

# **BAHRIA UNIVERSITY**



## **ACADEMIC RULES (2016)**

**Version 3.3**

**Ratified by the Executive Committee  
on  
8<sup>th</sup> Nov 2017**



## Record of Amendments

Amend- ment No	Dated	Authority	Clauses Amended	Authentication
Orig				
1.	16 Nov 2016	27 <sup>th</sup> ACM & 8 <sup>th</sup> ECM	4.5, 4.6, 4.7, 4.8, 7.14, 9.2, 11.5, 11.6 & 12.5	
2.	19 May 2017	28 <sup>th</sup> & 29 <sup>th</sup> ACM, & 9 <sup>th</sup> ECM	3.11A, 3.24, 4.8, 4.9, 7.9, 7.10 & Annex 'B'	
3.	10 Nov 2017	30 <sup>th</sup> ACM, & 10 <sup>th</sup> ECM	1.3.14, 1.3.21, 1.3.40, 1.3.41, 1.3.47, 2.2.1, 2.2.4, 2.6, 3.10, 4.10, 4.11, 7.2.1, 7.6.1, 7.6.2, 7.7, 7.15, 7.16, 8.1, 14.3, 15.1, 15.5.2, 15.10 & Ch 10	
4.	18 Apr 2018	31 <sup>st</sup> ACM & 11 <sup>th</sup> ECM	2.1.6, 5.6, 7.2.2.1A, 9.6.3 & 14.4A	
5.	26 Dec 2018	32 <sup>nd</sup> ACM & 12 <sup>th</sup> ECM	3.20.1 & 7.6.1	
6.	22 Jan 2020	34 <sup>th</sup> ACM & 14 <sup>th</sup> ECM	13.10.1	
7.	20 Jan 2021	35 <sup>th</sup> & 36 <sup>th</sup> ACMs and 16 <sup>th</sup> ECM	2.1.3 (Table-1 Merit List Weightages), Table-2 of Chapter-3, 3.20.1 (sub para 'a'), 3.24, 3.24.1, 7.14.1, 7.14.2, Replaced existing Chapter-9 and 13.10.1 along with Table-10. New Clauses Added: 7.9.6 and 7.10.3.	

Note: Amendments are to be recorded, cross-checked and their incorporation in the document authenticated (with name, designation and signatures).

## Table of Contents

<i>Record of Amendments</i> .....	<i>i</i>
<i>Table of Contents</i> .....	<i>ii</i>
<i>List of Tables</i> .....	<i>v</i>
<i>Abbreviations &amp; Acronyms</i> .....	<i>vi</i>
<i>Chapter 1 - PREAMBLE &amp; DEFINITIONS</i> .....	<i>1</i>
<i>1.1 Preamble</i> .....	<i>1</i>
<i>1.2 Extent of the Academic Rules</i> .....	<i>1</i>
<i>1.3 Definitions</i> .....	<i>2</i>
<i>Chapter 2 - ADMISSIONS, EXEMPTIONS &amp; CREDIT TRANSFERS</i> .....	<i>5</i>
<i>2.1 General Admission Rules</i> .....	<i>5</i>
<i>2.2 Migration, Credit Transfers &amp; Exemptions</i> .....	<i>6</i>
<i>2.3 Transfer between CUs</i> .....	<i>7</i>
<i>2.4 Intra-Department &amp; Inter-Department Credit Transfers</i> .....	<i>7</i>
<i>2.5 Undertaking</i> .....	<i>7</i>
<i>2.6 NOC from HEC for Foreign Students</i> .....	<i>7</i>
<i>Chapter 3 - GENERAL ACADEMIC RULES</i> .....	<i>8</i>
<i>3.1 Change of Academic Discipline</i> .....	<i>8</i>
<i>3.2 Course Registration</i> .....	<i>8</i>
<i>3.3 Mala fide Registration of Courses to Inflate Class Strength</i> .....	<i>8</i>
<i>3.4 Minimum &amp; Maximum Number of Courses to be Registered</i> .....	<i>8</i>
<i>3.5 Registration of Extra Courses</i> .....	<i>8</i>
<i>3.6 Course Pre-Requisites</i> .....	<i>9</i>
<i>3.7 Repeating a Course</i> .....	<i>9</i>
<i>3.8 Internship</i> .....	<i>9</i>
<i>3.9 Registration of Research Work (Project, Dissertation or Thesis)</i> .....	<i>9</i>
<i>3.10 Graduation Time Frame</i> .....	<i>10</i>
<i>3.11 Freezing of Semester</i> .....	<i>10</i>
<i>3.11A Freezing of Semester by Unregistered Students</i> .....	<i>11</i>
<i>3.12 Adding/Withdrawing Courses</i> .....	<i>11</i>
<i>3.13 Credit Hour-Contact Hours Equivalence for Practical Work</i> .....	<i>12</i>
<i>3.14 Class Attendance</i> .....	<i>12</i>
<i>3.15 Schedule Adjustments</i> .....	<i>12</i>
<i>3.16 Dual Majors</i> .....	<i>12</i>
<i>3.17 Currency with Academic Rules</i> .....	<i>13</i>
<i>3.18 Ownership of Work and Intellectual Property</i> .....	<i>13</i>
<i>3.19 Course Load for Faculty Members</i> .....	<i>13</i>
<i>3.20 Summer Session Rules</i> .....	<i>13</i>
<i>3.21 Offering Regular Courses as Certificate Courses to Non-Enrollees or Part-Timers</i> .....	<i>14</i>
<i>3.22 Advising, Guiding, Mentoring and Counselling Students</i> .....	<i>14</i>
<i>3.23 Communication with Students - Need for Documentation</i> .....	<i>15</i>
<i>3.24 Class Size / Strength</i> .....	<i>15</i>
<i>Chapter 4 - PROGRAMME-SPECIFIC ACADEMIC RULES</i> .....	<i>16</i>
<i>4.1 All BS Level Programmes – Proficiency in English</i> .....	<i>16</i>
<i>4.2 BS Programmes in Engineering &amp; Computer Sciences</i> .....	<i>16</i>
<i>4.3 BBA/MBA Streams – Regulatory Controls over Electives</i> .....	<i>16</i>
<i>4.4 MS/MPhil Programmes – Option of Inter-Disciplinary Electives</i> .....	<i>16</i>
<i>4.5 BBA Programme – Activity Based Assessment of the ‘Oral Communication’ Course</i> .....	<i>16</i>

<i>4.6 BS &amp; MS Programme – Selection of Electives from Revised Lists .....</i>	<i>16</i>
<i>4.7 PG Programmes – Resources Optimisation .....</i>	<i>16</i>
<i>4.8 Enrollment of PhD Scholars in 700/700 Plus Level MS/MPhil Courses .....</i>	<i>17</i>
<i>4.9 Option to select any Elective in BBA .....</i>	<i>17</i>
<i>4.10 Programmes Credit Hours .....</i>	<i>17</i>
<i>4.11 Courses on Pass/Fail Basis in UG Programmes .....</i>	<i>17</i>
<i>Chapter 5 - FEE .....</i>	<i>18</i>
<i>5.1 Timely Payment of Fee .....</i>	<i>18</i>
<i>5.2 Refund Period .....</i>	<i>18</i>
<i>5.3 Refund/Readjustment of Tuition Fee and other Allied Charges .....</i>	<i>18</i>
<i>5.4 Late Fee .....</i>	<i>19</i>
<i>5.5 Conflict Resolution in Fee Refunds .....</i>	<i>20</i>
<i>5.6 Registration Fee of Law Students .....</i>	<i>20</i>
<i>Chapter 6 - QUALITY ASSURANCE .....</i>	<i>21</i>
<i>6.1 Academic Audits .....</i>	<i>21</i>
<i>6.2 Quality Assurance Committee (QAC) .....</i>	<i>21</i>
<i>6.3 Periodic Self-Assessment (SA) .....</i>	<i>21</i>
<i>6.4 Internal Self-Audit (ISA) .....</i>	<i>22</i>
<i>6.5 Mock Audit .....</i>	<i>22</i>
<i>6.6 Other Rules .....</i>	<i>23</i>
<i>Chapter 7 - EXAMINATIONS .....</i>	<i>24</i>
<i>7.1 Preamble .....</i>	<i>24</i>
<i>7.2 Scheme of Marking .....</i>	<i>24</i>
<i>7.3 Internal Marks .....</i>	<i>24</i>
<i>7.4 Minimum Pass Marks .....</i>	<i>24</i>
<i>7.5 Common Question Papers .....</i>	<i>25</i>
<i>7.6 Grading Procedures (for Non-Medical Students only) .....</i>	<i>25</i>
<i>7.7 Grading Guidelines for the Faculty .....</i>	<i>25</i>
<i>7.8 Showing Marked Answer Sheets .....</i>	<i>26</i>
<i>7.9 Retakes of Mid-Term and Final Examinations .....</i>	<i>27</i>
<i>7.10 Probation, Chance &amp; Drop Rules for Underperforming Students .....</i>	<i>27</i>
<i>7.11 Options for Dropped Students .....</i>	<i>27</i>
<i>7.12 Duration of Final Examinations .....</i>	<i>27</i>
<i>7.13 General Examination Rules/Instructions .....</i>	<i>28</i>
<i>7.14 Disposal of Answer Books .....</i>	<i>29</i>
<i>7.15 Damaged/Lost Answer Script .....</i>	<i>29</i>
<i>7.16 Exam Writer for Special Students .....</i>	<i>29</i>
<i>Chapter 8 - DEGREES &amp; TRANSCRIPTS .....</i>	<i>30</i>
<i>8.1 Transcripts .....</i>	<i>30</i>
<i>8.2 Degree Supplement Form (DSF) .....</i>	<i>30</i>
<i>8.3 Preparation &amp; Award of Degrees .....</i>	<i>31</i>
<i>8.4 Degree Request Procedure .....</i>	<i>31</i>
<i>8.5 Duplicate Degree .....</i>	<i>31</i>
<i>8.6 Signing Authorities for Academic Documents .....</i>	<i>32</i>
<i>Chapter 9 - HONOURS AND AWARDS .....</i>	<i>33</i>
<i>9.1 Preamble .....</i>	<i>33</i>
<i>9.2 Baseline Eligibility Criteria for Honours &amp; Awards .....</i>	<i>33</i>
<i>9.3 Conditions for Medals .....</i>	<i>33</i>
<i>9.3.3 Annual Programs .....</i>	<i>33</i>
<i>9.4 Conditions for Honours/ Merit/Distinction Certificates .....</i>	<i>34</i>
<i>9.5 Rector's Honours List .....</i>	<i>34</i>

<i>Chapter 10 - SCHOLARSHIPS.....</i>	35
10.1 Advanced Merit Scholarships.....	35
10.2 Advanced Merit Scholarship for Board Toppers.....	35
10.3 Advanced Merit Scholarship for Top Rankers in Merit Lists .....	35
10.4 Advanced Merit Scholarship for Outstanding Performers in A-Levels.....	35
10.5 Incentive to attract High Achieving Candidates into PG Programmes.....	35
10.6 Eligibility for Advanced Scholarships (All Categories except the one at Clause 10.5 .....	36
10.7 Exemption of Admission Fee to BU Graduates for PG Studies at BU .....	36
10.8 Merit Scholarship for Batch Toppers .....	36
10.9 Financial Assistance Scholarships (Discontinued from Fall 2016 Intake) .....	36
10.10 Indigent Scholarships (Discontinued from Fall 2016 intake) .....	36
10.11 Qarz-e-Hasna Scheme.....	36
10.12 Eligibility Criteria for Qarz-e-Hasna.....	37
10.13 Repayments of Qarz-e-Hasna.....	37
10.14 General Rules for Award of Merit Scholarships including Qarz-e-Hasna.....	37
10.15 Monitoring the Scholarships Beneficiaries .....	37
10.16 Merit Scholarships at BUMDC .....	37
10.17 Study Loan/Revolving Fund .....	38
<i>Chapter 11 - COMMUNITY SUPPORT PROGRAMME .....</i>	39
11.1 Community Support Programme as a Degree Requirement .....	39
11.2 Objectives .....	39
11.3 Scope .....	39
11.4 CSP Partner Organisations .....	39
11.5 General Rules.....	40
11.6 CSP Coordinator.....	40
11.7 CSP Role of Students' Support Centre.....	41
11.8 Community Support Centres.....	41
<i>Chapter 12 - ACADEMIC RULES ON MISCELLANEOUS SUBJECTS.....</i>	42
12.1 Virtual Education.....	42
12.2 Students Societies and Clubs .....	42
12.3 Launching New Programmes - General.....	42
12.4 Launching New MBA & PG Programmes.....	42
12.5 Mission, Objectives & Outcomes of Academic Programmes.....	44
12.6 Outcome Based Education (OBE) Implementation Framework in Engineering Departments .....	44
<i>Chapter 13 - ACADEMIC HONESTY .....</i>	45
13.1 Academic Honesty .....	45
13.2 Academic Misconduct .....	45
13.3 Cheating .....	45
13.4 Fabrication .....	45
13.5 Misuse .....	46
13.6 Forgery .....	46
13.7 Plagiarism.....	46
13.8 Facilitating Academic Misconduct.....	46
13.9 Academic Dishonesty.....	46
13.10 Penalties for Academic Misconduct .....	47
<i>Chapter 14 - STUDENTS CONDUCT AND DISCIPLINE .....</i>	49
14.1 Student's Code of Conduct .....	49
14.2 Prohibited Acts & Misconduct/Ill-Discipline .....	49
14.3 Action against Misconduct .....	50
14.4 Penalties.....	50
14.5 Procedure in Case of Breach of Discipline .....	51

14.6 Rustication.....	51
14.7 Expulsion .....	51
14.8 Appeals.....	52
14.9 Compensation for Loss .....	52
14.10 Offences during Examination .....	52
14.11 Dress Code.....	52
14.12 Student Card.....	53
14.13 Students Grievances Oversight Committee .....	53
Chapter 15 - FACULTY MEMBERS CONDUCT.....	54
15.1 Faculty Member's Code of Conduct.....	54
15.2 Prohibited Act.....	54
15.3 Action against Misconduct.....	55
15.4 Attendance & Punctuality .....	55
15.5 Academic Freedom with Responsibility.....	55
15.6 Dress Code.....	56
15.7 Use of University Property.....	56
15.8 Handling of Grievances .....	57
15.9 Other Matters of Conduct .....	58
15.10 Course File .....	59
Annex 'B':.....	63
Annex 'C': Application Template seeking HEC's Approval to New MBA/PG Programmes .....	65
INDEX.....	67

## List of Tables

Table 1: Merit List Weightages .....	6
Table 2: Programmes Duration & Time Bar Limits .....	11
Table 3: Faculty Course Load .....	14
Table 4: Fee Refund Percentages & Timelines .....	19
Table 5: Fee Refund to Result Awaiting Students on being Dropped .....	20
Table 6: Audit Report Form .....	23
Table 7: Scheme of Marking .....	25
Table 8: Grading System .....	26
Table 9: Signing Authorities .....	33
Table 10: Penalties for Academic Misconduct .....	48
Table 11: Disciplinary Penalties .....	51

## Abbreviations & Acronyms

ACM	Academic Council Meeting	ISA	Internal Self-Audit
Admin	Administration	NBEAC	National Business Education Accreditation Council
AER	Annual Evaluation Report	NCEAC	National Computing Education Accreditation Council
AP	Assistant Professor	NCMPR	National Centre for Maritime Policy Research
ASP	Associate Professor	NOC	No Objection Certificate
Asstt	Assistant	PBC	Pakistan Bar Council
BOG	Board of Governors	PEC	Pakistan Engineering Council
BUHO	Bahria University Head Office	PMDC	Pakistan Medical & Dental Council
BUMDC	Bahria Medical & Dental College	PNC	Pakistan Nursing Council
BUO	Bahria University Officer	PPC	Pakistan Pharmacy Council
CE	Computer Engineering	QAC	Quality Assurance Committee
CH	Credit Hour	Prof	Professor
Coord	Coordination, Coordinator	R&D	Research and Development
CS	Computer Sciences	RA	Research Assistant
CSC	Central Scholarship Committee	Rep	Representative
CSE	Computer & Software Engineering	SA	Self-Assessment
CSP	Community Support Programme	SE	Software Engineering
CU	Constituent Unit	TA	Teaching Assistant
DA	Director Admissions	VE/VEC	Virtual Education/Virtual Education Cell
DAcad	Director Academics	VF	Visiting Faculty
DAI	Degree Awarding Institute		
DE	Director Examinations		
Dept	Department		
DG	Director General		
Dir	Director		
Engg	Engineering		
EES	Earth & Environmental Sciences		
ES	Engineering Sciences		
EOL	Extraordinary Leave		
FAS	Financial Assistance Scholarship		
FCP	Foreign Collaboration Programme		
FPC	Finance and Planning Committee		
FYP	Final Year Project		
HEC	Higher Education Commission		
HEI	Higher Education Institute		
HERC	Higher Education & Research Committee		
HOD	Head of Department		

AC Academic Council

HR	Human Resources
HRD	Human Resources Development
HSS	Humanities & Social Sciences
IPP	Institute of Professional Psychology

# **Chapter 1 - PREAMBLE & DEFINITIONS**

## **1.1 Preamble**

1.1.1 This document lays down Bahria University's Academic Rules, as mandated by and within the spirit of the Bahria University Ordinance No.V of 2000. These Rules are promulgated for the information of and compliance by all employees and students of Bahria University, as are applicable to them. In the event of any conflict or difference of interpretation, this document shall hold precedence over all others except the Bahria University Ordinance No.V of 2000, Bahria University Statutes and BU Academic Regulations. These Rules shall apply to all Constituent Units. However, the Rules involving specific references to the semester system (whether bi-semester or trimester format), or which expressly mention the exception, shall not apply to the BUMDC.

1.1.2 Further, these rules shall govern matters related to admissions and all facets of academic activities. These rules shall apply to candidates admitted in the University and will form part of the Students Handbook and the Faculty Handbook which shall be provided to every student and faculty member respectively.

1.1.3 The academic rules for Medical, Dental, Nursing and allied sciences, as promulgated by their respective Regulatory Bodies, shall be deemed to be part of these rules. These rules are subject to change from time to time on recommendations of Statutory Bodies of BU.

## **1.2 Extent of the Academic Rules**

1.2.1 All instructions, rules, procedures and guidelines approved by the Statutory/Administrative Bodies of BU/CUs, promulgated through the various publications mentioned below, shall be deemed to be part of these rules:

- a. MS/MPhil Rules.
- b. PhD Rules.
- c. MBA Thesis/Project Rules.
- d. Students Handbook.
- e. Faculty Handbook.
- f. Thesis Write-Up Handbook.
- g. Examination Policy.
- h. Academic Audit Policy.
- i. Course Code Handbook.
- j. R&D Policy.
- k. HEC's Plagiarism Policy.
- l. HEC's 'Policy Guidelines against Sexual Harassment in Institutions of Higher Learning'.
- m. Prospectuses for various programmes.
- n. SOPs for Student/Faculty Exchange Programmes with other Universities.
- o. Any other document which spells out rules on academic matters.

1.2.2 The rules for use of facilities of BU like the library, laboratories, museums, classrooms, auditoriums, cafeteria, transport, parking spaces, sports facilities etc prepared by the respective CUs shall also be deemed to be part of these rules.

- Light jewellery & light make up.
- Shoes, sandals & joggers.
- Dupatta/scarf compulsory with all dresses.

14.11.2 BUMDC students shall additionally wear white coat.

14.11.3 Violation of the Dress Code shall entail penalties as follows:

- a. 1<sup>st</sup> violation: Written warning.
- b. 2<sup>nd</sup> violation: Fine amounting to Rs 5,000.
- c. 3<sup>rd</sup> violation: Barring the student from attending classes.

## **14.12 Student Card**

Students shall be issued ID Cards. The students shall be required to wear their ID Cards in the campus and show them to the authorised persons on demand.

## **14.13 Students Grievances Oversight Committee**

14.13.1 There shall be a Student Grievances Oversight Committee (SGOC), at CU level for each department, to address grievances of students against any teacher, instructor or administrative staff, with respect to matters of code of conduct, grades or any administrative matter. The Committee shall comprise:

- a. Head of CU
- b. HoD
- c. CU Exam-In-charge
- d. 2 senior most FMs of the department.

14.13.2 If grievance is about the award of a grade, the procedure shall be as follows:

- a. The student must submit the grievance, in writing, within seven working days of the receipt of the grade, to the HOD who shall forward it to the SGOC.
- b. The SGOC shall hear both sides and will give its decision, which shall be final and binding on all parties, within five working days or before the start of registration for the new semester, whichever is earlier.

15.7.2 University property assigned to a faculty member (e.g., hard stationery items, tools, office equipment, computers, automobile, keys etc.) shall be for their sole use. The property assigned to an employee shall not be loaned, given to, or used by another individual (not even another University employee). Loss, theft, or breakage shall be reported immediately to the relevant Department or In-charge as appropriate. The faculty member shall be responsible for the proper use, care and safeguarding of University property allocated to them. All University property shall be returned in its original operating condition (minus fair wear & tear) when no longer needed and/or upon termination of employment.

15.7.3 Computers, computer files, E-mail system, and software furnished to faculty members shall be the University property intended for official use. Faculty members shall not use a password, access a file, or retrieve any stored communication without authorisation. To ensure compliance with this policy, computer and E-mail usage may be monitored.

15.7.4 University strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, university prohibits the use of computers and the E-mail system in ways that are disruptive, immoral or offensive to others, or harmful for morale. This inter alia includes sexually explicit images, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

15.7.5 E-mail shall not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Bahria University purchases the licensed computer software for business purposes and does not use unless the software developer authorises it. University does not have the right to reproduce such software for use on more than one computer. The Faculty Members may shall use software on local area networks or on multiple machines according to the software license agreement. The University prohibits illegal duplication of software and its related documentation. Faculty members shall notify their immediate supervisor, the IT head of the CU/BUHO or any member of management upon learning of violations of this policy. A Faculty Member who violate this policy shall be subject to disciplinary action, up to and including termination of employment.

## **15.8 Handling of Grievances**

15.8.1 Policies are designed to provide a positive working environment, which fosters individual job satisfaction, good working relationship and responsiveness to academic concerns. Problems or grievances however, can arise when working with others and the matter can be magnified by misunderstanding or poor communication if it is not addressed quickly. To ensure that faculty member may express and discuss an individual grievance, such matters are fairly resolved by the management, in accordance with the rules and regulations of the University.

15.8.2 Bahria University is committed to providing the best possible working conditions for its faculty members. Part of this commitment is encouraging an open and frank atmosphere in which any problem, observation, suggestion, or question receives a timely response from University management. Faculty members who have any reservations on any matter may express their concern through the problem resolution procedures. All faculty members are encouraged to, formally or informally, bring up their concern on any policy matter in a reasonable, business-like manner. If a situation arises where a faculty member believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps:

- a. Faculty member presents problem to the HOD. If the faculty member believes it would be inappropriate to contact the HOD, or the HOD cannot be contacted for a reasonable period of time, the matter may be referred to the Director Campus or the Human Resource Office.

- b. HOD responds to the problem through discussion, or within seven calendar days, after consulting with the management, if necessary. HOD shall document the discussion and try to resolve the case if it falls within his/her jurisdiction.
- c. Faculty member may present the problem in writing to Director Campus within seven calendar days, if the problem is unresolved.
- d. The Director, or Head of the Constituent Unit, shall take further action in accordance with procedures laid down in the University Statutes, Academic Regulations & Financial Rules.

15.8.3 Not every problem can be resolved to everyone's total satisfaction and desire. However, faculty members should not feel reluctant to use this procedure, if they feel strongly about an issue or a problem. It is the responsibility of management to settle any misunderstandings quickly and fairly. It would be unfair on part of faculty member to talk about the issues amongst colleagues without referring it to the management for its resolution.

## **15.9 Other Matters of Conduct**

Following matters of conduct apply to all employees of BU, inclusive of Faculty Members:

**15.9.1 Conflict Resolution.** All employees of the BU – faculty members, university officers and the support staff - have an obligation to perform their duties within guidelines that prohibit actual or potential conflict of views on academic issues. Should such a situation arise, the matter shall be resolved at the Departmental, CU, Campus, University and supra-University level, in that chronological order. Depending on the nature of conflict/dispute, the matter may also be referred to a committee which will give its recommendations to the convening authority for a decision. Once the decision has been taken, it becomes incumbent on all employees to respect it and abide by it.

**15.9.2 Personal Interest in Official Matters.** University employees may often find themselves in a situation where they have personal interests at stake in official matters. Whereas the University, Campus, CU or Departmental administration ensures that no such conflict occurs, through extra care while apportioning HRs to a task, it is not always possible to avoid it. In such a case, in the best academic tradition and interest, and to uphold the ethical code of conduct, the faculty members are expected to withdraw from the task in hand voluntarily, informing the HOD/Director.

### **15.9.3 Personal Stakes in Commercial Transactions.**

**15.9.3.1** Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the University. Business dealings with outside firms should not result in personal gains or unusual gains for those firms. Unusual gains refer to bribes, product bonuses, special fringe benefits, unusual price breaks,

and other windfalls designed to ultimately benefit the employer, the employee, or both.

**15.9.3.2** An actual or potential conflict of interest occurs when a university employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of University's business dealings.

**15.9.3.3** No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if a BU employee has any influence on transactions involving purchases, contracts, or leases, it is imperative to disclose the same to the Director Campus or HR Department right at the outset; that is in the interest of all parties.

**15.9.4 Gift Policy.** Presentation or exchange of gifts between the organisations or individuals is normal practice all over the world. However, the purpose of gift should not be