



বাংলাদেশ ইসলামী বিশ্ববিদ্যালয়
جامعة بنغلاديش الإسلامية
BANGLADESH ISLAMI UNIVERSITY

BIU CODE OF CONDUCT & DISCIPLINARY RULES FOR THE STUDENTS OF BIU

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CONTENTS

SL.	SUBJECT	PAGE
1.	Chapter – 1 : Preliminary : These Rules shall be called “The Code of Conduct & Disciplinary Rules for the Students of BIU” Definitions	03 - 04
2.	Chapter – 2 : The Proctorial Body : Composition, Honorarium, Responsibilities, Powers and Functions, Proctor’s Disciplinary Hearing	05 - 07
3.	Chapter – 3 : The Disciplinary Committee, Composition, Scope and Functions, Complain Against Disciplinary Committee Member, Accountability of Disciplinary Committee, Session of the Disciplinary Committee, Guiding Rules for the Disciplinary Committee, Extraordinary Powers of the Disciplinary Committee, Meeting Procedure.	08 - 09
4.	Chapter – 4 : The Compliant Committee, Composition, Procedure	10
5.	Chapter – 5 : Disciplinary Actions Procedure, Procedure for Aggrieved Person	11 - 12
6.	Chapter – 6 : Punishment for General Code of Conduct	13
7.	Chapter – 7 : Appeal	14
8.	Chapter– 8 : Miscellaneous, Offences not Disclosed in these Rules, Right to Amend	15
9.	SCHEDULE- 1 : General Code of Conduct	16 - 18


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BIU Code of Conduct & Disciplinary Rules for the Students of BIU

Discipline is an essential and important element for any educational institution. To ensure a disciplined and peaceful environment in and around BIU campus, it is required to set code of conduct and disciplinary rules for its employees as well as students. For the employees, the matter is dealt with in the Service Rules. Here, the subject matter deals with the students only. The offences related to the examination are dealt with in the Examination Policy.

Chapter - 1

Preliminary

1. a. These Rules shall be called “The Code of Conduct & Disciplinary Rules for the Students of BIU”.
- b. It extends to the whole of university campus, as well as to students’ whereabouts or connected with the dealings of the university being duly authorized or bearing the university identification.
- c. It shall come into force from the date of approval by the competent authority.
2. **Definitions.** In these Rules, unless there is anything repugnant in the subject or context, the following words shall bear the meaning as below:
 - a. “Authority” for the purpose of these Rules shall mean the BIU authority.
 - b. “Closed Day” shall mean the weekly holidays or holidays declared by the government or BIU other than festival vacation or long vacation or summer or winter recess.
 - c. “Disciplinary Committee” shall mean the committee formed as per the Private University Act, 2010.
 - d. “Examination Hall” shall mean the space or room used for arranging any examination under the supervision of Controller of Examination.
 - e. “Investigation” shall mean any queries made by any committee or fact finding committee formed especially for the purpose of discovery of particular facts or incidents.
 - f. “Proctor” shall mean any teaching staff appointed and designated as Proctor by the university authority.
 - g. “Registrar” shall mean the Registrar appointed by the authority for the compliance with the Private University Act, 2010.

- h. “Syndicate” shall mean the Syndicate of this university formed according to the Private University Act, 2010.
- i. “University Campus” shall mean the university premises and any area adjacent to it, which may also include any infrastructures or structures or vehicles or buses used for the purpose of this university.
- j. “Vacation” shall mean the vacations settled and determined in the academic calendar or through special orders by the authority.
- k. “Vice-Chancellor” shall mean the Executive Head of the university, designated as Vice-Chancellor, appointed by the Chancellor as per the Private University Act, 2010.

Chapter - 2

The Proctorial Body

3. There shall be a Proctorial Body / Committee for smooth maintenance of the discipline and keeping the entire body of the students of BIU safe and disciplined on the campus.
4. **Composition.** The Proctorial Body shall be composed of -
 - a. The Proctor who shall be a teacher of BIU, not below the rank of an Associate Professor;
 - b. Assistant Proctors who shall be combination of male and female teachers of BIU, preferably representing each department, not below the rank of an Assistant Professor;
 - c. The tenure of Proctorial Body / Committee shall be for a fixed period of two years.
 - d. Proctorial body shall be appointed by the Vice-Chancellor on the basis of the combined recommendations, made by the Chairmen of all the Departments. The term, if and when necessary, may be renewed for a stated period.
5. **Honorarium.** The honorarium / compensation allowance for each member of the Proctorial Body shall be fixed by the Syndicate of BIU from time to time on the recommendation of the Vice-Chancellor.
6. **Responsibilities, Powers and Functions.**
 - a. The Proctor shall remain directly accountable to the Vice-Chancellor for all his actions.
 - b. The Proctor shall be responsible for the overall maintenance of discipline and peaceful environment on the campus of BIU.
 - c. The Proctor shall take such steps as he thinks necessary for the purpose of ensuring disciplined behavior and good conduct of every student within the University Campus or even in an emergency.
 - d. The Proctor shall form a network of surveillance with the help of his Assistant Proctors who will remain duty bound to assist him in all possible and reasonable ways.
 - e. For the above mentioned purposes, the Proctor or any one Assistant Proctor nominated by the Proctor shall ordinarily remain on the campus during university hours for maintaining order and discipline on the University Campus.
 - f. The Proctor shall take such steps as he thinks necessary for the purpose of ensuring good conduct on the part of every student at all hours within the University Campus.

- g. The Proctor and his Assistant Proctors shall have the rights and privileges to ask any question to any student/anybody or to show his/her ID card issued by the university authority if it deems necessary.
- j. In an emergency, the Proctor or any of the Assistant Proctors can seek the help of any employee of the University in the discharge of his / their duties in the University at any time and it shall be the duty of the employee concerned to give him / them every reasonable and possible assistance.
- k. No Demonstration, Meeting, Procession, Rally, Human Chain or Meeting of any Association shall be called for or held in the university campus without the prior approval or permission of the Proctor or the authority. If any permission or approval, in this regard, is given by the authority other than the Proctor, a copy of the permission or approval is to be transmitted immediately to the Proctor for necessary action.
- l. The Proctor shall have the power to reprimand any student (s) for behaving in a way that lowers the dignity of any person and the office of the Proctorial Body.
- m. The Vice-Chancellor may delegate any such of his disciplinary powers as he may think suitable to the Proctor, in writing.
- n. The Proctor shall maintain a liaison with all other committees related to disciplinary matters of the university, or he may nominate any Assistant Proctor to do the same.
- o. If and when necessary the Proctor shall have the power, in consultation with the Vice-Chancellor, to hand over any offender of law of the land, to the Police and pursue any case filed thereof.
- p. The Proctor can take any appropriate measure upon application by any student or he can do so spontaneously, to keep the campus well-disciplined and peaceful.
- q. The proceedings of the “Proctorial Body” shall protect individual confidentiality at all stages.
- r. The Proctor shall perform such other duties regarding discipline as may be required by the Vice-Chancellor from time to time.

7. Proctor’s Disciplinary Hearing

- a. Unless an alleged breach of regulations involves harassment, serious injury to a person, serious damage to property, or a significant element of dishonesty, the Proctors can offer the student concerned the option to have the matter dealt with by the Proctors themselves.
- b. In that case, Proctors may preside so as to ensure that individuals hearing the case would be different from those responsible for investigating and prosecuting it. If the student exercises

this option, he or she will be formally notified what regulations s/he is thought to have breached, and will be sent a notice to attend a Proctors' Disciplinary Hearing (at which s/he may be accompanied or represented by a member of Congregation).

- c. At this hearing, the evidence will be presented and the student has the right to make a defense against the allegations or else to admit the breach(es) of regulations and to present evidence to explain his or her behavior. Witnesses may be called to attend, either by the Proctors or the student.
- d. If the student admits the alleged breach of regulations, or is found guilty, the only penalties which the Proctors may impose a fine (or fine plus compensation) of up to Tk. 20,000 or a written warning about future conduct. If a fine or compensation order is not paid, the amount will automatically be increased until continued non-payment results in the case being referred to the Student Disciplinary Panel.

Chapter - 3

The Disciplinary Committee

8. There shall be a Disciplinary Committee in this university formed in accordance with the Private University Act, 2010 to be held responsible for the overall discipline of the university.
9. **Composition.** The Disciplinary Committee shall be composed of:
- a. The Chairman, who shall be nominated by the Board of Trustees from amongst its members.
 - b. The Vice-Chancellor of the University as member.
 - c. All Deans of different Faculties as members.
 - d. One Departmental Head as nominated by the Syndicate as member.
 - e. Registrar of the University as member.
 - f. Proctor, who shall be its Member Secretary, *ex-officio*.
10. **Scope and Functions.**
- a. The scope and functions of the Disciplinary Committee shall be affirmed and determined by the Syndicate from time to time.
 - b. The Disciplinary Committee shall ensure and ascertain the discipline of all stages and spheres of the university.
 - c. The committee shall take measures to develop the procedures of submitting complaints, investigations, and hearing relating to behaviors as against discipline due to sexual harassment and sexual abuse within the university and can take decision upon investigation or recommendation made by the Complaint Committee and the same shall be forwarded to the Syndicate for final approval.
11. **Complain Against Disciplinary Committee Member.**
- a. If any complain is raised against any member of the Disciplinary Committee, the Board of Trustees shall immediately constitute an Investigation Committee composed of 5 members — 2 from among the members of the Board of Trustees, 2 from the Syndicate, and 1 legal expert.
 - b. The Board of Trustees shall take appropriate measures against the member complained of and shall be dealt with as per the recommendation of the Investigation Committee according to sub-section 10a.

12. Accountability of Disciplinary Committee.

- a. The Disciplinary Committee shall be held accountable to the Syndicate for its all actions.
- b. The decisions of the Disciplinary Committee shall be forwarded to the Syndicate for its approval.

13. Session of the Disciplinary Committee. The Disciplinary Committee shall sit once in every term, preferably after the final examination, according to the academic calendar of BIU unless there is an emergency in which case it can sit any time.

14. Guiding Rules for the Disciplinary Committee.

- a. The Disciplinary Committee shall function as per the rules developed by the Syndicate and any matter referred to it, in writing, by any office of the university in accordance with the law.
- b. The Disciplinary Committee shall follow its own procedure in determining its decisions, and the decisions taken shall be recorded in writing and preserved in the office of its Member Secretary.

15. Extraordinary Powers of the Disciplinary Committee.

- a. The Disciplinary Committee shall summon and investigate anybody—whether teaching staff or other staff, or students—as the case may be, according to the merits of the case.
- b. The Disciplinary Committee shall ask for any document for production from any office of the university for the purpose of scrutiny and investigation.
- c. Any matter found controversial or ambiguous during the proceedings of the Disciplinary Committee shall be referred to it in writing to the Syndicate for clarification.

16. Meeting Procedure.

- a. The meeting of the Disciplinary Committee shall be convened by the Chairman thereof.
- b. The notice of the meeting shall be served to all its members by the Member Secretary being directed by the chairman at least one week before or 24 hours before in case of an emergency.
- c. The Chairman of the Committee shall preside over the meeting unless he is absent, in which case another member of the Board of Trustees shall be nominated by him to conduct the meeting as Chairman.
- d. A simple majority of the members of the Disciplinary Committee shall form the quorum.
- e. The decision of the Committee shall be taken unanimously unless there is a disagreement in which case decision taken by a simple majority accordingly shall be final.

Chapter - 4

The Compliant Committee

- 17.** There shall be a separate Committee for the purpose of preventing sexual harassment and abuse, as per the direction of the Government from time to time in this respect. A Committee formed under this section shall be called the Complaint Committee.
- 18. Composition.** As per the direction made by the Honorable High Court Division the Committee shall be formed as follows:
- a. The Complaint Committee will have a minimum five members and three of the members will be nominated from women. The head of the Complaint Committee shall preferably be a woman, if available.
 - b. The Complaint Committee should have at least two members from outside the university, preferably from organizations working on sexual abuse and harassment.
- 19. Procedure.**
- a. The Complaint Committee shall follow its own procedure for the purpose of receiving complaint by any female student or upon any information from any complaint dropped in the Complain Box.
 - b. The Complaint Committee shall follow its own procedures for the purpose of inquiry and investigation with due regard to modesty and decency of the applicant and maintaining all secrecy to that effect as a person of reasonable man and shall make its reports or recommendations in writing accordingly.
 - c. The recommendations or reports made by the Complaint Committee upon investigation or inquiry shall be applied and executed subject to the approval of the Disciplinary Committee.

Chapter – 5

Disciplinary Actions Procedure

- 20. Procedure for Aggrieved Person.** The aggrieved person in the campus affected by any breach of the conduct as referred in schedule 1 can address his grievances according to procedures given hereinafter. To redress the said grievances, if any, the under mentioned procedure will be followed:
- The aggrieved person may immediately after the occurrence or within a short delay with valid and acceptable reason, lodge a written complaint with the office of the Proctor and in his absence with any of the Assistant Proctors stating the incident, in detail. Regarding gender harassment, the Proctor/Assistant Proctor may also receive oral or written complaint or may refer it to the Complaint Committee.
 - If the said complaint is of serious nature, the Proctor will serve a show-cause notice on the accused person(s) asking him/her/them to explain the matter within a stipulated time mentioned in the show-cause letter. The accused shall sign the notice. In case the accused is not on the campus the notice shall be posted on the Notice Board as well as his/her e-mail, permanent and present address or local guardians. In other cases or if necessary, notice may be sent to the student second time.
 - The accused person(s) shall submit his/her/their explanation / reply, in writing within the time mentioned in the show-cause letter.
 - If the accused fails to furnish a written reply within the stipulated time, it shall be deemed that he/she/they either admit the allegation(s) or is/are withholding information which itself is an offence as defined in schedule 1 and such cases shall be dealt with accordingly. If a student is alleged of an offence that violates both the Code and the law of the land, the disciplinary action at the university will normally proceed. But Civil and criminal proceedings will be initiated by the Proctor by informing the law enforcement agency.
 - If the Proctor is not satisfied with the explanation furnished by the accused, he shall inform the Chairman of the Disciplinary Committee, in writing of the allegation and explanation.
 - Thereupon the Chairman of the Discipline Committee, if necessary, shall form an Inquiry Committee comprising of the members of the faculty and officer.
 - In the due course of investigation, both the accuser(s) and the accused(s) may be invited to appear before the Inquiry Committee. Thereafter, the Inquiry Committee shall submit a report in writing to the Proctor who is the *ex-officio*, Member Secretary of the Disciplinary Committee, stating its findings and recommendations within the time set for in the terms of reference. The Proctor shall forward the same to the Chairman of the Disciplinary Committee.

- h. If the Inquiry Committee decides not to invite the accuser(s) or the accused(s) or both, the accuser(s) or the accused(s) or both may make a written request to the committee to invite him/her/them for interview. The committee will then give due consideration to such a request.
- i. After getting the report of the Inquiry Committee, the Disciplinary Committee, if required, shall issue show-cause notice to the offenders. On receiving the reply thereof the Committee shall make a decision regarding the penalties /punishments to be imposed upon the student(s) alleged of and his / her / their guardians will be intimated in writing.
- j. The student(s) upon whom the penalty is imposed, may apply to the Vice-chancellor for a review of the decision within 7 (Seven) working days from the date of communication of the penalty/punishment.
- k. While reviewing his decision, if any, the Vice-Chancellor as Head of Administration shall have the power to grant pardons, reprieves and respites, and to remit, suspend or commute any penalty/punishment mentioned in these Rules.
- l. Finally the decision for penalty/punishment shall be placed before the Syndicate for ratification.

Chapter – 6

Punishment for General Code of Conduct

- 21.** After following due course of procedure the Disciplinary Committee may recommend punishments / penalties to be imposed singly or in combination of any of the offences mentioned in schedule 1 and these punishments / penalties may include but are not limited to the following:
- a. Punishment up to expulsion/ rustication from the university.
 - b. Withdrawal of admission in future from BIU academic programs.
 - c. Withdrawal of degree.
 - d. Reprimand with a letter with a copy to his/her guardian, placing a copy in the file of the student concerned.
 - e. Denial of admission for a specified period.
 - f. Restitution, in case of damage to or removal or unauthorized use of property.
 - g. Forfeiture of the scholarships, stipends or any other financial assistance already undergone.
 - h. Imposing fine of taka up to 20,000/= (twenty thousand).

Chapter - 7

Appeal

22. There is no opportunity or scope of preferring appeal or making the revision, only the review is allowed for the aggrieved student. The student/ students aggrieved by the decision of authority may file a review petition to the Disciplinary Committee or University Authority only after the declaration of the punishment against him or her. It should be filed within 30 days from the declaration.
23. The Disciplinary Committee can reject the review petition of the student/ students or can recommend an alteration in the punishment or withdrawal of the punishment for any reason applied for or suitable to it. If the application is made to any authority other than the Disciplinary Committee, the authority receiving the petition is under obligation to send it to the Disciplinary Committee for necessary action.
24. The Chairman of Board of Trustees has the final authority to accept or reject the recommendations of the Disciplinary Committee.
25. Once a case is inquired into by the committee will not be reopened unless strongly approved by the Chairman of Board of Trustees. A student cannot file a review petition for reopening of the case.
26. The Proctor and other members of the Disciplinary Committee shall finish any inquiry within a time fixed therefore, if it deems necessary in this stage.

Chapter - 8

Miscellaneous

27. a. Notwithstanding of the foregoing rules and regulations, if any student found addicted to intoxications or joined with terrorism activities or militancy shall be punished with appropriate punishment according to inquiry reports and recommendations made by the Anti-drug Committee or Anti-terrorism and Anti-militancy Cell formed there for subject to the confirmation of the Disciplinary Committee. The offenders involved to these offences may be forwarded to the law enforcing agency, if it deems necessary.
- b. The authority of the University shall, for the purpose of subsection 27a, from time to time the Anti-drug Committee, Anti-terrorism, and Anti-militancy Cell.
28. **Offences not Disclosed in these Rules.** Any other offences committed by students which are not mentioned in the list of offences mentioned in Schedule 1 may be disposed of on the recommendations of the Disciplinary Committee.
29. **Right to Amend.** The syndicate of BIU reserves the right to amend, add to, or adapt any provision to be added as General Code of Conduct from time to time. Such amendment(s) or alteration(s) will, however, be communicated to all concerned.

SCHEDULE- 1

General Code of Conduct

A student is to be abiding by the general Code of Conduct during their staying in the campus or class room or in the university vehicles or anywhere gone to for the purpose of university bearing the university identification. The following are considered as general Code of Conduct, the commission, provocation or abetment of which a student shall be liable to punishment.

- A) Any activity tantamount to misbehaving with anybody on the campus;
- B) Doing anything unethical / immoral or social crime in the eyes of the law of the country which may include:
- 1) Declaring a strike of the university students, preventing or trying to prevent another student(s) of the university from attending the university classes, exams, laboratories, student club rooms, student common rooms or library or university canteen / cafeteria; or
 - 2) Doing any act of physical abuse or physical violence such as beating, punching, kicking and the like nature; or
 - 3) Holding out threat of violence either verbal or written or by electronic message or Face book or any other online medium or social media, etc.; or
 - 4) Causing fear and apprehension using misrepresentation, misinformation, force or coercion to solicit support, signatures / or participation in activities of a subversive nature or detrimental to the normal functioning of the university or bringing outsiders in the campus to create any type of disturbance; or
 - 5) Using expression or language considered improper or immoral in interacting with faculty members, university officials or staffs; or
 - 6) Smoking inside the campus; or
 - 7) Using, producing, distributing, supplying, selling, possessing or stashing (hiding or storing) drugs, alcohol, marijuana, Yaba, or any other intoxicants of like nature; or
 - 8) Entering the campus after consuming any kind of intoxicants as mentioned above; or
 - 9) In possession and use of weapons, firearms, knives, clubs, explosives or explosive materials such as bombs, cocktails, chemicals or anything of similar nature; or
 - 10) Unreasonable walking on lawns, crossing the boundary walls / fencing, damaging the gardens, flowers, spoiling the landscape of the campus; or

- 11) Furnishing false information to the university with intent to deceive or derive benefits there from; or
- 12) Misuse or alteration or forgery of university documents, records or seals, letter pads, officers' name, seal, etc.; or
- 13) Locking up any class or office room or putting any faculty member / official / employee under duress or confinement and thus interfering in the discharge of their regular duties; or
- 14) Not wearing or bearing university ID card whenever on the campus for the safety and for preventing the unauthorized visitors, miscreants or intruders; or
- 15) Organizing any club, society, meeting or congregation or arranging parties or playing musical instruments or using a loud speaker in the campus except those permitted by the authority or the departments concerned, as the case may be, and unauthorized poster, demonstrations by the students as a means of protest; or
- 16) Uploading of indecent pictures or making indecent pictures for maligning and false comments connecting with the university and its stakeholders as well through any social media such as website, Facebook, twitter, messenger, e-mail, Viber, WhatsApp, IMO, YouTube, etc.; or
- 17) Association with any social, political or any organization connected with activities endangering the security of life and property of the citizens or detrimental to the state; or
- 18) Not wearing modest and decent dresses in keeping with Islamic culture and heritage and practice; or
- 19) Wearing shorts, sleeveless or any unbecoming dresses not in keeping with Islamic tradition and practices; or
- 20) Having interpersonal indecorous relationship between male and female students without reasonable justification; or
- 21) Speaking, addressing, behaving or treating members of the opposite gender using indecent gestures or words in a manner that could be construed as sexual harassment; or
- 22) Bringing false allegation against a member of the faculty, official or other members of the university; or
- 23) Withholding necessary information verbal or written about any offence committed by any faculty, official, staff / a student or others in the university, when asked to testify or produce such; or

- 24) Failing to comply with any penalty imposed for misconduct; or
- 25) Arranging or attending unauthorized meeting, gathering of demonstration/ procession/ rally/ human chain of the students on the university premises other than the one organized by the departments / university authorities; or
- 26) Any other activities, which the university authority may construe as a violation of discipline from time to time.

By the order of the Board of Trustees



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