

Standard Operating Procedure (SOP) for Discipline Cases of Students at UET Peshawar

1. Purpose

This SOP outlines the procedure for addressing students' disciplinary cases at the University of Engineering and Technology (UET) Peshawar, ensuring compliance with the University Rules & Regulations and maintaining conducive learning environment.

2. Departmental/Campus/Hostel Discipline Committee (DDC/CDC/HDC)

- Each Department/Campus/Section shall have a Discipline Committee (DDC/CDC/HDC) to address discipline-related matters of students at the grass-root level.
- The Chief Proctor/Proctor/Complainant shall report all cases pertaining to students' discipline to the concerned Head of Department (HOD)/Section Head for necessary action.
- The DDC/CDC/HDC shall hear discipline cases and take decisions as per the University Rules and Regulations.
- The decisions taken at DDC/CDC/HDC level shall be documented and communicated to the concerned students and relevant authorities.

3. Right to Appeal

- A student dissatisfied with the decision of the DDC/CDC/HDC may appeal to the University Discipline Committee (UDC) through the Secretary of UDC (Director Undergraduate Students at Students Service Centre, Main Campus Peshawar).
- The appeal must be submitted within 15 days after issuance of Notification by the DDC/CDC/HDC.
- The UDC shall review the case and give final decision.
- The appeal against the decision of the UDC shall be submitted to the University Appellate Committee through the Director Undergraduate Students within 15 days after issuance of Notification by the UDC.

4. Referral of High-Profile Cases

- If a case is of high-profile nature or requires a severe punitive action (e.g., rustication from the University), the DDC/CDC/HDC shall refer the case to the UDC for further action duly supported by proper documentation and justification.

5. Cases Related to Misconduct during Examination

- Cases related to misconduct during examination shall be directly referred to the UDC for consideration by the concerned Hall Superintendent, if deems appropriate.
- Such cases shall follow the procedures outlined in the University's Examination Regulations.

6. Reporting and Documentation

- The Chief Proctor/Proctor/Complainant shall maintain records of all disciplinary cases and report them to the relevant authorities.
- No disciplinary case, except examination-related cases, shall be sent directly to the UDC without first being reviewed by the concerned DDC/CDC/HDC.

7. Implementation

- This SOP shall be strictly followed by all Departments, Campuses, Sections and Hostels of UET Peshawar.
- Any amendment or modification to this SOP shall be made in light of University Policies after getting prior approval of the competent authority.