



# DISCIPLINE POLICY

SWEDISH COLLEGE OF ENGINEERING & TECHNOLOGY  
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# DISCIPLINE POLICY

1. Objectives
2. Discipline Policy
3. Code of Conduct
4. Dress Code
5. College Wide Rules
6. Class Room Discipline
7. Detention
  1. Teacher Detention
  2. Administrative Detention
8. Suspension
9. Expulsion
10. Attendance Violations
11. Excessive Absences
12. Cheating Policy
13. Cheating in examination
14. Unfair means during semester
15. Active participation
16. Fighting
17. Food
18. Gang Behavior
19. Forgery
20. Graffiti
21. Insubordination
22. Hazing
23. Illegal drug use / possession
24. Items inappropriate
25. Misconduct in class
26. Physically Dangerous Behavior
27. Other Prohibited Items
28. Profanity and inappropriate languages
29. General Ethics
30. Spreading Rumors
31. Theft
32. Tobacco use
33. Unprepared for class
34. Vandalism
35. Weapons
36. Table of Consequences

# DISCIPLINE POLICY

## 1. OBJECTIVES

Discipline committee is responsible for ensuring discipline by implementing the discipline policy inside the college campus. Any type of disciplinary action will be considered as a collective decision agreed upon by the Discipline Committee in review of Discipline Policy by hearing the appropriate witnesses. Decision enforcing regarding category B, C and D will be done by counter approval by principal.

Discipline Committee will comprise of following members.

| S.No | Name               | Designation |
|------|--------------------|-------------|
| 1    | Engr.Mr. Tufail    | Chairman    |
| 2    | Miss Asma Mazari   | Member      |
| 3    | Engr.M. Asif Munir | Member      |
| 4    | Engr.Khalid Najeeb | Member      |

# DISCIPLINE POLICY

## 2. DISCIPLINE POLICY

In order to maintain good and healthy environment within the college system, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Recommendations for persistent violations may be expulsion from the college and heavy fine.

In all discipline cases, the Discipline Committee reserves the right to determine the severity of consequences.

## 3. CODE OF CONDUCT

### 1. HONESTY

- a. Be a person who can be counted on
- b. Do not cheat, lie or steal
- c. Be trustworthy
- d. Be yourself

### 2. RESPECTFUL BEHAVIOR

- a. Treat each person as you should be treated
- b. Respect yourself and others
- c. Use good manners like thank you, good, please

### 3. RESPONSIBILITY / SELF DISCIPLINE

- a. Do the right thing
- b. Own up to your actions
- c. Be prepared for class
- d. Follow rules

### 4. COMPASSION

- a. Be kind
- b. Help others in need
- c. Respect the opinion of others
- d. Support one another

## 4. DRESS CODE

Students and parents are responsible for ensuring that dress is not a health or safety hazard. Dress does not offer or cause distractions in the college. Students are required to wear clean, suitable clothes all the time.

1. College card should be visible during the college hours.
2. No offensive or drug related words on clothing
3. No pictures of drugs or weapons on clothing
4. Multi-pocketed jeans is not allowed

# DISCIPLINE POLICY

5. Multi-faded color jeans strictly prohibited
6. Pajamas and trouser is not allowed except spirit days.
7. Footwear must be worn at all the times
8. Hats, hoods and sun glasses may not be worn inside the campus.
9. Round neck t-shirt is only allowed on casual day (Friday).
10. With the exception of spirit days no pajama like clothes or slippers will be worn at college by Students.
11. For girls, it is expected that they should have a decent dressing.
12. No extra jewelry
13. No extra makeup is allowed
14. Girls should wear covered shoes

## 5. COLLEGE WIDE RULES

As a result of our code of conduct Swedish College of Engineering & Technology, Rahim Yar Khan, students, faculty and other administrative staff members will abide by the following rules.

1. Be prepared for class
2. Treat others as you want to be treated
3. Keep hands and foot to yourself
4. Obey the instructions of all staff members

## 6. CLASS ROOM DISCIPLINE

Teachers should follow an assertive discipline plan to enforce their classroom rules. This plan generally includes but not limited to:

1. One to one consoling with the student
2. Notification of parent by telephone or writing that a problem exists and / or parent conference
3. Teacher assigned detention
4. Removal from the class

Students who wish to clarify a situation with a Staff (Faculty member) have an obligation to concern with respective Student Advisor and he is not allowed to disrupt the classroom to settle the differences of opinions or arguments or teacher's authority.

## 7. DETENTIONS

Discipline violations may result following detentions.

# DISCIPLINE POLICY

## 7.1. TEACHER DETENTION

Teachers may assign detention to students who disrupt or misbehave in the class or fail to do assigned class work. After college detention requires 24-hour notice to parents or parent telephonic approval. Failure to attend a teacher's detention will result in a referral to the Discipline Committee. Showing up late or unprepared can result in a second detention being assigned or referral in the Discipline Committee.

## 7.2. ADMINISTRATIVE DETENTION

Detention may also be assigned by the administration on an as needed basis. Student will be given a discipline notice at least the day before the detention is to be served starting the date of the detention and the reason for it.

## 8. SUSPENSION

Suspensions are considered excused absences. Suspended, students may not participate in any college activity nor will they be allowed on college grounds until they have been reinstated by the administration. Multiple days of suspension may result in missing multiple extracurricular activities. Penalty may vary depending on severity of issue. The subject teachers may or may not provide student with chance to submit his/her missing class tasks after suspension period.

## 9. EXPULSIONS

Expulsion from SCET, RYK will result from any serious offense to include, but not limited to weapon possession and/ or use, drug possession and /or use, bodily harm to other person, criminal acts, habitual misconduct or repetitive disregard for college rules and authority is not corrected through suspensions may result in expulsion.

## 10. ATTENDANCE VIOLATIONS

Students do not learn effectively if they do not attend class. Students who skip college, fail to bring note, or fail to have parents contact the college after three days beyond an absence will be considered truant. Students who habitually skip class may also be suspended.

## 11. EXCESSIVE ABSENCES

Being absent more than 15% of college days during a semester (8 classes or more) is considered excessive, unless there is a documented medical reason. If there is not a documented medical reason for excessive absences, then administrative action will be taken to include possible referral for educational neglect.

# DISCIPLINE POLICY

## **12. CHEATING POLICY**

Cheating is a heavy offense may result to paper cancellation, suspension and/or heavy penalty.

## **13. CHEATING IN EXAMINATION**

Any student caught in exam cheating may face penalty/Punishment imposed by Examination Controller.

## **14. UNFAIR MEANS DURING SEMESTER**

All the unfair means in tests, assignments, presentations and projects are referred to Discipline Committee. The punishment for using unfair means will be decided by the concern teacher and the committee.

## **15. ACTIVE PARTICIPATION**

Students have a responsibility to be active participants in the learning process. Sleeping in the class is not acceptable.

## **16. FIGHTING**

Conflict should be resolved before violence results. Teachers, Advisors and administrators will help students resolve conflict before they escalate. If there is a fight, involved students will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a longer suspension or referral to a Discipline Committee.

## **17. FOOD**

In order to maintain clean attractive campus, students are expected to maintain clean corridor, classes. Students will not be allowed to eat in the corridor, during break. Generally, no food is permitted outside the cafeteria unless an activity has designated a specific location where eating is allowed.

## **18. GANG BEHAVIOR**

Gang related behavior includes. Joining a fight in progress; making threats on behalf of another person or group and intimidation using a group threat. This list is not all inclusive. Students engaged in gang related behavior can expect suspension or expulsion depending upon the nature and severity of offense.

# DISCIPLINE POLICY

## **19. FORGERY**

Students who forge or college signatures will be subject to suspension.

## **20. GRAFFITI**

Graffiti in any form will not be tolerated. A person who utilizes any type of marking device that includes aerosol paint or biological material to intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

## **21. INSUBORDINATION**

Students who willfully refuse to follow directions of a teacher or other staff is considered insubordinate. Violators face a minimum of a detention. The severity of the act and the student's previous action of offenses will determine the length of punishment. Open defiance, inappropriate language or profane gestures may result in suspension and or heavy penalty.

## **22. HAZING**

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, direct against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization".

## **23. ILLEGAL DRUG USE/POSSESSION**

The college has the rights, to notify the police for any suspected drug use. Students will be suspended for 10 to 15 days.

## **24. ITEMS INAPROPRAITE**

Students are not permitted to bring college any personal items or nuisance items that interfere with the class room atmosphere or endanger the health or safety of other students. Students are responsible for their personal property and should be mindful that such items can be stolen easily. Cell phones/music players usage is strictly prohibited in any room of the college building during the study time. However, music

# DISCIPLINE POLICY

players and cell phones can be used in low volume at cafeteria or in college premises during break time.

## **25. MISCONDUCT IN CLASS**

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate the classroom rules after the teacher has taken corrective action, the student will be referred to the Discipline Committee.

## **26. PHYSICALLY DANGEROUS BEHAVIOR**

Running, wrestling, rough-housing, and throwing objects in the halls or in the classroom are dangerous and are not acceptable behavior. In addition, any behavior that has the potential to harm another person is not acceptable at college.

## **27. OTHER PROHIBITED ITEMS**

There are many items that have no place in college and should not be in the possession of students. Other than those already mentioned, matches, lighter, guns, as well as any look-alike weapon are strictly prohibited and will result in an immediate suspension of 03 to 05 days.

## **28. PROFANITY AND INAPPROPRIATE LANGUAGE**

The use of profanity, vulgarity and inappropriate verbal or written languages or gestures is unacceptable at SCET, Rahim Yar Khan. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

## **29. GENERAL ETHICS**

Ethical values should be observed during the college timings within the campus. These moral values include Islamic ethics. Violations may result appropriate actions taken by Discipline committee

## **30. SPREADING RUMORS**

If a person contributes to an altercation by spreading information, he / she will be referred to the administration for consoling and / or action, and parents / sponsors will be notified. Responsible individuals resolve misunderstandings and provocation by discussing differences and taking the time to talk things out. Students have the responsibility to refer potential confrontations to respective Student Advisor. The Student Advisor supports resolving the differences by communication and will provide a

# DISCIPLINE POLICY

quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, advisor, and administrator).

## **31. THEFT**

A student guilty of theft will be suspended for at least two days and restitution of the property or equivalent value must be made.

## **32. TOBACO USE**

Students are prohibited from possessing or using tobacco products or lighters during college day on or off college property, or when college sponsored or college supervised activities on or off campus. Violation of this policy will result disciplinary action which may include referral to advisor or other appropriate authorities.

## **33. UNPREPARED FOR CLASS**

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include, but not limited to, writing utensils, books, class materials, completed homework and proper physical education attire. Disciplinary action may result if student observed unprepared for class.

## **34. VANDALISM**

The students are required to pay for all replacements or repair costs to college or other personals property. Consequences will depend upon severity and intentions.

## **35. WEAPONS**

Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but not limited to, guns, look-alike guns, knives, razors, box or carpet cutters, slingshots, any flailing instrument such as fighting chain or heavy studded or chain belt, , explosives mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that reasonably provokes fear. Weapons could include items that are not designed as weapons, such as locks, rocks, bats, nail files, if they are used or intend to be used to hurt others. Students writing or saying threats or words of violence, or gesturing or otherwise indicating threats of violence, fall under the weapon policy and suspension or expulsion can occur along with a heavy fine of up to Rs. 10,000.

# DISCIPLINE POLICY

## 36. TABLE OF CONSEQUENCES

| Category                             | Examples of infractions  | First penalty                                      | Second Penalty                                     |
|--------------------------------------|--|--|--|
| <b>A<br/>Minor<br/>Misconduct</b>    | Obstructing an empty seat, door, stairs<br>Making excessive noise<br>Disturbing, insulting, or harassing other students<br>Eating, drinking, chewing-gum during class rooms/LABS<br>Public Display of Affection<br>Using profane, obscene language, gestures<br>Littering, teacher assigned detentions | Oral / written warning/ Rs. 500/-                  | Rs. 1000/  |
| <b>B<br/>Serious<br/>Infractions</b> | Throwing objects within campus,<br>Violation of Cell phones/Music Players,<br>Failure to show College Card<br>Dress code violations, Unprepared for class,<br>Habitual late arrivals   | Oral / written warning/ Rs. 500/-                  | Rs. 1500/  |
| <b>C<br/>Severe<br/>Offenses</b>     | Unfair means, Tobacco. Fighting, Hitting,<br>Biting, Pushing   | Oral / written warning/-Rs. 2000/                  | Suspension/<br>Expulsion                           |
| <b>D<br/>Criminal Acts</b>           | Possession or use of weapons<br>Possession of illegal substances drugs,<br>Alcohol use/possession, Bomb Threat   | Suspension/<br>Expulsion and fine up-to Rs. 50,000 | Suspension/<br>Expulsion and fine up-to Rs. 50,000 |

Students have the rights to appeal against the penalties; Discipline Committee will hear his petition and review the penalty. Rehearing may includes category B, C and D excluding category A.