

Holistic Ethical Culture at Air University

Air University is firmly committed to fostering a holistic ethical culture grounded in integrity, transparency, accountability, and continuous improvement. The University ensures that ethical values are not only embedded in policies but are also consistently practiced through periodic evaluation of systems, procedures, and institutional behaviors. Integrity at Air University is strengthened through regular assessments and continuous refinement of policies, ensuring alignment with national regulations and international best practices.

The University upholds the following fundamental attributes of integrity:

- **Merit-based Human Resource Practices:** Transparent, fair, and impartial systems for hiring, retention, promotion, and dismissal of employees.
- **Student Grievance Redressal:** A well-established and widely communicated mechanism for addressing student concerns effectively and timely.
- **Conflict of Interest Management:** Proactive prevention and structured mechanisms to identify, disclose, and resolve conflicts of interest.
- **Ethical Conduct and Respect:** Promotion of strong ethical values and respect for individuals across all institutional levels.
- **Equity and Fairness:** Equal and appropriate treatment of all stakeholders in planning, decision-making, and policy formulation.
- **Protection of Intellectual Property Rights:** Institutional safeguards to ensure ownership and ethical use of intellectual contributions.
- **Inclusive Environment:** A supportive and respectful environment for students, faculty, and staff that values diversity of ideas, backgrounds, and perspectives.
- **Transparency in Communication:** Ethical and open dissemination of information in public relations, announcements, and institutional reporting.
- **Continuous Monitoring:** Periodic review of policies and implementation practices supported by documented evidence and factual reporting.

Grievance Redressal Mechanisms and Committees

To ensure accountability and justice, Air University has established multiple committees and offices to address grievances of students, faculty, and staff.

1. Discipline Committee

The Discipline Committee is responsible for handling serious disciplinary matters involving students. It operates with fairness, due process, and transparency.

- Composed of three members nominated by the Vice Chancellor or Senior Dean.
- Provides students with full opportunity to present their case.
- Maintains proper documentation, including statements and cross-examinations.
- Submits recommendations to the Vice Chancellor/Senior Dean for final decision.
- The Vice Chancellor serves as the final authority in disciplinary matters.

2. Unfair Means Committee

This committee addresses cases related to academic misconduct during examinations.

- Constituted of three members nominated by the Vice Chancellor (on recommendation of the Senior Dean).
- Members serve for a one-year term (extendable).
- Ensures strict enforcement of examination rules and academic integrity.

Unfair Means Include:

- Unauthorized access to examination material
- Use of mobile phones, smart devices, or written aids
- Communication or collaboration during exams
- Impersonation and result tampering
- Possession of unauthorized materials
- Any attempt to cheat within or outside the examination hall

Penalties May Include:

- Award of 'F' grade
- Downgrading of results
- Monetary fines
- Confiscation of devices
- Withdrawal of scholarships
- Warning letters
- Suspension or expulsion depending on severity

The Vice Chancellor remains the final decision-making authority in all such cases.

3. Harassment Monitoring Cell (HMC)

Established in March 2011, the Harassment Monitoring Cell ensures a safe, secure, and harassment-free environment for all stakeholders.

- Headed by a Harassment Monitoring Officer (HMO).
- Receives complaints directly or through departments.
- Coordinates with relevant authorities (VC, psychologist, departments) for resolution.

Complaint Handling Process:

- Informal Resolution: Confidential handling without formal documentation.
- Formal Resolution: Written complaint, hearing by panel, and documented decision.
- Maintains records for formal cases while ensuring confidentiality and sensitivity.

Conflict of Interest Management Framework

Air University has developed a multi-tiered approach to effectively manage and resolve conflicts of interest.

University-Level Mechanisms

- Implementation of uniform policies and regulations across the institution.
- Oversight by the Office of Registrar to ensure smooth and impartial operations.
- Use of platforms such as the University Functional Committee (UFC) for discussion and resolution of conflicts.
- Deployment of neutral and independent bodies for specific activities (e.g., sports events, academic evaluations).

Department-Level Mechanisms

- Open-door policy of Deans for addressing conflicts among faculty and staff.
- Escalation pathways to Senior Dean or Vice Chancellor when required.
- Development and continuous improvement of Standard Operating Procedures (SOPs).
- Documentation and centralized reporting of conflict resolution cases.

Responsible Offices/Bodies:

- Office of Student Affairs

- Office of Registrar
- Faculty Boards (e.g., FBGS)
- Office of Dean
- Office of Vice Chancellor
- Specially constituted committees

Integrity Assurance Mechanisms

1. Integrity Insurance Committee

This committee ensures institutional integrity and monitors ethical compliance across academic and administrative functions.

Composition:

- Senior Dean (Chair)
- Director General IAA
- One Senior Faculty Member (appointed by Vice Chancellor)

Key Responsibilities:

- Ensure absence of conflicts of interest in academic and administrative matters.
- Investigate cases where institutional interests may be compromised.
- Monitor research and scholarly activities to ensure ethical compliance.
- Safeguard the university's academic, financial, and reputational interests.

2. Additional Safeguards

- Data Automation Systems: Digital monitoring of processes to ensure transparency and reduce human bias.
- Human Resource Department: Implementation of fair policies related to recruitment, evaluation, and professional conduct.

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