behaviors, they can make intelligent choices.

Reporting an incident

As the recipient of or witness to disciplinary misconduct, the incident must be reported as soon as possible to ensure that individuals are dealt with quickly and fairly.

Disciplinary misconduct is defined by the University as any conduct which causes actual or potential distress or harm to others; causes actual or potential damage to the property of the University or others; disrupts the normal functioning or operation of the University; or impedes or interferes with the pursuance of work or study of those working or studying at the University.

Incidents should be reported to the Chief Proctor or to the Proctor via phone or in Chief Proctor's office. Alternatively, you can report to the Hostel Guardian, Head of Residential Life, if you are residing in Hostel and Security office.

The staff member will report to the Chief Proctors as our office is working closely with Safety and Security office and Student Affairs office. Incident can also be reported through email chiefproctoruniversity@fccollege.edu.pk

We will not accept anonymous reports because the accused needs to understand the allegations being made, in order to respond properly This is necessary to ensure fairness and transparency for those involved in the disciplinary process.

After the incident reported

The incident report will usually be disclosed to the student concerned and, as a witness, you must meet with the Chief Proctor. In some cases, you may be asked to attend the Student Disciplinary Panel hearing.

Whilst the disciplinary process is underway, the University will provide advice and guidance to support both parties involved. Where appropriate, special arrangements can be made to minimize contact between parties.

If you are directly involved or affected by a case, you may be kept informed of its progress. We will usually let you once the decision has been made on the case

Disciplinary Procedure

Once an incident report has been received, Chief Proctor will then appoint an Investigating officer to investigate the incident. They will consider the incident report and gather any other information to decide on the nature of the case. The Investigating officer may also decide that there is insufficient evidence and that no action should be taken.

If the case goes forward, respondent will be given the opportunity to admit or deny the allegation(s), and to submit any evidence that he/she wish to be considered. the Investigating Officer will meet with Chief Proctor to submit the recommendations about the case. In some cases, Chief Proctor himself investigate the incident and submit recommendations to Chief Student Life officer.

In case of sexual harassment, all cases will be forwarded to the sexual harassment committee.

Discloser of case

The nature of certain incidents means that they may be disclosed to staff or other departments within the University. In that case, any finding of disciplinary misconduct could be reported to your Head of Department. Otherwise, information will usually only be disclosed if it is necessary.

If any University Department request Chief Proctor to provide details of the offenses of any students, our office will disclose the decision made on that case. For example, fines, undertaking signed or suspension etc.

Appeal

Where the decision is made, the student can appeal the findings or appeal against the decision. There are limited grounds of appeal. The appeal must be submitted in writing to the Chief Student Life officer, who will investigate the case. Once the appeal has been considered, the original decision may be upheld, or a different decision made by setting aside the original decision.

Consequences of the irresponsible behavior

Any student involved in the following activities. He or she will be charged a fine of Rs.3000/-.

- Attempting to cause damage to university property.
- Attempted theft of school or private property or possession of stolen property.
- Willful defiance of college or university authorities, including failure to identify oneself when asked by any faculty or staff member

Consequences of possessing or using tobacco or tobacco products.

- Possession of tobacco or tobacco products, fine of Rs.3000/- will be charged.

- Smoking or using tobacco products on campus but not inside buildings, fine of Rs.3,000/- will be charged for the first and second time.
- Smoking or using tobacco products on campus but not inside buildings, fine of Rs.5,000/- will be charged for the third time and student have to sign an undertaking, parents have to sign an undertaking for the next time.
- Smoking or using tobacco products inside buildings, fine of Rs.8,000/- will be charged for the first and second time.
- Smoking or using tobacco products inside buildings, fine of Rs.10,000/- will be charged for the third time and student have to sign an undertaking, parents have to sign an undertaking for the next time.
- Smoking or using tobacco products inside washrooms, fine of Rs.10,000/- will be charged and student have to sign an undertaking.

Consequences of the threatening behavior (Level 1)

Any student involved in the following activities. He or she will face serious disciplinary consequences. Fine of Rs.20,000/- or/and parents' undertaking or/and expulsion from the University for period of one semester or one year depending on the severity of the offense.

- Caused, attempted to cause or threatened physical injury to another person (i.e. fighting etc.)
- Willfully used force on another person except in self-defense
- Possession of a dangerous object that can cause harm or injury to another person (i.e. metal rod, knife, gun etc.)
- Selling, possession or use of alcohol, drugs, intoxicants, or a controlled substance.
- Hate violence and/or degrading or inflammatory behavior towards others, including hazing.
- Offering to sell a controlled substance and delivering a substitute.
- Continued disruption of class or university activities or repeated willful defiance of University authorities.
- Harassment/intimidation of a witness
- Intimidation or bullying or threats to university staff and student(s)

Consequences of the threatening behavior (Level 2)

Any student involved in the following activities. He or she will be expelled immediately from the University permanently. Additionally, some cases may be referred to the police.

- Causing serious physical injury to another person leading to physical disability.
- Possession of any firearm, knife, explosive or other dangerous object.
- Robbery or extortion.
- Assault or battery upon a student or employee.
- Brandishing a knife at another person.
- Committing or attempting to commit a sexual assault or sexual battery.
- Terrorist threats of any kind.

Terms and definitions

Bullying - A student or group of students that through repeated physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or university employee.

Disruption of University Activities – Irresponsible interruptions of the learning process of other students will be followed by a consequence. Repeated disruptions may lead to suspension.

Disrespect to others (Students/Staff) - Failure to be courteous or thoughtful towards other students/staff. Behavior and/or language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs or practices, will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they have been subjected to such language or behavior should report the incident to a teacher or administrator.

Fighting - Students are responsible to settle their differences in a civil manner. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight.

Assault – Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. The injury does not have to occur; an attempt to do so constitutes an assault.

Battery – Battery is striking or touching another person with the intent to harm. If the assault or battery is serious enough, the student will be recommended for expulsion.

Sexual Harassment - Unwelcome sexual advances and other verbal or physical contact of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to sexual harassment committee.

Willful Defiance - Students are responsible for hearing and following the directions of adults in authority without undue delay. All adults who work at the university have the right and responsibility to supervise student behavior.