Khyber Pakhtunkhwa Judicial Academy

Code of Conduct & Guidelines

for

Trainees/Participants

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These instructions are issued with the approval of hon'ble the Chairman, Board of Governors, Khyber Pakhtunkhwa Judicial Academy/ Chief Justice, Peshawar High Court, Peshawar.

Preface

The Khyber Pakhtunkhwa Judicial Academy was established under the Khyber Pakhtunkhwa Judicial Academy Act, 2012, for imparting trainings to the judicial officers and all other stakeholders directly and indirectly concerned with the system of administration of justice. The objective behind the establishment of the Academy was to develop their capacity, professional competence, and ethical standards for efficient dispensation of justice and all matters connected with it.

Since its establishment, the Academy has been striving to achieve the desired objectives through trainings, workshops, seminars, and other activities of which the trainees/participants range from judicial officers to members of the bar, paralegal staff, and officers/officials of all ranks and cadres. Ever since this institution has started rolling out training programs, it has done so sans a proper codified code of conduct.

Observance of code of conduct by the trainees/participants is a *sine qua non* for maintaining the highest standards of professionalism and for ensuring the overall quality of the activities held in the Academy.

While formulating this Code of Conduct, we have taken into consideration the Instructions and Guidelines of sister Academies, other Provincial and Federal institutions, and the guidelines issued by the Chairman, Board of Governors of the Academy from time to time.

(Farah Jamshed)
Director General

Introduction

This Code of Conduct and Guidelines are prepared to provide information and set modalities of different activities carried out by the Khyber Pakhtunkhwa Judicial Academy. The idea behind this Code of Conduct and Guidelines is to refine the behavior, attitude, outlook, and to bring refinement in overall personality and demeanor of the trainees/participants of various activities rolled out by the Academy.

The trainees/participants shall abide by the instructions, in addition to these guidelines, issued from time to time by the Academy.

In the absence of clear instructions of Peshawar High Court, Peshawar and other provincial departments, as the case may be, the long duration trainings/courses rolled out by the Academy will be graded for internal evaluation by the Academy and may be shared with the concerned department, if so deemed appropriate by the Director General. The grading criteria will be shared separately considering the nature and scope of the training/course.

Part-I

Code of Conduct & Discipline in the Academy

Conduct

1. The Judicial Officers shall abide by the code of conduct as regulated by Provincial Government Servants (Conduct) Rules, 1987 and the code of conduct vide circular No 10367-10390/admn: dated 25-11-2005 of Peshawar High Court.
2. Trainees/Participants of other department shall abide by the Code of Conduct as prescribed by their concerned Department.

Dress Code

1. Trainees/Participants shall observe the uniform/dress code as prescribed by their respective departments during formal sessions and official visits.
2. Judicial Officers shall follow the relevant instructions of the Peshawar High Court vide circular No. U-86-II dated 28-04-2004, and all other instructions issued in this respect from time to time.

Registration, Attendance & Punctuality

1. At the time of registration, trainees/participants shall provide copies of their CNICs along with two (02) passport size recent photographs in prescribed uniform.
2. Attendance in all lectures, classes, and participation in each assigned activity is compulsory.
3. Presence of the trainees/participants is mandatory in all academic and social activities during the duration of training, workshop, seminar, etc. Absence from any of activity may entail disciplinary action through respective departments and may be reflected in overall grading.
4. All trainees/participants must strictly follow the prescribed time schedule. Late arrivals shall be taken notice of and habitual late comers may be served with written explanation and individual counseling. The same may also be reflected in overall grading.

Discipline

1. Trainees/Participants are expected to observe due courtesy towards the permanent and visiting faculty, colleagues, and staff of the Academy. Courteous behavior shall be maintained throughout the training/activity both inside and outside the class/Academy.
2. Seating plan, as notified from time to time, shall be strictly followed. Non observance may result in issuance of Notice/letter of advice.
3. The name tags, when issued, shall be worn at all times during formal activities both inside and outside the Academy. In case of loss of name tag, new may be issued on payment, with the approval of course coordinator/Dean Faculty, however, this will reflect in overall conduct of the trainee.
4. Trainees/participants shall occupy their seats at least ten (10) minutes before commencement of the formal session and shall leave their seats/class room after departure of faculty and resource person.
5. Trainees/participants shall not receive visitors, messengers, messages, or to receive or make telephone calls during the working hours/formal sessions.
6. No lecture/class or co-curricular activity shall be missed on any ground except in extreme emergencies with approval of the concerned officer.
7. The Academy has Zero Tolerance Policy regarding use of mobile phones during training sessions. The mobiles shall be kept on silent mode during sessions.

8. Use of cellular phones is strictly prohibited in library and auditorium.
9. Trainees/participants shall not leave class to attend phone calls and no lecture shall be missed on the pretext of receiving of phone calls. Contact numbers of Academy - 0092-91-9214252, and 0092-91-9210744 may be shared with the family members for contact in case of emergency only.
10. The incident of use of mobile phone during class session may result in collection of cell phone by the class room staff. Non-compliance may also be communicated to parent department and will also reflect in overall conduct of the trainee/participant.
11. Training/reading material, presentations, and handouts will be shared with the trainees/participants for learning purposes as deemed appropriate by the Dean Faculty.
12. For group photo the seating plan shall be followed. Trainees/participants should be mindful of the fact that the first row is for the faculty and resource persons/guests. Trainees/participants shall take seat in the first row as per the instructions of the Academy's staff while maintain the order of seniority. (See Appendix-II).
13. No audio/video recording of any activity will be shared with trainees/participants, resource persons, and guests.
14. Audio/video recording of any activity by the trainees/participants, resource persons, and guests is strictly prohibited. Violation will result in disciplinary proceedings.

Leave Policy

1. Attendance during the activity is compulsory.
2. No leave will be allowed except on serious medical grounds duly supported by medical certificate.
3. Trainees/participants shall not proceed on leave in anticipation of approval of their leave applications. Absence without formal approval of the leave may entail disciplinary action through respective department and the trainee/participant shall be marked **absent** with negative reflection on his/her conduct.

Part-II

Class Representative

1. The trainees/participants shall choose one Class Representative (CR) through majority vote within the time prescribed by the Course Coordinator/Dean Faculty.

2. The CR will be spokesperson of trainees/participants throughout the activity.
3. The trainees/participants shall forward their issues, feedback, and proposals, if any, through their CR to the Course Coordinator/Training Coordinator.
4. The CR shall also be responsible to coordinate with trainees/participants for excursion trips, if any, and for setting of menu for dinner (in case of availing Academy's accommodation) from approved list and shall convey same to Director Administration by each weekend.

Part-III

Accommodation

Hostel

1. Trainees availing hostel facility shall follow the policies, instructions, and rules of the Academy issued from time to time.
2. Except the District & Sessions Judges (who may avail accommodation on single occupancy subject to availability), furnished accommodation on double occupancy will be provided to all trainees/participants.
3. Stay in the hostel is optional during training activities unless otherwise directed.
4. The participants shall follow and abide by the allocation of rooms made by the administration. However, on request in writing by the trainee/participant, the Director General may consider the change of allocation of room.
5. No accommodation is available for the maids, drivers, guards or any other accompanying staff/visitor(s) of the trainees/participants.
6. Special arrangement on payment may be made for the trainees/participants with minor children (up to maximum 05 year age) on submission of application. Such special arrangement is subject to availability of accommodation and payment of room and meal charges in advance.
7. Trainees/participants are not allowed to spend night outside the hostel on working days without prior written permission of the Senior Director Administration.
8. The trainees/participants shall seek prior permission of the Senior Director Administration through Course/Training Coordinator while going to their hometowns on the weekends. Duly sanctioned applications should be forwarded to the Course/Training Coordinator for information.
9. Ironing is allowed only in the designated area(s).

10. All trainees/participants are required to ensure peaceful atmosphere at the hostel. Loud music and noise is not allowed in hostel rooms.

11. The trainees/participants shall be responsible for proper use of electricity, water, gas, fixtures, fittings, and furniture in the hostel. Any damage caused due to misuse/mishandling by the trainees/participants shall be required to be reimbursed before the formal conclusion of the activity.

12. The trainees/participants shall be responsible for the safety of their valuables and belongings. The Academy shall not be responsible for any loss of their valuables/belongings.

13. Check-in time is 09:00 pm and should be strictly observed.

14. Evening visits outside the Academy should be kept to the minimum. If at all trainees/ participants have to leave the Academy hostel; it should be recorded in check-in/out register maintained by the Receptionist.

15. Trainees/participants are required to be properly dressed:
    a. outside the class, and
    b. in the hostel/Mess,

16. T-shirts (round and V-neck), sneakers, tennis shoes, and slippers are strictly forbidden outside the hostel room.

17. Female trainees/participants should observe elegant dress code which is in harmony with the professional image of an officer.

18. Clean and ironed shirts with buttoned up collars and cuffed sleeves, and formal footwear shall be observed by the male trainees/participants for hostel lounge and Mess areas.

19. Smoking is not permissible inside the hostel.
20. The trainees/participants may stay in the hostel on the weekends.
21. The trainees may receive visitors from 04.00 pm to 07.00 pm. Only the following visitors are allowed and their list along with particulars (CNIC and relationship with the trainee/participant) shall be shared with the Warden at the time of hostel registration:
    a. Parents
    b. Spouses
    c. Children

d. Siblings

22. Visitors are to report to the Reception Desk at main gate of the Academy for proving their identity.
23. Visitors shall be entertained in the visitor's room only. No visitor is allowed inside the hostel (including the Mess area).
24. The trainees/participants shall, while staying in the hotel, observe decency and good manners to uphold the dignity of the Academy.
25. The trainees/participants shall strictly observe the Mess timings.
26. Any issue relating to hostel shall be recorded in the complaint register maintained by the Receptionist and may be communicated through CR.
27. Trainees/participants are expected to show/demonstrate due courtesy to the hostel/Mess staff.
28. The Academy has Zero Tolerance Policy for incidents of disobedience of the Code of Conduct. Violations, if any, may be referred by the Academy to the Competent Authority.

Mess

1. Mess facility is available in the Academy. Refreshments/meals, as per the arrangements made by the Mess Committee, will be served as per the schedules.

2. On the occasion of co-curricular activities, the timings of lunch, evening tea and dinner will be communicated separately.
3. No meals are available for maids, drivers, guards or any other accompanying staff/visitor(s) of the trainees/participants. The trainees/participants are required not to insist on it as its cost cannot be covered as per the audit policy, however, meals can be arranged and served to them, on payment at fixed rates by the trainee/participant concerned.
4. Criticism of Mess staff, food, and discussion on controversial topics like religion, politics, and personal matters should be avoided.
5. Trainees/participants are expected to observe proper table manners while taking meals/refreshments.
6. All trainees/participants are expected to observe and maintain Mess discipline.
7. The trainees/participants should avoid:
    a. discussion of official business;
    b. opposite gender;
    c. loud voices;

d. bawdy jokes; and
e. private conversation/whispering with colleague, guest etc, while ignoring the others being bad manners.

8. Visitors, guests, and resource persons should be treated with courtesy and respect, and trainees/participants shall make sure that they have proper seating place.

Part-IV

Facilities

Communication

- Facility of Telephone, Internet, and Fax is available in Academy and hostel.

Games

- Indoor/outdoor games and gym facility is available in the hostel. The gym facility may be availed by the participants as per the following time:

Female	06:00 pm – 07:00 pm
Male	07:00 pm – 08:00 pm

***Masjid/*Prayers area**

1. The Academy has its own *jamia masjid* within its premises.
2. Female prayers area is available in the basement of the hostel.
3. Prayer timings will be observed as per the Islamic calendar and as notified by the Government.

Printing & Photocopy

- Printing and photocopying facility is available during working hours on payment at market rates.

Photographs

1. Formal group photo of the activity will be shared in soft with trainees/participants. Hard copy may be obtained on payment to the official photographer.
2. All photographs, during the activity, will be taken by official photographer of the Academy. The photographs of official ceremonies, visits, and tours will be shared with the trainees/participants in soft form after formal approval.
3. No photograph of colleagues or faculty members shall be taken by the trainees/participants without their express permission.

Emergency Transport

1. In case of medical emergency during working hours, transport will be provided to the trainees/participants by the Academy for immediate medical treatment.
2. In case of medical emergency after working hours, Rescue 1122 may be contacted by the hostel management.

Part-V

Violations of Instructions

Notices

- In case of non compliance/ violation of the above instructions, following actions will be taken:

S. No	Violation/Non compliance	Notice/Action
1	1st Violation	Advice
2	2nd Violation	Censure
3	3rd Violation	Warning
4	4th Violation	Written Explanation

Penalty of Notices

1. Every Advice shall result in deduction of 0.5% and every Censure shall result in deduction of 1% marks from overall grading.
2. Every Warning and Explanation shall result in deduction of 1.5% marks respectively from overall grading and will be reflected in personal file of the trainee.
3. Serious misconduct/habitual violation/non-compliance will result in refusal to issue Certificate of Participation/Course Completion to such trainee/participant and such incident may be reported to the Competent Authority for appropriate action.

Part-VI

Contacts

Email	Info@kpja.edu.pk
Academy offices	+92-91-9214252 / 9210744-8
Academy offices	+92.91.9210929 / 9213092
Training Coordinator	+92-91-9214252
Course Coordinator	+92.91.9210929 / 9213092 di@kpja.edu.pk
Warden	+92-91-9214252

Appendices

Appendix-I

Mess and Table Manners

Purpose

The purpose of the Mess is to provide home for:

i. The dining for members (permanent and temporary);
ii. trainees/participants;
iii. resource persons;
iv. guests/visitors; and
v. the social life of the members.

Mess Rules

- Every Mess has its rules. Acquaint yourself with these on first arrival and abide by them to ensure the sound running of the Mess.

Complaints

i. Treat the Mess staff with consideration. They have a long working day and being humans, we all make mistakes sometimes.
ii. Never make the Mess staff uncomfortable in the presence of guests for their mistakes by getting angry.

Formal Dinner Procedure

i. Abide by the instructions for formal lunch/dinner as prescribed by the Academy from time to time.
ii. Formal dinners are occasions when maximum formality has to be observed in all activities. They are more in the nature of ceremonies than opportunities to feed one self.
iii. Dinners are both official as well as social occasions. Polite talk is important and it should be carried on while eating.

At Buffets:

i. Always allow ladies to approach the table first. Guests should also be allowed to serve themselves first. Do not crowd around the table. Take small portion and move away to allow others to take meals.

ii. Make sure not to come back for extra helpings unless everyone has taken the first serving.

iii. Keep the napkin with yourself till the end. Used plates and glasses should be placed on the table designated for the purpose.

Table Manners

i. Before taking meal, draw the chair as close to the table as convenient in order to maintain upright posture.

ii. Place napkin on the lap (when available). Napkins are meant for keeping the clothes clean and wiping mouth/hands only.

iii. Sit upright while eating. Lean forward to prevent food falling off from fork or spoon.

iv. Do not heap the plate with food, or handle it noisily while eating.

v. Do not brandish cutlery when not using it.

vi. Do not search around in the dish for the favorite bits or thumb through 'chapatis/naan'.

vii. Do not place elbows on the table at any time during the meal. Elbows and arms should not be spread wide to make it inconvenient for the person sitting next.

viii. Avoid putting the arms/elbows on the back of the chair.

ix. Do not move hands sideways while cutting meat, lest elbows strike the person sitting next. Move them diagonally while using the knife.

x. Never talk with mouth full. Chew with closed lips and talk only after swallowing the food.

xi. Speak softly and gently, just loud enough for immediate neighbour to hear. Avoid talking across the table.

xii. Do not use a toothpick during meal.

xiii. Do not lean across the table to get a salt and pepper shakers, pot or a dish. Always ask the one nearer person "could you please pass me" or simply " please pass me _____".

xiv. Do not lick your fingers and also avoid wiping them on a napkin or the table cloth.

xv. Do not lean back or lean forward on the chair. Keep the chair stable on all its four legs at all times.

xvi. After the meal, wipe your lips and finger with the napkin. Do all this as unobtrusively as possible and place your napkin on the left of the table. (Note: contrary to popular belief, the napkin is not to be folded unless you are to use it for another meal).

xvii. During the meal, before leaving the table, always excuse by saying "excuse me", and put the napkin on the chair or side handle of the chair. (if the meal is to be joined again).

xviii. After getting up, put the chair noiselessly back in its original place.

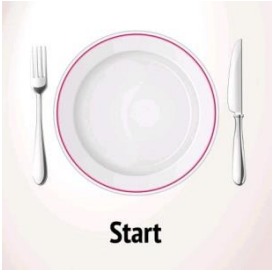
xix. Where a meal is eaten with fingers, wash hands at a wash basin. Do not splash water on the wall or unduly dirty the soap or towel.

xx. Learn the correct use of fork and knife. Do not eat with the knife - use the fork and make as little noise as possible while eating with fork and knife.

xxi. Always follow the guest of honour or the senior most guest. Do not start eating till the guest of honour or the senior most guest starts eating and stop eating accordingly.

Using Silverware in Formal / Sit Down Dining

i. The plate is in the centre, knives/spoons on the right, forks on the left.



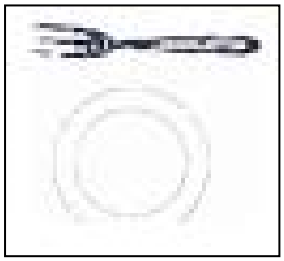
ii. The cutting edge of the knife is towards the plate and the tines of the forks point upwards.

iii. Each course has a utensil. Silverware is set in order of its use. The pieces to be used last, being nearest to the plate. Use the utensils from outside in.

iv. Salad fork is on the outmost left side followed by the dinner fork.

v. Soup spoon is on the outmost right followed by a table spoon and knives.

vi. Dessert spoon and fork is in front - horizontal to the centre plate. Spoon bow! facing left and fork tines facing up.



vii. Liquids are taken from the side of the spoon and solids from the tip.

viii. When using a knife and fork together, the knife is placed in the right hand and fork in the left hand.

ix. Always place the index finger on the top of the knife. (Don't grasp in the fist).

x. Lift food to the mouth with the fork, tines down.

xi. Use the knife gently, not forcefully.

xii. Don't use silverware as sabres while talking.

xiii. When not in use. fork, knife or spoon is placed on the plate at a convenient angle in the form of an inverted "V".



xiv. To signal that you have finished, place the fork, knife or spoon at 5- 11 or both together at





xv. To signal that the meal was excellent.



xvi. To signal that the meal was not good.



xvii. Once the silverware is used in a course, it will not be used again.

xviii. Everything is cleared before the last course. Only the glasses remain on the table when the dessert is served.

xix. Don't let the spoon remain in the cup or glass when drinking. Place it on the under plate.

xx. Leave from your right after the dinner is over.

xxi. Picking a chicken with fingers is strictly for informal occasions. It should be eaten with the knife and fork.

xxii. Don't chew bones.

xxiii. Chops too should be eaten with knife and fork.

xxiv. Small fish is often served whole, large fish in pieces. Fish bones are removed from the mouth with finger tips-not fork and put on the side of the dinner plate.

At Buffets:

iv. Always allow ladies to approach the table first. Guests may also be allowed to serve themselves first. Do not crowd around the table. Serve yourself and move away.

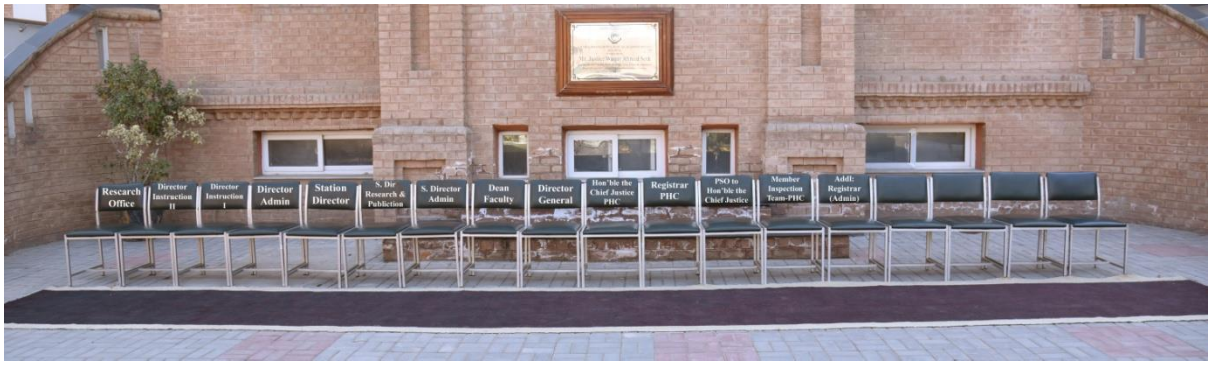
v. Make sure you do not come back for extra helpings unless everyone has taken a helping.

vi. Keep the napkin with you till the end. Used plates and glasses should be placed on the table designated for the purpose.

Appendix-II

Group Photo

1. Seating arrangements with Chief guest/guest of honour, and faculty.



2. Seating arrangement with faculty only.



3. Position of hands and feet while occupying seats in the first row.

