

Student's Code of Conduct

1. Introduction

Bangladesh Army University of Engineering & Technology (BAUET), Qadirabad Cantonment, Natore has started its academic activities on 15 February 2015 under the supervision of Bangladesh Army.

An environment of peace and civility is a pre-condition to the pursuit of higher learning in a University, and whereas the BAUET, hereinafter called the University, is determined to maintain the said enabling environment, free from indiscipline, disorder and violence.

Students are being enrolled at BAUET in different faculties. Once a student makes a choice of being a student of BAUET s/he becomes the part of BAUET family. This family includes the students, faculty members, administrators and guardians. The relationship of the students with the BAUET family based upon the mutual trust, personal respect and individual integrity, shall demonstrate respect for all members of the BAUET family.

Every student shall be bound to maintain discipline at every stages and Code of Conduct of the University. Students are advised to obey the law of The People's Republic of Bangladesh as well as Bangladesh Army. Violation of this Code shall invoke disciplinary process.

2. Aim

The aim of this Code of Conduct for the BAUET students is to provide necessary guidelines/instructions for smooth functioning of the administration of the University.

3. General Outline of the Code of Conduct

In case of violation of any rules of Code of Conduct, the disciplinary action will be taken against the delinquent or violator.

a. Conduct of the students in and around campus

i) Entering into the campus

Students should wear proper University dress with legal Student Identification (ID) Card which was fixed by the University authority and hung ID around his/her neck while inside the Campus. Improper and indecent dresses are not allowed in the campus.

ii) Conduct with Military Police and Inside the Cantonment

The BAUET students should enter the cantonment through MP Gate/RP Gate with their ID Card duly hung on the neck. The students will answer to the queries of the Military Police/Regimental police posted at the gates. BAUET students are to behave with security personnel in a decent and polite manner. BAUET students will co-operate in searching and ascertaining their identity. BAUET students are not allowed to roam around or enter into the installation/officers inside the cantonment without prior permission of the authority. BAUET students are not allowed to walk/roam around on the roads of the cantonment single or in a group. If they had to pass through the cantonment, and then they should do it in by the transport under a teacher/officer/Instructor of BAUET.

b. Conduct in the class

Students should come to the class with proper study materials as books, paper, pen etc. and sit in an organized order in the front rows.

Students must keep their mobile/cell phone to silence while attending the classes. Students should not have side conversation and over participate in class discussions with the classmates during the class. Students are not allowed walk in and out of the class while the lecture is going on. They are not allowed to shout, use slang or show violent actions which are strictly prohibited in the class rooms as well as in the campus.

They must enter and leave the class room with the permission of the teacher. They must follow the instructions and guidance of the concerned teacher regarding matters related to the course and submits all tasks/assignments within the deadlines.

The students are not allowed to use any offensive language in the class rooms as well as in the campus of the University

c. Conduct in the office

Students have not gather together in front of admin office. Students are not allowed to enter any office room of campus, where entrance is restricted for the students except with prior permission of the authorized person. Students must seek prior permission of the concerned officers before entering into their office.

d. Conduct with the faculty members

Students have to be very polite and modest in manners with their all teachers. Without prior permission they are not allowed to visit their teacher's office/chamber beyond the consultation hours fixed by the

concerned teacher. They must follow the instructions of their teachers in campus and even outside the campus. i.e. in the annual picnic, excursion, study tour, industry/court visit & similar programs organized officially by the department or University.

e. Conduct with the officers

Students have to be very good-mannered and modest in manners with all officers of this University. They must follow the instructions of officers of this University. The students must seek prior permission of the concerned officers before entering into their office.

f. Conduct with staffs

Students have to be very much cordial and humane with them. Students must keep in mind that none of them should be hurt by their behavior or attitude. Generally the instructions of the authority are too obeyed by the staffs, so students are required to help them at every step in the University.

g. Conduct with the classmates & other students

Students have to make friend with classmates, respect elders and be affectionate to the younger ones. The students are not allowed to use abusive words in addressing others and any offensive language with the others. Under no circumstances the students should get involved in activities that are tantamount to eve-teasing, verbal/mental/physical or sexual harassment and the like. If any student is found to be involved in such activities, the matter will be seriously dealt with and if found guilty, immediate disciplinary action will be taken.

h. Conduct of the students in library

BAUET central library is the heart of the University. The library has grown over the years since 2015. The mission of the library is to promote and provide comprehensive resources and services in supporting of the research, teaching and learning needs of the University and more directly to contribute to the educational mission of the BAUET. The vision of the library is to develop a world class knowledge resources centre and provide innovative new services and collections to the teaching, learning and research communities, using the latest information and technological development.

Students are advised to obey the library Code of Conduct which was formulated and supplied by the Librarian of the University. Good behavior is a must with library staff for smooth library service. Violations of any instructions of Librarian and any kind of misbehavior with the library

staffs, it will be properly dealt with according to University rules and regulations.

i. Conduct of the students in examination halls

BAUET is committed to impart quality education to its students and make them fit for different spheres of life and society. It is with this end in view that the University authority has formulated an Examination Policy for its students. The students shall have to abide the Examination Policy which was supplied time to time by the Controller of Examination of the University to maintain a congenial academic atmosphere. In case of violation of any Codes of Conduct, the disciplinary action will be taken against the delinquent or violator

j. Conduct of the students inside the halls

Residential halls in a University conducting under/post-graduation programs are integral part of a modern educational system. Moreover, in order to inculcate in the students the spirit of corporate living, residential halls can play the vital role. Living in the halls, they will share each other's opinions and will learn how to get along with people. Students in the residential hall will look after their own belongings and ensure cleanliness of the halls in order to learn self-help and self-reliance. They will also grow a sense of patriotism through the maintenance of state property. However, for effective administration of the hall prescribed rules and regulations should be there to ensure that the resident students get an environment congenial to their comfort and healthy living. The University authority/hall administration provides Code of Conduct and necessary guidelines /instructions for residential students. Violation of any Codes of Conduct, the disciplinary action will be taken against the delinquent or violator.

k. Conduct of the students in the games/sports

Sports are one of the important parts of University education. It helps to develop physical fitness, mental well-being and integrated personality of the students. In University life, besides studying, participating in sports and other physical activities, help to create a network within the Intra-University and Inter-University as well. As a result, a relationship among the social communities will be built up. These students learn to work in a team, which helps them in future career life.

With this view, BAUET has been formulated Code of Conduct of the students for the Games/Sports. Students must follow and obey the instructions which are instructed by the sports committee of the University

from time to time. Violation of any Codes of Conduct, the disciplinary action will be taken against the delinquent or violator.

1. Conduct with the public including the students of other Universities inside and outside the campus

The common people/ others may feel at the very first impression that the students of the BAUET are from good family, social, cultural and educational background. They must refrain from being involved in any street quarrel, unexpected conflicting issues so that the image, reputation and goodwill of their own University may by no means be degraded. Students are to abide by the rules and regulations as well as the instructions issued by the authority of the University.

4. General Conduct being a Student of the BAUET

Students should uphold the image of the University through maintaining discipline; following high morale and achieving better performance in studies. They should follow the rules of the University and are not allowed to infringe upon the general discipline of the University. Students should read all official emails and correspondence circulars posted on Notice Board and website from the University authority, and they should receive all official phone.

Misconduct includes, but is not limited to activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that misconduct has occurred in any particular situation.

- a.** Falsifying or submitting false/fake documents, transcripts or other academic credentials.
- b.** Preventing, hindering or disrupting faculty, staff, students, visitors or other employees of the University in discharging their duties or academic pursuits.
- c.** Damaging, removing or making unauthorized use of University property, or the personal property of officer, faculty, staff, students or others working in the University ('Property' includes information as well, however it be recorded or stored).
- d.** Assaulting individual, including conduct which leads to the physical or emotional injury of officer, faculty, staff, students or other members of the University, or which threatens the physical or emotions well-being of faculty, staff or students or other members of the University.

- e. Using, possessing, distributing, or selling of alcohol, drugs, or other substances of abuse including tobacco for and reasons other than medical ground, in the University premises (University premises mean the area locating at the faculties administrative buildings and shall include all the landed properties of BAUET or any other installation thereon).
- f. Possessing any weapon or instrument, capable of resulting in bodily injury to others in the University.
- g. Speaking, addressing, behaving or treating members of the opposite gender in a manner that could be construed as gender harassment.
- h. Discriminating on ground of gender, color, race or religion.
- i. Dressing inappropriately, or in a manner that may be considered as offensive in the context of the culture of the country.
- j. Bringing false allegation against a member of the officer, faculty, staff, student or other members of the University.
- k. Withholding information about any offence committed by another officer, faculty, staff, student or others in the University, waked to produce such.
- l. Failing to comply with any penalty imposed for misconduct.
- m. Offences committed by bringing outsiders in the campus to create any type of disturbance.
- n. They are not allowed to form clubs or societies other than the ones approved by the University authority.
- o. Arranging parties or playing musical instruments or using loudspeaker, etc. in the University premises without previous permission from the University authority.
- p. Declaring a strike in the University by the students or preventing or obstructing another student of the University from attending Classes, Examinations, Laboratories and Library, etc..
- q. Arranging/attending unauthorized meeting, gathering or demonstration/ procession of the students on the University premises other than one organized by the University.
- r. Cheating, presentation of someone else's work as your own, preparing work to be used for someone's works, knowingly furnishing false information about academic matters to an University official are acts of academic dishonesty.
- s. Plagiarism is using others' ideas, words, concepts, images, or intellectual property in general without clearly acknowledging the source of that information.

- t. Helping, procuring, or encouraging another person to engage in misconduct.
- u. Students are not allowed to participate in any overt or covert political activities which are strictly prohibited in the campus of the University.
- v. They should not interfere with the free movement of the University students in attending classes or laboratories or field work or others.
- w. They are not allowed to wear or use sunglasses in class rooms and examination halls except for medical reasons.
- x. Chewing gums during the class or examination is strictly prohibited.
- y. They should exercise austerity in using all types of resources of the University.
- z. Writing on the walls, chair, table, furniture etc. and pressing shoes against the walls of the class rooms are strictly prohibited.
- aa. They are not allowed to hang or paste any poster, any leaflet or write any slogan or anything of the sort on the walls of the class room, outside the class room or within the of the University campus area without prior permission of the authority.
- bb. Every student should ensure and take care to put off the lights, fans and air conditioners while leaving the class room. They shall take proper care of the multimedia projector, computer and others.
- cc. They are not allowed to use or operate any instrument, apparatus, chemicals, machine etc. of their own or bring them in the campus without prior permission of the University authority.
- dd. They should take part in all the programs organized by the department and the University.
- ee. They cannot invite outsiders to University campus without the permission of the authority.
- ff. The University is a smoke-free environment. All members of the campus community are expected to refrain from smoking, Smoking is forbidden in all indoor and outdoor locations of the University.
- gg. Haircut/use of ornaments/rings inappropriately, or in a manner that may be considered as offensive in the Army University.
- hh. Use, production, distribution, sale, possession or stashing of drugs in a manner prohibited under law is an offence. This includes, but is not limited to, alcohol, marijuana, stimulants, narcotics, yaba, and the misuse of prescription drugs.
- ii. They should keep peace and harmony among themselves. They are not allowed to create violence and participate in activities detrimental to the

peace and harmony of the campus. They should follow the policy of “friendship to all, malice to none”.

- jj.** They should avoid any activity or behavior that would unfairly create advantage or disadvantage for another student academically.
- kk.** They should behave professionally, ethically and respectfully in all dealings with the University’s learning partners during extramural placements and practicum.
- ll.** They should use University resources including ICT resources in a lawful, ethical manner and for University purposes only.
- mm.** They must be bound by an obligation to deposit their tuition fees and other fees in due time and should always be up to date in paying outstanding dues of the University.
- nn.** They must comply with all deadlines set forth in the semester-based academic calendar of the University.
- oo.** A student may not voluntarily lend his or her ID to another person for any reason. Willfully lending one’s ID to another will result in disciplinary action for both the original student and the recipient.
- pp.** Sexual harassment is defined as inappropriate, unwanted and unwelcome conduct or behavior of a sexual nature perceived as harassment by the receiver, which has an adverse effect on the dignity of women and girls both inside and, in certain circumstances, outside the University. Any unwelcome sexual advances, requests for sexual favors and any unseemly sexual conduct could also be construed as sexual harassment.
Sexual harassment occurs when any behavior creates an intimidating, hostile or offensive environment, even if offence is not intended. Sometimes what is perceived as sexual harassment by one person may not seem so to another person? The defining features, however, are that the behavior is offensive to and unwanted by the recipient and would be regarded as sexual harassment by any reasonable person.
Sexual harassment is any direct or indirect form of the following behaviors:
 - 1) Unwanted physical contact or conduct
 - 2) Verbal abuse of a sexual nature
 - 3) Demeaning, insulting, intimidating or sexually aggressive comments
 - 4) Threats or implication that refusal of sexual advances will have an adverse effect on academic or employment conditions
 - 5) Any demand or request to establish a sexual relationship

- 6) Sending sexually explicit or implicit letters, emails, SMS, images, Video, social media, etc.
- 7) Displaying pornographic materials or indecent pictures or drawing
- 8) Taking any form of photographs or video recording for blackmailing or defaming someone
- 9) Spreading rumors about sexual issues to humiliate or disgrace someone socially
- 10) Discriminating anyone on ground of gender or sexual-orientation
- 11) Other's

qq. Ragging/ Bullying can include: intimidation, humiliation, ridicule or offence; physical threats; exercise of power over another through negative behavior; insulting, abusing, disparaging or intimidating behavior or words.

Cyber Bullying is “the use of electronic communication to bully a person”. It falls under this policy if the bullying is between students, and occurs on the University premises or adversely affects the safety of students while in University.

rr. Any act or behavior or speech which is regarded as a threat to the public, national security, or sovereignty of Bangladesh or any other country is considered a subversive activity;

ss. Misappropriation or removal of University property or the property of others without any lawful authority is an act of theft.

tt. A behavior in or off the campus that tarnishes the image of the University is an act of undesirable behavior.

uu. Recording, storage, sharing, distribution of images, videos or sound by any means without consent is unauthorized recording and is strictly prohibited in the University.

vv. Any offensive conduct, act or use of improper/ vulgar expression or language in communicating with faculty members, University officials or others on campus, is an act of unseemly conduct.

ww. Possession, use, or stocking of any kind of firearms, explosives, harmful chemicals, knives, clubs, etc., is strictly prohibited in the University.

xx. Any other activity which the University authority may consider to be a violation of discipline.

- yy. Students are not allowed to take law in his/her own hand for any occurrence happened inside or outside the campus. If found, disciplinary action will be taken accordingly.
- zz. The authority shall have the right to take disciplinary action against any student for any act considered as unethical or illegal in the eyes of law of The People's Republic of Bangladesh.

5. General Outline of the Disciplinary Procedure

a. Confidentiality

Utmost confidentiality will be maintained in dealing with all the disciplinary proceedings and investigations, from filing of a complaint by the aggrieved person to the final decision by the committee.

b. Lodging a complaint

Anyone who feels aggrieved or believes that BAUET Code of Conduct has been violated may lodge a complaint with the Proctor's office or any BAUET official, including a faculty advisor, other faculty members or admin/staff members. Any formal complaint must be immediately forwarded to the Proctor's Office with the consent of the aggrieved person. The written complaint or incident report should include the nature of the offense, date, approximate time and location of the incident. The name of the victim, offender and any witness(s) may be included.

c. Charges & Hearing

Upon referral by Proctor's Office, the Disciplinary Committee shall hear all violations of the Code that have been brought to the notice of the Chairperson. It shall inform the accused student of the charge against her/him well in advance of the hearing to afford reasonable time to prepare a defense. The Proctor's Office will attend all hearings as an agent on behalf of the student(s) and will make recommendations to the Disciplinary Committee. The Disciplinary Committee shall aim at finding the truth and shall take evidence for that purpose. Evidence not having direct bearing on the charges shall not be admitted. The Disciplinary Committee shall arrive at clear conclusion whether the student is guilty or not or others.

d. Private hearing

The enquiry shall be held in private unless the accused student desires, in writing, to an open enquiry. The Disciplinary Committee may refuse any open enquiry in consideration of the sensitive nature of the information to be revealed about a witness or otherwise that it might affect the right to

privacy of the witness or the accuse. The Chairperson or any member of the Disciplinary Committee may examine the accused or ask questions.

e. Evidence

The Disciplinary Committee may reject the evidence of any witness on the ground of the witness being an interested person or doubtful witness. The Disciplinary Committee shall not admit testimony of unidentified outside witnesses. When the accused student does not attend the enquiry, the Committee shall take all available evidence in support of the charges before arriving at its conclusion.

f. Written report

The Proctor or the Proctorial Committee may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations. There commendations of the Proctor/the Proctorial Committee will be submitted to the Disciplinary Committee for appropriate action.

The Disciplinary Committee shall prepare a written report at the end of the enquiry. The report shall become official record in the file of the student(s) and consist of the following:

- 1) Written charges and other documents
- 2) Evidence with a summary
- 3) Findings
- 4) Sanction/Recommendations

g. Appeal procedure

Any student can lodge an appeal to the Vice Chancellor against the sanctions imposed on him/her for disciplinary violation, within seven days of receiving the sanction order usually issued by the Registrar of the University. The VC will form a Committee; Proctor is the member-secretary of the committee to hear the appeal.

6. Disciplinary Measures

The full range of disciplinary processes is possible. Depending on the seriousness of the incident the disciplinary measures may include:

- a. Counseling
- b. Written warning
- c. Demotion
- d. Suspension
- e. Dismissal
- f. Expulsion

- g. Referral to external legal authority
- h. Other's

The complaint and the results of the investigation will be recorded in the personal files of the complainant and the alleged harasser.

7. Disciplinary Sanctions

The Disciplinary Committee has jurisdiction over all offences listed in the Code but is not limited. Any violation of the Code shall follow disciplinary proceeding against the delinquent student. The adjudication system is subject to the authority of the Vice Chancellor, Depending on seriousness of the offence; the Committee/Proctor will impose sanctions and take other disciplinary measures listed below but is not limited.

- a. Referral to the counseling:** The Proctor's Office or Disciplinary Committee may refer the student(s) to the Registrar Office or other's office for counseling in addition to or in place of any Disciplinary sanction.
- b. Disciplinary warning:** The Committee/Proctor may impose Disciplinary Warning, which is a warning given to the delinquent student that his/her conduct is unacceptable and that future breach shall be dealt with severely. It shall in all other cases recommend to the Vice Chancellor any one or a combination of sanctions for violation of regulations.
- c. Disciplinary probation:** Disciplinary probation is assigned for a specific period of time. The sanction of disciplinary probation does not debar a student from pursuing courses at the University but may disqualify him/her from awards, prizes of financial aids etc..
- d. Loss of privilege:** Loss of privilege is withdrawal of privilege, denial of a service or participation in any activity for a specific period of time. The sanction should be consistent with the gravity of the offence committed and the need for rehabilitation of the student.
- e. Disciplinary suspension:** Disciplinary suspension denies the student from registration. Class attendance, participation in any University event and activity and use of University facilities for specified period of time. This becomes record in the student's file.
- f. Disciplinary expulsion:** Disciplinary expulsion is the withdrawal of the affected student's privilege of registration, class attendance, use of University facilities and participation in University activities and events. Disciplinary expulsion is recorded in the student's transcript.
- g. Restitution of property:** The payment of damages to or misappropriation of University property, property of the members of the University or

visitors to the University is the restitution. Restitution may be imposed in addition to other sanctions

- h. Interim suspension:** Interim suspension requires the student to leave the campus immediately. The departmental head, Proctor or the Chairperson of the Committee may impose this sanction. This sanction is imposed on a student where there are reasonable grounds to believe that the student is an immediate threat to the safety and security of persons property or to the functioning of the University.
- i. Immediate expulsion:** The following offences may warrant immediate expulsion of the student on the recommendation of the Chairperson without hearing of the Disciplinary Committee:

 - 1) Physical abuse
 - 2) Unseemly conduct
 - 3) Fraud
 - 4) Theft
 - 5) Damage of Property
 - 6) Possession of weapons
 - 7) Sexual Harassment
 - 8) Other's
- j. Repeat offences:** The following repeat offences shall warrant severe punishment than was awarded for the first offence:

 - 1) Academic dishonesty
 - 2) Fraud
 - 3) Providing false information on academic matters
 - 4) Theft
 - 5) Disruption
- k. Sanction for academic dishonesty/plagiarism:** Depending on the degree of the infraction, various disciplinary actions may be taken at the discretion of the course faculty involved or the University authorities. Faculty may issue a verbal warning; give a failing grade on that particular exam/quiz/assignment/etc, and/ or give a failing grade for the course. In exceptional cases, the Disciplinary Committee may recommend term suspension or dismissal.
- l. Violation of suspension:** If any suspended student returns to the campus during the period of interim suspension, he/she becomes liable to disciplinary dismissal or disciplinary expulsion, as s/he is required to stay off the University campus and property until the Committee takes up official hearing.

- m. **Offences related to theft, stealing, cyber crime and terrorist Connection:** If a student is found guilty of offences related to theft/stealing, abuse of social network or internet, any cyber crime, rioting or terrorist connection and other criminal & destructive offences within/outside the Campus, he will be expelled from the University.
- n. **Referral to external legal authority:** If a student is found guilty of offences related the law of The People's Republic of Bangladesh then University authority referral the student to external/other's legal authority of The People's Republic of Bangladesh.

8. Undertaking to be Filled in by all the Students

- a. Students are expected to adhere to the policies and requirements of Bangladesh Army University of Engineering & Technology (BAUET) and to abide by all applicable rules and regulations, including the Code of Conduct.

Name of the student : _____

ID of the student : _____

Department : _____ Academic year: _____

Course of study : _____

Father's name : _____

Mother's name : _____

Permanent address : _____

Present address : _____

Telephone : _____ Mobile: _____

Email : _____

- b. I, as a student of Bangladesh Army University of Engineering & Technology (BAUET) agree to abide by all applicable rules and regulations, including the Code of Conduct of the BAUET & the law of The People's Republic of Bangladesh.

* Note: In case of change of present address, the student should immediately inform and give details to the admission office as well to respective department.

- c. Date: _____ Signature of the student: _____

9. Conclusion

The Code of Conduct of BAUET has been devised to include the conduct of the students inside the class, in and around the campus, in the office, with the faculty members, with the officers, with the staffs, with the classmates, at the library, at the examination halls, conduct inside the halls, conduct of the students at games/sports, conduct with other University students and the conduct of students in general. This policy also includes the procedure to lodge a complaint regarding any breach of conduct of any student. This policy has outlined the procedure of working of the discipline committee. This paper has provided a guideline to proceed in the case of any complaint lodged. This policy has outlined the steps to be taken for any disciplinary breaches.

Moreover this code of conduct has outlined the do's and don'ts for the student. It is to be noted that this Code of Conduct has been prepared basing on the laws of the land and relevant instructions of the Government, UGC and BAUET authority. Hope that all members of the University would be benefited by this Code of Conduct. The Code of Conduct can be amended by the Authority/Proctorial body with consensus of all the concerned from time to time, if necessary.

a. President: Lt Col G M Azizur Rahman, afwc, psc (Retd)
Treasurer, BAUET

b. Member: Dr. Mirza A F M Rashidul Hasan
Associate Professor & Head of the dept CSE

c. Member Secy: Mr. Md. Nasir Uddin
Assistant Professor, Mathematics & Proctor