



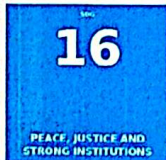
Grand Asian University, Sialkot

Code of Ethics Policy

(2025)

ALIGNED WITH UNITED NATIONS

Sustainable Development Goals 2030



SDG 16

PEACE, JUSTICE AND STRONG INSTITUTIONS

Promote peaceful and inclusive societies for sustainable development, provide access to justice for all

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TABLE OF CONTENTS

CODE OF ETHICS POLICY	3
1.1 PURPOSE	3
1.2 SCOPE	3
1.3 DEFINITIONS	3
1.4 KEY POLICY STATEMENTS	4
1.5 ROLES & RESPONSIBILITIES	5
1.6 CONDUCT PROCEDURE	5
1.7 RIGHT OF APPEAL	6
1.8 IMPOSITION OF PENALTIES	6
1.9 MONITORING & COMPLIANCE	6
1.10 IMPLEMENTATION	7
1.11 REVIEW & AMENDMENT	7

1.3 DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

- "Academic Integrity" refers to the commitment to honesty, ethical behavior, respect, responsibility, and good conduct in all academic activities.
- "Standards" refers to the minimum and the highest standards of responsibility expected of an individual.
- "Fair" means justice and fairness in all dealings and decisions.
- "Honest" means excellence and doing things right even in the absence of supervision.
- "Acad" means proper conduct, discipline, and professional behavior in the academic environment.



CODE OF ETHICS POLICY

The Code of Ethics Policy shall come into force with immediate effect for all programmes of the Grand Asian University Sialkot (GAUS) and shall be applicable to all faculty members, staff, students, visiting scholars, contractors, and governing body members.

1.1 PURPOSE

To establish a values-based framework for ethical conduct across Grand Asian University Sialkot (GAUS), grounded in Islamic principles of Amanah (trustworthiness), Adl (justice), and Ihsan (excellence), while meeting the HEC Code of Ethics for Higher Education Institutions and supporting a respectful, accountable academic community.

1.2 SCOPE

This Policy applies to all members of the GAUS community engaged in university-related activities on-campus, online, or in external representation, including:

- i. All full-time, part-time, visiting, and contractual faculty members;
- ii. All administrative, support, and technical staff;
- iii. Students enrolled in any degree, diploma, or certificate programme;
- iv. Vendors, contractors, partners, and agents acting on behalf of the University;
- v. Members of governing and advisory bodies.
- vi. Visiting scholars, researchers, and exchange participants.

1.3 DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

- i. "Academic Integrity" means the commitment to honesty, trust, fairness, respect, responsibility, and courage in all scholarly activities.
- ii. "Amanah" means trustworthiness and the faithful discharge of responsibilities entrusted to an individual.
- iii. "Adl" means justice and fairness in all dealings and decisions.
- iv. "Ihsan" means excellence and doing what is right even in the absence of observation.
- v. "Adab" means proper conduct, respect, and professional etiquette in interpersonal relations.
- vi. "Conflict of Interest" means a situation in which a personal relationship or financial interest may compromise objectivity in official duties.
- vii. "Plagiarism" means the presentation of another's work, ideas, or expressions as one's own without proper attribution.
- viii. "Ethics Sub-Committee" means the sub-committee established under QEC to review complaints and conduct preliminary ethical inquiries.

1.4 KEY POLICY STATEMENTS

The following key statements shall govern ethical conduct across GAUS:

Academic Integrity:

- i. All scholarly work must uphold originality; plagiarism in any form is strictly prohibited.



- ii. Plagiarism detection tools shall be used where feasible in all credit-bearing assessments.
- iii. Examination processes must follow HEC Assessment and Evaluation Guidelines.
- iv. All research conducted under GAUS auspices must comply with applicable ethical standards and institutional review requirements.

Interpersonal Conduct:

- v. All individuals shall be treated with dignity and respect regardless of gender, ethnicity, sect, nationality, or socioeconomic background, in accordance with the Quranic principle of human equality (49:13).
- vi. Professional boundaries shall be maintained in all interactions, in keeping with Islamic etiquette (Adab).
- vii. Harassment, bullying, intimidation, or discrimination of any kind is strictly prohibited and shall be addressed under the applicable GAUS harassment policy.

Resource Stewardship:

- viii. All university assets constitute Amanah (trust) and shall be used exclusively for legitimate academic and administrative purposes.
- ix. Personal use of university resources requires prior written approval from the relevant Head of Department or Administrative Authority.
- x. Misuse or wastage of university resources shall be treated as an ethical violation subject to disciplinary action.

Conflict of Interest:

- xi. All members of the GAUS community must declare familial or financial relationships with applicants, students, or vendors at the earliest opportunity.
- xii. Any individual with a declared or apparent conflict of interest must recuse themselves from related evaluation, procurement, or decision-making processes.

Social Media & External Representation:

- xiii. When identifying as GAUS-affiliated on any public or digital platform, members must uphold institutional values and maintain professional conduct.
- xiv. Defamatory, sectarian, partisan, or legally prohibited content is strictly prohibited under this Policy and applicable law.
- xv. Official communications and publications representing GAUS require prior approval from the Registrar's Office.

1.5 ROLES & RESPONSIBILITIES

- i. All Members: Adhere to this Policy, report violations via the Whistleblowing Desk, and complete annual ethics orientation.
- ii. Department Heads: Model ethical conduct, address minor breaches promptly, and escalate serious cases to the Ethics Sub-Committee (QEC).
- iii. Ethics Sub-Committee (QEC): Review complaints, conduct preliminary inquiries, and recommend appropriate actions to the Disciplinary Committee.
- iv. Disciplinary Committee: Adjudicate serious ethical violations per GAUS Statutes, ensuring due process throughout.
- v. Registrar's Office: Maintain records of all complaints and outcomes, coordinate annual ethics orientation sessions, and report compliance indicators to HEC.



- vi. Vice Chancellor: Provide institutional leadership on ethical conduct, approve policy amendments, and ensure alignment with HEC standards.

1.6 CONDUCT PROCEDURE

The following procedure shall be observed upon detection or reporting of a suspected violation:

Reporting:

- i. Any member of the GAUS community may report a suspected violation to the Registrar's Office Whistleblowing Desk or via the anonymous physical drop-box maintained by the Registrar's Office.
- ii. Reports shall be acknowledged within 48 working hours and assigned a case reference number by the Registrar's Office.

Investigation:

- i. Upon receipt of a complaint, the relevant Committee shall convene within ten (10) working days.
- ii. The Committee shall have authority to interview relevant parties and access all documentation pertaining to the case.
- iii. The Committee shall be permissible to conduct one or more than one session to investigate and probe the matter.
- iv. Investigations shall be completed within thirty (30) working days from the first sitting; extensions may be granted by the Vice Chancellor.
- v. The quorum for a meeting of the Committee shall be a minimum of three members.
- vi. In the event all members disagree among themselves, the case shall be referred to the Vice Chancellor for decision.

Decision & Notification:

- i. The recommendations and report of the Committee shall be submitted to the Vice Chancellor, who shall have power to accept, reject, or modify the recommendations.
- ii. The final notification of each case shall be published by the Registrar's Office and communicated to all concerned parties.

1.7 RIGHT OF APPEAL

The affected party shall have the right to submit an appeal against the first decision to the Appellant Committee within fifteen (15) days of publication of notification, failing which the first decision shall be considered as the final decision.

1.8 IMPOSITION OF PENALTIES

The following penalties may be imposed regarding ethics violations, singly or in combination:

- i. Formal written warning recorded in the personal file;
- ii. Mandatory ethics counselling or remedial training;
- iii. Cancellation of relevant academic work or assessment;
- iv. Suspension from duties or academic activities for a defined period;
- v. Demotion or withholding of increment or promotion;
- vi. Termination of employment or expulsion from the University;
- vii. Debarment from future engagement with GAUS in any capacity;
- viii. Any other penalty as deemed appropriate by the Vice Chancellor in light of the circumstances of the case.



1.9 MONITORING & COMPLIANCE

- i. An annual ethics compliance survey shall be embedded in existing student and staff feedback forms.
- ii. The QEC shall include ethics indicators in the Annual Quality Assurance Report (AQAR) submitted to HEC.
- iii. The Registrar's Office shall maintain a centralized register of all reported cases, outcomes, and pending matters.
- iv. A quarterly anonymized compliance report shall be submitted to the Vice Chancellor.

1.10 IMPLEMENTATION

- i. An ethics orientation module shall be integrated into the existing induction programme via the LMS (30-minute video and quiz) at zero additional cost.
- ii. Key ethical principles shall be displayed on departmental notice boards and included in weekly email footers.
- iii. Ethics compliance shall be monitored via existing examination reports, plagiarism check records, and staff appraisal forms.
- iv. Free HEC webinars and Open Educational Resources (OER) ethics courses shall be used for ongoing staff development.

1.11 REVIEW & AMENDMENT

- i. This Policy shall be reviewed annually by the the Registrar's Office, QEC, and Islamic Studies Department.
- ii. All amendments shall be aligned with current HEC guidelines and applicable national legislation.
- iii. Proposed amendments shall be submitted to the Vice Chancellor for approval before coming into effect.
- iv. The revised Policy shall be communicated to all stakeholders and updated on the GAUS official website within fifteen (15) days of approval.

Prepared By: Registrar's Office, GAUS

Approved By: Vice Chancellor, GAUS

Signature: _____

Signature: _____

Date: _____

Date: _____





STUDENTS CODE OF ETHICS

RESPECT AND DIGNITY:

- All members of the university community must treat one another with respect, Irrespective of gender, age, ethnicity, religion, disability, or any other Identity.
- All students must respect each other and specially teaching, non-teaching staff and others in authority.
- All students must remember VALUES of GAUS displayed in each academic block.

DRESS CODE AND DISCIPLINE:

- Students must be dressed properly as per University Dress Code policy.
- Students must display student ID cards within university premises.
- Cleanliness of mind, speech, habits, body and environment must be ensured.
- Unwelcome advances, gestures, jokes, or comments of discriminatory nature are strictly forbidden.
- Students are not allowed to have physical touch.
- Staging, inciting or participating in any walk-out or strike is prohibited.

SAFE ENVIRONMENT COMMITMENT:

- The University is committed to providing a safe, Inclusive, and equitable environment for learning and working.
- Possession of weapons of any kind in all premises of the University is strictly prohibited.
- Student ragging is not allowed.
- Students are not allowed to bring outsiders in the campus.
- No student society should be established without prior approval of the University Management.

HARASSMENT:

Fighting and Harassment in any form of verbal, physical, psychological, or cyber in university premises and transport is strictly prohibited and will not be tolerated under any circumstances.

DRUG CONSUMPTION:

- Smoking / Vaping is prohibited within all buildings of the University.
- Carrying and using of illicit drug is strictly prohibited and shall be dealt in accordance with the rule of Law.

REPORTING MECHANISM:

Victims or witnesses of harassment and discipline are encouraged to report incidents confidentially to office of Director Student Affairs without fear of retaliation. All complaints will be promptly investigated by a fair and impartial committee. Disciplinary actions may include fine, warnings, suspension, dismissal, or legal action.





DRESS CODE

Dressing well is important because it impacts confidence, professional success, and social interactions. A well-coordinated outfit can boost self-esteem, create a positive first impression, and even influence how others perceive your competence. It's also a way to express oneself and show respect for oneself and others. Consistent good dressing habits lead to improved self-esteem, better professional opportunities, stronger relationships, and enhanced overall well-being.

DRESS CODE FOR MALE STUDENTS	
Allowed	Not Allowed
Standard dress (Navy blue dress pant, light blue shirt, tie and black / brown dress shoes)	Gaming / Casual Trouser
Dress Pant / Formal Trouser	Jeans with image, message, graphics and write ups or torn
Cotton Jeans Plain (Blue/ Black)	T-shirt without collar or with any image, message, graphics and write ups
Formal Dress Shirt / Neat Casual Shirt	Chaddar/shawls
Polo T-Shirt with collar (Plain)	Chappal
Coat/pullover/sweater/jacket in winter	Vulgar Dress
Suit/combination with tie	
Shalwar kameez with coat/waist coat	
Dress Shoes/ Kharri / Sandals / joggers according to wardrobe	

DRESS CODE FOR FEMALE STUDENTS	
Allowed	Not Allowed
Standard dress (White Shalwar kameez, Navy blue dupatta and black sandals)	Sleeveless shirt/ kameez
Shalwar kameez	Tights Trousers & Jeans / Short trousers
Hijab, Abaya, chaddar	T-Shirt / any loose/ deep neck shirt / short shirts
Full length Jeans/Trousers wit long /kurta (knee length)	Chappal / High heel
Shoes, sandals and joggers	Fancy dress, jewelry and makeup
Dupatta/scarf compulsory with all dresses	Revealing cloths
Coat/pullover/sweater/jacket in winter	Vulgar Dress

Note: In case of non-compliance, the following disciplinary action will be taken.

1. Written warning on 1st occasion
2. Fine of Rs.5000/- on 2nd occasion
3. Banning entrance In University on 3rd occasion

