



M. ISLAM MEDICAL & DENTAL COLLEGE GUJRANWALA

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20-04-2017

CODE OF CONDUCT

General Disciplinary Rules:

Uniform:

The student must wear the prescribed dress of the institution, and white coat while attending room, laboratories, dissection hall and the hospital.

Attendance:

1. Every student shall be required to attend at least 75% of the lectures, seminars, tutorials, practical and clinical class subject of each class failing which his/her name shall not be forwarded to the controller of examination of the university for the purpose of appearing in the concerned examination.
2. The margin of 25% of absence of theoretical, lectures, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution. A written application should be sent to the head of the institution by the student or his/her or parents or guardian, reporting his/her illness or cause of absence.
3. Every student is required to attend punctually at the hours notify for lectures, demonstrations, seminars, tutorial classes, practical and hospital wards. Students



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4. absenting themselves from college or hospital work shall be liable to a fine imposed by the head of the institution.
5. Students have to be present in time at any specified activity of the institution.

Class Room

1. Students are expected to extend highest level of courtesy and respect towards their teachers.
2. No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
3. Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

Hospital

1. Students attending hospital are required to abide by the hospital rules and while in the hospital they are under the head of the medical/dental institution for disciplinary purpose, who may impose any of the following punishments on any student committing any offence in the hospital or for neglecting or properly carrying out any duty entrusted to him / her in the hospital.
 - Debar him/her from attending any or all the departments or hospital for period not exceeding three months.
 - Impose such fine as he consider appropriate.



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2. Applications for leave from students doing duty in the hospital wards or out patients departments must be submitted through their respective medical officers to the head of the institution.
3. Every student is required to attend punctually at the hour's notified for clinical teaching and ward duty.

Class Examination

1. Students are not allowed to take into the examination hall textbooks, notes or manuscript of any kind.
2. Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the head of institution who may refer his case for action to the disciplinary committee of the institution.
3. Late comers arriving at the examination hall more than 15 minutes after the start of the paper will not be allowed to enter the examination hall.

Leave

1. Sick leave will only be granted on the production of a medical certificate from an authorized medical officer appointed by the head the institution except when the student is already in leave out of station.



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2. In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance.
3. A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

Books, etc.

Every student shall provide himself with all the prescribed textbooks and other necessary instruments etc.

Correspondence

1. Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the head of the institution who will forward it if he considers it desirable.
2. Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
3. Head of the institution, professors and other staff are accessible at any time for listening to the difficulties and grievance of students and shall always be pleased to advise them.



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GENERAL RULES

1. Students are required to observe order and discipline at all time in the institution, attached hospital and hostels.
2. Smoking within the institution, attached hospital and hostels premises is entirely prohibited.
3. No game if any sort is to be played during the classes and hospital duty hours.
4. Displaying and distribution of partisan/ethnic/sectarian/political pamphlets or circulars etc. in the institution, attached hospital and hostels premises is not allowed.
5. All irregularity, neglect of duties and breach of discipline are to be brought to the notice of the head of the institution by the professors under whom the student is enrolled.
6. Every student to whom books or others property of college is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damage shall be required to replace them or repay their cost.
7. Any student breaking or damage any property of the institute in shall be required to pay the cost of repair or replacement.
8. In the case of willful damage, he /she be punished under the disciplinary rules of the institution.
9. If the student if the institution taken part in any political activity or conducts himself/herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the institution, the head of institution may take any action he deems proper or bring the matter before the college academic council for proper action.



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10. No person shall be invited to address a meeting or society in the institution premises without prior permission of the head of the institution. In all cases, the chair shall be occupied by a responsible person approved for the purpose by the head of the institution. The subject of debate shall be fixed after obtaining the approval of the head of the institution in advance.
11. No student shall address a press conference, nor write to the press on the political or related subject or matters concerned directly with the administration of the institution, University or any Government of Educational Institution in Pakistan or abroad. No poster or banner shall be put up without the approval of the head of the institution.
12. No society may be set up by the students or any meeting held in the institution premises without the written permission of the head of the institution.
13. No riots, strikes, boycotts and demonstrations are allowed.

OFFENCES AND PUNISHMENTS

1. For all such offences that occur in the institution, attached hospitals and hostels premises, head of the institution may at his discretion refer the case to the disciplinary committee of the institution, which shall be appointed by the academic council from time to time. This disciplinary committee shall have the power to interview any student or students or any member of the staff or any member of the public and is empowered to send its recommendation to the head of the institution who may or may not seek the ratification of these recommendations by the academic council.



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2. The disciplinary committee will consist of at least 2-4 professors / senior associate professor.
3. After considering the recommendations of the disciplinary committee, disciplinary action by the head of the institution against the students committing an offence might take one or more of the following forms depending upon severity of the offence.
 - a. A Student may be asked to teacher an apology, verbal or written. This shall be placed on the student's record.
 - b. A student may be placed in probation for a period up to one year. If during the period of probation he/she fails to improve his/her conduct, he/she may be expelled from the institution.
 - c. A student may be fined up to Rs. 50,000/-
 - d. Scholarship may be suspended or stopped.
 - e. A student may be suspended from the institution roll for a period determined by the head of institution.
 - f. The student may be expelled from the institution for a period determined by the head of the institution in the recommendation of the disciplinary committee.
4. Regulation relating to expulsion.
 - a. Expulsion whenever imposed on a student shall mean the loss of a specific duration of studies as determined by the head of the institution and will mean his/her being debarred from the University Examination during the period of his/her expulsion.



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- b. A student expelled from an institution shall not be readmitted before the expiry of the period of his/her expulsion.
5. The student expelled shall not keep in their possession firearms, other weapons of offence and narcotics in the premises of the institution, attached hospitals and hostels. Disciplinary action shall be taken against the students found guilty of contravention of this rule.
6. The head of the institution is competent to impose and remit fines.
7. The head of the institution is competent to impose punishment as deemed necessary.
8. The decision of the head of the institution in all cases shall be considered as final.

Principal
M. Islam Medical & Dental College,
Gujranwala