Academic Code of Conduct of University of Azad Jammu and Kashmir

1.0 Objectives

The objectives of this policy code are to clarify the

1.1 To set the basic standards of workplace behavior that the University expects of all faculty, administrators and staff.

1.2 To state publicly the University's long-term commitment to the highest standards of integrity in education, research, health care, public engagement and service.

1.3 To assure that faculty, administrators and staff understand their shared responsibility for keeping the University in full compliance with all applicable laws, regulations and policies.

2.0 Scope

This policy applies across the University.

3.0 Salient Features

This policy is made under the *University of Azad Jammu and Kashmir Act 1980.*

3.1 Version: 1 (Draft)

3.2 Approved on: Yet to be approved

3.3 Policy Steward: Registrar

3.4 Effective date: Yet to be approved

3.5 Review due by: May be three years after approval

3.6 Approved by: Academic Council/ Syndicate of the University

3.7 Status: Draft/ Approved/ Published

4.0 Policy

The University of Azad Jammu and Kashmir ardently believes in the educational pursuit in a responsible manner which is described as following:

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4.1 Vision of UAJ&K (approved vide No. Meeting/42nd Sy(-31)AC-ex-item-7/5602-26/2016 held on 14-04-2016)

Transformation to excellence through holistic education

Explanation: Excellence (Individual/ National; Knowledge (teaching-research)/ Behavior/ Character)

4.2 Mission of AJ&K (approved vide No. Meeting/42nd Sy(-31)AC-ex-item-7/5602-26/2016 held on 14-04-2016)

The University is committed to **quality education, research and values-driven mentorship** through innovations to <u>serve</u> the society and the changing world

Explanation: Capacity Building for serving the society in ever-evolving scenarios

Academic Code of Conduct comes under main category of General Code of Conduct/ Ethics, University of AJ&K with Academic Integrity regarded as the central pillar for the Academic Code of our educational institution.

4.3 Academic Integrity (AcI)

4.3.1 Definition and Purpose
AcI may be defined as amalgamation of ethical values in the educational journey of an individual/ group of individuals. The ethical values include but are not limited to Righteousness, Fairness, Honesty, Transparency, and Respect to others in a trustable and responsible manner.
The incorporation of above mentioned traits in the teaching-learning process is the pivot of development of knowledge. This development does not mean the material advancement of a human individual rather it is for the establishment of a coherent humane society which is capable of giving a rational response even in abnormal situations.

4.3.2 Domains of the Policy
This policy of Academic Conduct is equally applicable to both key parts of the academic sphere, i.e. Faculty and Student. There will be some basic deviations in the lines of implementation of the policy to two domains. Therefore, separate details have been developed.

  i.   <u>Academic Code for Students (*ACS*)</u>
  ii. <u>Academic Code for Faculty (*ACF*)</u>   *(Available elsewhere as a separate Document)*

4.3.2.1 Academic Code for Students (ACS)
The ACS for students has been prepared for making them good disciplined citizens of the state while keeping in mind their central human rights intact. The policy ensures that:

The students must read and follow all policies, procedures and program information guidelines provided to them by diverse means for the pursuance of their learning goals at a satisfactory and timely progress as outlined in procedures. Furthermore, they are expected to follow the professional way of mutual respect in dealing with mentors, staff and other students. Those students not practicing

good academic behavior may be subject to disciplinary action including suspension, dismissal or financial penalties as determined by the Disciplinary Committees.

a) Violations

The University considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. These include but are not limited to the following:

- cheating;
- fabricating information or citations; falsifying documents;/ forgery;
- gaining unauthorized access to examinations;
- making up or changing data for a research project;
- tampering with the academic work of other students;
- facilitating another student's academic misconduct; and/or submitting course work or taking an exam for another student;
- buying or selling of course materials, including exams, test answers and course papers
- plagiarizing, in the truest sense as defined by HEC (https://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx);

b) Disciplinary Process and Possible Sanctions and Students Rights

The university has a zero tolerance policy for any reported violation of ACS. The accused(s) will have to face the disciplinary action as outlined in the University Calendar published in 2001. The details may be obtained from the relevant sections on page(s) 23, 24, 374, 388-393, 412-413.
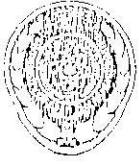
The students have an unbiased right of being Heard, Reason for his/ her actions and also to appeal against the decision, if proven guilty leading to some sort of punishment.

4.3.2.2 Academic Code for Faculty (ACF)

The vision and mission statements as given in sections 4.1 and 4.2, respectively, clearly decree the teacher as the central pillar to achieve the goal of the creation/ dissemination of knowledge as well as the inculcation of well-recognized human virtues in the individuals. Therefore, s/he has to be a role model for others, i.e. the students in particular and the community in general. Following sections outline the some of the important traits of the teacher:

4.3.2.2.1 Behavior towards Students

In general, a student is a reflection of one's teacher.

No: ITC/ 99 /2021

Date: 22-06-2021

Deputy Registrar (Academics),
UAJ&K,
Muzaffarabad.

Subject: <u>Policies and Procedures required under Framework of Higher Education
Commission in Pakistan</u>

With reference to the subject cited above and vide your letter no 3600-19/Academics/2021
dated 18-06-2021, the respective policy of IT Centre under Framework of HEC Islamabad is
attached herewith.

Muhammad Saghir
Director IT
[enclosed 4 pages]

Information Technology Center (ITC)

Information Technology Center (ITC) is intended to provide ultra-modern computing facilities. ITC facilitates more than 10,000+ students, faculty members and staff members daily. Our standards meet the international requirements of highly advanced IT equipment and services.

Participants of the university are being served with latest IT facilities, in an ideal working environment, by a highly skilled & professional team.

Some of our core and state of the art computing services are as follows:

- Login Account Management
- Internet Access
- Access to HEC Digital Resources
- Video Conferring
- Smart University Wi-Fi (Wireless Connectivity)
- University Management Information System (UMIS)

Participants, from all departments and campuses of the university, are being served with latest operating systems and technologies like Windows 7 Ultimate, Windows 10 Enterprise, and Open Source Linux OS. A vast line of software; development, documentation, designing, engineering, research and security, are installed and properly configured in all systems.

A team of highly qualified, skilled and cooperative IT Professionals is serving the department. The team is further divided into three different teams:

- System Administration, responsible for datacenter operations
- Software Support, responsible for software deployments and UMIS management
- Hardware & Technical Support, responsible for OS Installation and HW Troubleshooting

ITC Rules and Policies

Information Technology Center (ITC) users are expected to behave in a responsible and courteous manner and observe the following rules while using Computer Labs.

- For entry to Computer Labs, possession of student card by each participant is mandatory.

- ITC users must log into their own accounts. Account login/password sharing is strictly prohibited. Participants are expected to protect their login password and follow University's privacy.

- ITC users must log out after finishing their work.

- Unauthorized visitors are not allowed.

- One person per workstation is allowed.

- NETSEND utility/command is not allowed in computer lab.

- Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching of videos for recreational purposes in not allowed.

- Food or drink is not allowed in Computer Labs at any time.

- Smoking is not permitted in Labs.

- Disruptive behavior such as loud talking and using mobile phones is not allowed.

- Any Participant found responsible for causing damage to the ITC equipment shall be liable for such damages.

- Participants are not allowed to reboot, turn off or move any workstation, PC or any other devices. Participants are not allowed to download/install any software on any computer. Only ITC operators and technical support personnel are authorized to carry out these tasks.

- Everyone including Participant and staff are informed that no personal devices can be brought in or taken out of Computer Labs. You should get a gate pass for it.

Web Browsing Policy

Purpose

UAJ&K encourages its community (faculty, students, and staff) to use the Web as a useful repository of information, and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

Policy

The UAJ&K community should use the Web for work-related activities only because any other activity on the Web adversely affects academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web-based daily newspapers is understandable, it should be kept to a minimum. The following e-activities are not permitted on campus:

- Downloading or streaming movies

- Downloading or streaming music

- Online trading of shares in local or international financial markets (stock exchanges)

- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)

Browsing sites with pornographic, obscene material, or browsing banned sites (in Pakistan) or downloading pornographic material.

Browsing Log

ITC maintains a log of all internet activity done through the use of University's IT resources. This log contains relevant information about a Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

Penalty for Abuse

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note that it is the responsibility of a user to protect his/ her password and not share it with others. A user shall be held responsible for any activity done with his/ her username.

Unauthorized Use of Computer or Electronic Communication Devices

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

(1) Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purpose.

(2) Unauthorized transfer of a file.

(3) Use of another individual's identification and/or password.

(4) Interference with the work of another Participant, faculty member or University official.

(5) Sending obscene abusive or threatening messages.

(6) Transmission of computer viruses.

(7) Interfering with normal operation of the University computing system.

(8) Unauthorized duplication of software or other violation of copyright laws.

(9) 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.