

Conduct Sanction for Students

To maintain discipline and order in the Institute, cases of violation of the following rules in the Institute should be reported to the Principal to take proper action immediately.

General Rules

- Students are expected to observe strict discipline in the institute building and in the lawns.
- Students should not move about or talk unnecessarily in the corridors, so that there is no disturbance in the class conduction.
- Students should not enter the administrative offices or faculty rooms without prior permission.
- Students should read the notice board regularly.
- Students must display a card to identify them, while in the institute premises.
- Students must be punctual in;
 - a) Attending lectures.
 - b) Paying the institute dues.
 - c) Returning library books.

Prohibited Acts

- Use of mobile phones in classrooms except emergency needs.
- Carrying or displaying any type of original/licensed or fake weapons, firearms, crackers or any explosive incendiary material in the institute.
- Sitting idle in the class room is not acceptable both for male and female students.
- Fighting/Quarreling with other students and classmates.
- Possessing or use of alcoholic drinks, cigarettes or other intoxicating drugs within the campus or during lectures, sports or recreational tours.
- Theft of any item, which is the institute property and any other student or staff property, including unauthorized taking away of library/ labs equipment.
- Students are not allowed to see their visitors or bring them in the institute during academic hours unless called by the institute.
- Interference with CCTV cameras or any other equipment installed in campus.

- Students are not allowed to leave the institute premises during academic hours.
- Students are not allowed to walk or make noise near any office.
- Students are not allowed to celebrate birthday parties during academic hours without approval.
- Students are not allowed to intentionally damage the institute property.
- Students are supposed to attend the co-curricular activities. They are not allowed to record videos during these functions.
- Any student who violates the institute rules, involves himself/herself in negative activities like strikes or instigates other students for the purpose or blows crackers will render himself/herself liable to disciplinary action.
- Every staff member has right to monitor/question students for not observing the institute rules and any report by the staff member will hold the reported student accountable.
- On the institute premises the Principal's authority is absolute. He has the power to impose fine or some other appropriate punishment for a breach of institute discipline, rudeness to staff, disobedience irregularity and disorderly behavior in terms of fine and penalties. A serious violation of these rules will render the student liable to be rusticated from the institute on the recommendation of the Disciplinary Committee.

Dress Code

- Students should come in the proper dress code to the Institute.
- Wearing any of the following dress (partly or completely) in public appearance would be considered violation of The ORBIT Institute dress code.
 1. Inappropriate clothing of both male and female students such as; shorts, torn pants/jeans, sleeveless shirts, tight or see-through dress.
 2. Wearing joggers/sleepers or exercise clothing in the campus.

For Disciplinary Issues:

- Exemplary conduct and discipline is expected from ORBIT students. Any student involved in unethical and/or illegal activity, in the classroom or on the campus, shall be administered a stern warning by Principal. If the defaulting student does not show improvement in behavior/conduct, his/her name will be struck off the Institute rolls.

- ORBIT has zero-tolerance for any form of aggressive behavior such as harassment, stalking, or ragging activities.
- Any student aggrieved by any happening in the Institute shall lodge a complaint with the Principal not with any outside authority unless the Principal permits him/her to do so.

For Classroom Disciplinary Issues:

- Any student misbehaving in the classroom shall at once be reported to the Principal/ Head of Academics by their respective Faculty Member. The Principal will take such action as he/she may deem appropriate.

For Result cards, Semester Wise transcripts:

- Transcripts and Degrees are issued only on the written requests/official emailed of the students. Verbal or telephonic requests for Transcript/Degree are neither entertained nor accepted. GCUF Result cards, Semester wise transcripts, NOCs, Bonafide Certificate, Institute leaving certificates & any other can be issued the student subject to clearance from Accounts.

For Semester Freeze:

- A written request is needed to be filed to the Academics Department through the Students Affairs Office for a semester freeze during the semester. A valid reason is required to get such permission. In such a situation the dues paid are non- refundable and non-transferable to the next semester.
- Also, according to Government College University, Faisalabad, a student can freeze his semester for 6 months only.

For Communicating Higher Authorities:

- Students are forbidden to contact any higher authority directly. Intended communication with any higher authority must be submitted through the Principal who will forward it, if he/she considers it desirable.

For Library usage

- Library's Security Fee is mandatory to get the membership which is refundable upon degree completion.

- A membership card will be issued to each member of the library. It is essential to bring a membership card for borrowing books.
- Every student of The ORBIT Institute is entitled to get two books for borrowing from the library at a time.
- If the book is not returned on the due date then a fine of Rs 10/- per day (Including Saturday Sunday & holidays) will be charged for 7 days of delay.
- If the student fails to return the book even after 7 days, he /she will impose a further fine of Rs 20/- per day for the next 7 days and after that his /her library membership will be cancelled and double the cost of the book will be recovered from him / her.
- In case the book is damaged or lost, then the student will be required to pay double the original cost.
- In the case of rare books, three times the cost will be charged.
- Overdue fines must be deposited before the end of semester otherwise membership will be suspended and the fine will be deducted from library security of the member.
- Eating, sleeping and talking loudly are strictly prohibited in the library.

For Lab Usage

- In case of any damage and loss of any equipment of lab, full amount will be charged.

Behaviour with Administration/Janitorial Staff

- No students is allowed to misbehave any administration member as well as laymen, office boys and guards. Use Sir/Madam when addressing any staff members of Institute.

Social Media and Online Defamation

- Any student who is being caught on any medium via social media /WhatsApp to spread defaming or slandering about institute and its member will be under the significant action.

Playing Cards

- Students are strictly not allowed to play cards in the Institute's Premises.

Mode of Communication

- Students are only allowed to communicate each other and members of institute in appropriate language as in Urdu and English.

Institutional Grouping during any fights

- Unfortunately, it has been observed the student made groups during fights and intentionally used words or actions to provoke other groups to be more violent or they show retaliatory behavior during fights. Any student or group who is involved in any type of fighting directly and indirectly will be suspended from the campus.

Gender Mixing

- Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy or unacceptable proximity, openly or in isolated areas. Girls and boys are not allowed to sit next to each other in the classrooms, labs, and library or outside.

Calling Outsiders for Fighting Purpose

- Calling out groups for fighting or any other purpose is strictly prohibited. Strict Legal action will be taken against the students & the individuals who will be involved in such acts. Involved students will be expelled from ORBIT.

Abusive Language

- No student is allowed to use abusive language in any circumstances.

Campus Cleanliness

- It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for the purpose
- In case of inquiries, these email address can be used.
- studentaffairs@orbit.edu.pk

**Principal/Advisor
Syed Taqi Shah**