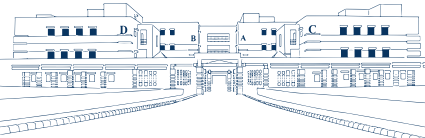




CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY



ADMISSIONS



REGISTRATIONS



SCHOLARSHIPS



ASSESSMENTS



REGULATIONS

CUST DSA POLICY

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1. Introduction

The Office of the Director Student Affairs (DSA) serves as a central unit dedicated to the overall welfare and development of the student body. It functions as a bridge between students and the university administration, ensuring that student concerns are heard, addressed, and resolved in a fair and timely manner. The office not only provides support in academic matters but also plays a pivotal role in enhancing the student experience through co-curricular, cultural, and social activities. It oversees and facilitates student participation in sports, recreational programs, student societies, and community engagement initiatives, thereby promoting a balanced and holistic educational environment. In addition, the Office of Student Affairs is actively involved in maintaining student discipline, guiding student conduct, and fostering a culture of responsibility, inclusivity, and mutual respect. Through its diverse functions, the office contributes significantly to creating a safe, supportive, and enriching environment that complements the academic journey of every student.

2. Vision and Mission of the Office of Student Affairs

2.1 Vision

To create a vibrant, inclusive, and supportive campus environment that empowers students to achieve academic excellence, personal growth, and professional success, while upholding the values of integrity, responsibility, and community engagement.

2.2 Mission

The Office of Student Affairs is committed to fostering the holistic development of students by:

- (a) providing comprehensive counseling, guidance, and welfare services that support academic and personal success;
- (b) promoting student leadership, creativity, and innovation through clubs, societies, and co-curricular activities;
- (c) encouraging social responsibility, volunteerism, and active citizenship within and beyond the University;
- (d) ensuring a safe, respectful, and inclusive learning environment where diversity is valued and
- (e) collaborating with faculty, staff, and external partners to enrich the overall student experience.

3. Responsibilities of the Student Affairs Office

The Office of Student Affairs serves as the primary channel between students and the University administration. It is mandated to safeguard student welfare, promote holistic development, ensure a safe and respectful campus environment, and uphold University regulations.

3.1 Student Development and Engagement

- (a) To provide a conducive environment for students to develop interpersonal, leadership, and managerial skills through co-curricular and extra-curricular activities.
- (b) To support student societies and clubs in planning, organizing, and execution of their activities.
- (c) To arrange the Annual Sports Week each year and to organize inter-departmental games every semester in order to promote student health, teamwork, and sportsmanship.
- (d) To organize student orientation and welcome sessions for the new students in collaboration with academic departments.
- (e) To assist the convocation organizing committee in the planning and conduct of convocation.
- (f) To encourage student participation in community service, volunteer work, and similar activities that reflect the University's values.

3.2 Student Welfare and Support

- (a) To provide students with academic, personal, and non-academic counseling services.
- (b) To facilitate differently abled students in accessing classrooms, laboratories, campus spaces, and scholarship applications.
- (c) To facilitate students in transport and parking arrangements and resolve related issues.
- (d) To address cases referred by parents or guardians regarding a student's academic or personal difficulties, and to provide appropriate counseling and support to the student.
- (e) To support students in resolving non-academic complaints by coordinating with the concerned University departments in a fair and timely manner.

3.3 Health, Safety, and Discipline

- (a) To implement the University's anti-drug, anti-tobacco, and anti-harassment policies in letter and spirit.
- (b) To enforce the University's dress code, ethical standards, and norms of conduct among students.
- (c) To monitor campus safety through CCTV surveillance and to investigate complaints related to safety and security.
- (d) To coordinate evacuation procedures and provide necessary support during medical or safety emergencies.
- (e) To ensure the availability and accessibility of first aid facilities at designated locations on campus.
- (f) To regulate the display of banners, notices, and announcements within University premises in accordance with approved policy.
- (g) To administer fines, penalties, and other disciplinary measures for violations of University rules, in accordance with established regulations.

3.4 Administrative and Collaborative Functions

- (a) To issue official University identification cards to students, which serve as the primary means of verifying student status within the institution.
- (b) To collaborate with academic and administrative departments to strengthen student support services.
- (c) To take appropriate measures for the improvement of support services and campus life, as expected by the students.
- (d) To perform any general responsibilities assigned by the competent authority.

4. Student Code of Conduct

4.1 Purpose

The Student Code of Conduct outlines the standards of behavior expected from all University students as members of a respectful, inclusive, and academically rigorous learning community. The Code is both educational and regulatory in nature. This Code aims to:

- (a) promote ethical behavior and a culture of mutual respect among students, faculty, staff, and the broader community;
- (b) define the rights and responsibilities of students as members of the University;
- (c) clearly outline prohibited conduct and associated disciplinary consequences;
- (d) guide students in making responsible decisions aligned with the values of the University;
- (e) serve as a foundation for maintaining a positive University reputation and contributing to the public good, and
- (f) help students grow as responsible citizens and future leaders.

4.2 Scope

This Student Code of Conduct applies to all individuals enrolled at University, including:

- (a) Undergraduate and graduate students.
- (b) Exchange, visiting students and visiting guest.

The Code governs behavior in all contexts related to the University, including but not limited to:

- (a) activities on University premises (classrooms, labs, libraries, dormitory etc.)
- (b) university-sponsored events and programs off-campus, including internships, fieldwork, and study abroad
- (c) digital platforms and online environments affiliated with the University (e.g., email, Tasjeel, social media)
- (d) conduct that occurs off-campus but may adversely affect the University community, its reputation, or the safety and well-being of its members

The Code is applicable throughout the students' enrollment, including the breaks and periods between terms. All students are expected to comply with this Code and uphold the values of University at all times, whether on or off campus.

5. Rights and Responsibilities of Students

5.1 Rights of Students

- (a) **Enrollment and Access:** Students have the right to be officially enrolled in their admitted academic program and to be granted access to essential resources, including a student ID card, student portal account, and other facilities required for academic and administrative purposes.
- (b) **Respect and Transparency:** Students have the right to be treated with dignity, fairness, and equality; and to be fully informed of academic policies, student life regulations, the Code of Conduct, and all other policies applicable at Capital University of Science and Technology (University).
- (c) **Learning and Development Support:** Students have the right to favorable conditions for academic learning, scientific research, and personal development, including:
 - (i) Access to library resources, laboratories, learning facilities, and equipment for academic, research, cultural, artistic, and sports activities;
 - (ii) Opportunities to participate in research projects, academic competitions, Olympiads, and innovation contests;
 - (iii) Access to healthcare services as regulated by the laws of the Islamic Republic of Pakistan and University policies;
 - (iv) Eligibility to apply for student exchange programs, international learning experiences, and graduate-level programs;
 - (v) Participation in legally recognized student organizations, societies, and clubs, as well as cultural, artistic, and sports activities aligned with the University's mission;
 - (vi) Access to student support services, including career counseling, mental health services, and assistance in special circumstances;
 - (vii) The right to request academic leave, deferment, acceleration, extension, transfer, or dual degree programs, and to observe public holidays and semester breaks as prescribed.
- (d) **Scholarships and Social Benefits:** Students have the right to be considered for scholarships and financial assistance in accordance with University and national regulations, including access to benefits such as public service discounts (e.g., transport, cultural sites, entertainment) as provided under the laws of Pakistan.

- (e) **Feedback and Representation:** Students have the right to provide feedback and participate in quality assurance processes; to propose improvements directly or through their elected representatives; and to file complaints or petitions with University leadership regarding legitimate rights and interests.
- (f) **Graduation Support:** Upon fulfilling graduation requirements, students have the right to receive their degree, transcript, and other academic documents, and to be supported in all administrative processes related to graduation.

5.2 Responsibilities of Students

As members of the Capital University of Science and Technology community, students are expected to uphold the highest standards of integrity, discipline, and responsibility. Each student must conduct themselves in a manner that reflects positively on the University and contributes to a safe, respectful, and academically enriching environment. The responsibilities of students include, but are not limited to, the following:

- (a) To fully comply with the regulations, policies, and guidelines of University, and other relevant academic or administrative units.
- (b) To study and practice diligently in accordance with the academic programs and plans of University.
- (c) To fulfill assigned duties responsibly; and to be proactive in self-study, research, and personal development while maintaining integrity, ethical values, and proper conduct.
- (d) To respect all members of the University community, including faculty, administrators, staff, and fellow students.
- (e) To promote solidarity and mutual support and to uphold cultural norms and values within the campus environment.
- (f) To preserve and protect University property, including buildings, facilities, equipment, and digital resources.
- (g) To act in ways that strengthen and promote the University's traditions and reputation.
- (h) To participate in public service, volunteer initiatives, and community engagement activities, as appropriate to personal capability and health, in line with the University's mission.
- (i) To provide accurate and updated personal information on the student portal at the time of admission and throughout enrollment.

- (j) To support, promote, and protect the reputation and branding of University and affiliated academic and administrative units.
- (k) To fulfill post-graduation commitments if receiving a scholarship or financial aid from University or other funding organizations, in accordance with pre-determined agreements.
- (l) To reimburse such funds as stipulated in the relevant regulations.
- (m) To avoid misconduct, dishonesty, or unethical practices in academic and student-related activities
- (n) To promptly report cases of misconduct, dishonesty, or violations of rules and regulations to the appropriate University authorities.
- (o) To contribute to the maintenance of safety, security, and traffic discipline on and off campus.
- (p) To assist in the prevention of crimes, misconduct, and social evils in the University community.
- (q) To fulfill any other obligations as may be required under the laws of Pakistan and the rules and regulations of University.

5.3 Fairness and Transparency

Capital University of Science and Technology aims at enriching the personality of its students by inculcating tolerance, discipline, and civilized behavior. The following acts, among others, shall constitute violations of the Student Code of Conduct and may lead to disciplinary action by the Discipline Committee:

- (a) Violation of the University's Dress Code and ID card rules.
- (b) Insulting the dignity or honor of others; use of indecent or foul language; undesirable remarks or gestures; acts of moral turpitude; disorderly behavior such as abusing, quarreling, fighting, or insolence towards others.
- (c) Physical assault or indulgence in acts that may cause insult, harm, or injury to colleagues, teachers, officers, staff, or any other person.
- (d) Defying or showing disregard for a University official.
- (e) Spreading by word of mouth or written material any religious, sectarian, ethnic, regional, or linguistic hatred/conflicts, or any content derogatory to Pakistan, Islam, or any other religion.

- (f) Engaging in academic dishonesty such as cheating during tests or exams; bringing unauthorized material into the exam hall; grade manipulation; impersonation; providing false information; willful suppression of facts; or outsourcing/copying essays, projects, or theses.
- (g) Organizing or participating in unlawful gatherings, protests, or petitions; engaging in activities that disturb public order and safety within or outside the University.
- (h) Organizing or participating in illegal street racing, gambling, or similar unlawful activities.
- (i) Carrying, using, producing, trading, transporting, distributing, or storing any type of weapons, explosives, drugs, intoxicants, banned pharmaceuticals, or chemicals; promoting superstition or unauthorized religious activities within the University.
- (j) Damaging, defacing, or misusing University property, including buildings, equipment, and vehicles.
- (k) Sale, distribution, or consumption of alcohol or other intoxicants on campus; attending class under the influence of intoxicants.
- (l) Using student organizations for the furtherance of political parties or other unauthorized purposes.
- (m) Bringing expelled students, outsiders, or anti-social elements onto University premises.
- (n) Obstructing the functioning of the University or causing disruption to teaching, research, or administrative activities.
- (o) Posting, commenting on, or sharing vulgar, violent, pornographic, defamatory, or false content on social media or digital platforms that may harm the University's reputation or violate national security.
- (p) Any other relevant act of misconduct not specifically mentioned in these rules but deemed inappropriate by the University authorities.

5.4 Procedure for Student Code of Conduct Incidents

The University follows a structured process to ensure fairness, transparency, and due process in handling incidents related to the Student Code of Conduct.

- (a) **Initial Review and Investigation:** All reported cases are first reviewed by the Office of Student Affairs. Under the supervision of the Director of Student Affairs, evidence is collected and the facts are verified. A case report is then prepared for further proceedings.

- (b) **Disciplinary Committee Review:** Cases forwarded by the Office of Student Affairs are reviewed by the Disciplinary Committee. The Committee examines the evidence, hears statements from the involved parties, and determines the appropriate disciplinary action in accordance with University regulations.
- (c) **Right to Appeal:** A student who disagrees with the decision of the Disciplinary Committee may submit an appeal to the Appeal Committee, in accordance with University regulations.

This process ensures that all disciplinary matters are handled fairly, consistently, and with due regard for the rights and responsibilities of students.

5.5 Right to Appeal Disciplinary Decisions

If a student believes that a disciplinary decision made by the Disciplinary Committee is unjust or incorrect, they have the right to submit an appeal to the Appeal Committee.

The student must send a written appeal, including supporting evidence, to sao@cust.edu.pk within 10 working days from the date of receiving the decision.

The Appeal Committee will review the case and may affirm, modify, or overturn the decision of the Disciplinary Committee.