

STUDENT'S CODE OF CONDUCT

The college is an organization with the purpose of imparting knowledge to the students in a peaceful environment and to enrich their personality by inculcating in them a sense of responsibility, reason, tolerance, and discipline. Discipline and organized life in the college is important; it is therefore essential that rules and regulations should be laid down to ensure an orderly and decent atmosphere of the college. With this objective in mind, the following regulations have been established.

Attendance Policy

No student should be eligible for a university examination without having attended 75% of the lectures, demonstrations, tutorials and practical or clinical work both in-patients and out-patients.

Acts of Indiscipline

Among others, the following shall constitute acts of indiscipline recognizable under these regulations against which action can be taken by the disciplinary committee.

Minor Offences

- Coming late.
- Absence from class test.
- Violation of morals, such as the use of indecent language, undesirable remarks and gestures, disorderly behavior for example abusing quarrelling, fighting and insolence towards fellow students, faculty and staff.
- Indulgence in acts which may cause insult or physical injury to the students, teachers, officers, staff of the college.
- Defiance of college authority and its rules.
- Violation of hostel rules spreading of inappropriate instigator remarks regarding religious or regional linguistic ethics in writing or verbally.
- Impersonation or giving false information or willful separation of information or cheating or deceiving.
- Absence from class without application/permission.
- Use of mobile phone in academic block is strictly forbidden.

Major offences

- Inciting violence, use of force, destruction of college property.
- Making speeches, shouting slogans or circulation of printed or cyclostyled or photocopied material/E-mail derogatory to Islam, Pakistan, the prestige of the college or maligns the reputation of its faculty or staff.

- Sale and distribution of intoxicants at the campus directly or indirectly.
- Indulgence in political/ethnic/racial activity or use of students for furthering the cause of political parties.
- Use of unfair means in examinations.
- Abstracting the function of the college or causing disruption of teaching/research/other activities.
- Smoking in college premises.
- Photography/video making in college premises without seeking permission.

Procedure for processing Acts of Indiscipline

Each case of indiscipline shall be reported to the Principal of the college through the Head of the Department or the warden of the hostels. In case any event takes place outside the college premises and has legal effect, it will be dealt with by the District administration.

On receipt of complaint the Principal or his deputed representative shall issue a show cause notice highlighting the offence to the student involved in the act of indiscipline. Within 48 hours the meeting of the discipline committee will be held after issuing show cause notice. It shall be ensured that the show cause notice has been received by the student against whom a report of indiscipline has been made. The disciplinary committee at the appropriate level shall ensure that the student against whom a complaint of indiscipline has been filed is given adequate chance to present his case.

Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be according to the gravity of the offences and may be any one or more of the following:

Minor punishments

- A warning in writing.
- A fine of Rs. 100/- for absence from one class/practical/test.
- A fine of Rs. 500/- for remaining absent from college for single day.
- A fine of Rs. 1000/- for not appearing in the test.
- A fine of Rs. 3000-5000/- for other offence(s).
- Suspension from the class for a period up to one month.

Major punishment

The following major penalties shall be imposed on the recommendations of the Discipline Committee;

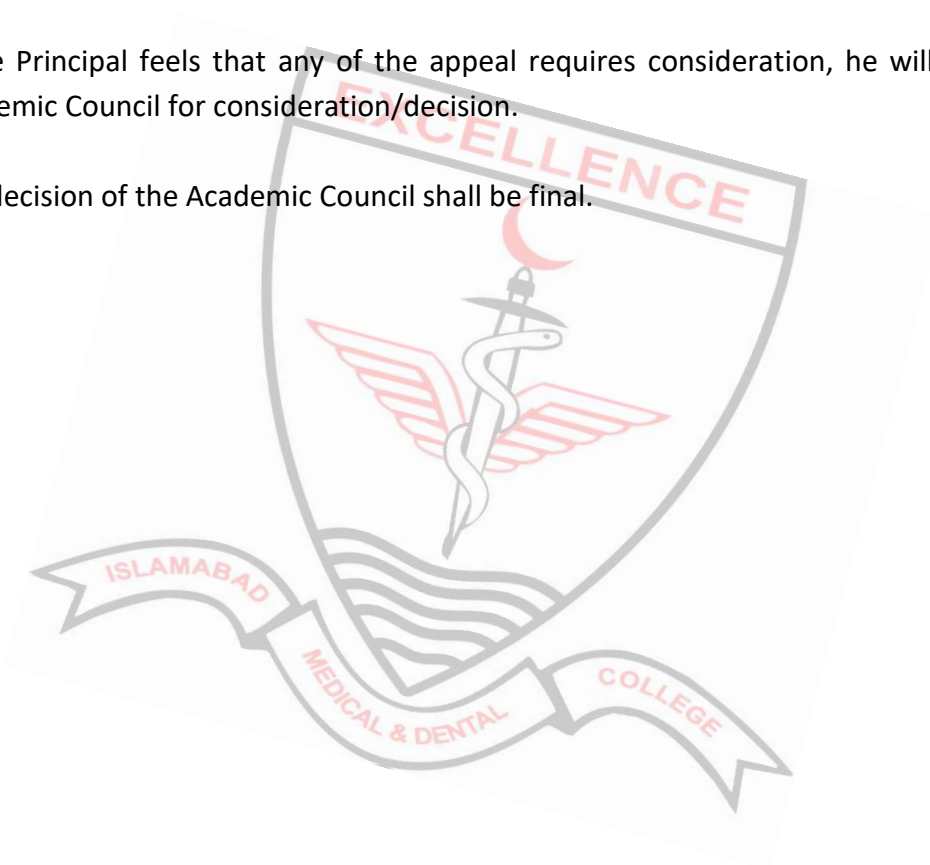
- Fine which may amount up to Rs. 10,000/-
- Suspension or rustication from the hostel/college for 2-3 months.
- Expulsion from the college.
- Non conferment of degree/transcript.

Other provisions

An appeal against the decision of the Disciplinary Committee can be filed within 15 days to the Principal of the college.

If the Principal feels that any of the appeal requires consideration, he will refer it to the Academic Council for consideration/decision.

The decision of the Academic Council shall be final.



HOSTEL RULES & REGULATIONS

1. Title and Commencement

- (a) These regulations may be called the IMDC hostel regulations.
- (b) These regulations shall come into force with informative effect.

2. Eligibility

Students admitted in Islamabad Medical & Dental College shall be eligible to apply for accommodation in the hostels. All applicants shall file an affidavit along with their applications deposing that he / she:

- (a) Has no permanent or temporary accommodation available to him / her in Islamabad / Rawalpindi.
- (b) Is neither employed anywhere in any capacity in Islamabad / Rawalpindi nor receiving any house rent subsidy.
- (c) Is bonafide resident of _____
District _____

Note: Any statement found to be false at any stage entail forfeiture of accommodation in the hostel forthwith without any lit or hindrance or further correspondence.

- 3. The students may be admitted for one year at a time and continue up to a maximum of 5 years, subject to good behavior in the hostel and satisfactory progress in the class. In case a student is allowed to extend his/her course, the provost may allow an extension on payment of hostel dues.
- 4. Hostel students shall pay hostel dues at rates approved by the syndicate from time to time. They will be required to produce clearance certificate before issuance of roll numbers for the annual examinations.

Peace, Harmony and Good Behavior

- 5. Decency, good behavior and fellow feeling will be promoted by all residents of hostel and hostel administration subject to the general supervision and control of warden/senior warden/provost.
Student will sign a consent letter before leaving premises and will have to report back to college before week down. Daily attendance will be checked at night.
- 6. The provost may issue instructions from time to time for observing night time for marking attendance.

7. Written permission from the warden/Senior warden will be necessary for staying outside the hostel.
8. In case of absence from the hostel for a week without prior approval, the defaulting resident of the hostel may forfeit his accommodation and the Warden/Senior Warden may open the lock and deposit the luggage for safe custody and draw up a inventory submitting a copy of inventory to the Provost.
9. Playing of music, making noise or indulging in rowdy behavior which may cause inconvenience or be nuisance to other resident of the hostel is to be strictly avoided.
10. Only authorized visitors will be allowed to meet the students in their allotted timings.

Acts of Indiscipline

11. The following will be acts of **minor indiscipline**:

- (a) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- (b) Violation of public morals such as the use of indecent and filthy language, undesirable remarks and gestures.
- (c) Playing of music, making noise or indulging in rowdy behavior or be a nuisance which may cause inconvenience to other residents of hostel.
- (d) Changing the duly allotted room with out prior permission in writing from the Warden/Provost.

12. The following will be treated as **serious acts of indiscipline** punishable with major punishment or in case of cognizable offences actions under law:

- (a) Possession, custody or access to liquor, drugs or intoxicants of any kind, gambling appliances, lethal instruments, of any description, explosives or fire arms.
- (b) Causing damage to furniture, fixtures of the Hostel by any act of omission or commission.
- (c) Tempering with machinery or unauthorized use of College vehicles or removing them from the custody of any authorized College employees.
- (d) Adding, abetting or facilitating trespass in the hostel by an unauthorized person under any circumstances.
- (e) Acts involving moral turpitude or cognizable offences.
- (f) Defiance of authority or breach of discipline.
- (g) Acts like abusing, quarreling, fighting, insolence towards other, and use of force.
- (h) Indulgence in acts which may insult or cause physical injury to the student, teachers, officers, staff of the hostel or any other person.
- (i) Spreading by word or mouth or written material religious, sectarian, ethnic, regional or linguistic conflicts/hatred.
- (j) Possession carrying or use of any type of weapons/fire arms or explosive material within the college premises including hostels.
- (k) Damaging any Hostel property, including building, equipments, vehicles etc. in any manner.
- (l) Sale, distribution or consumption of intoxicants on the hostel/campus.

- (m) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (n) Obstructing the functioning of the college or causing disruption of peaceful atmosphere and other activities in hostel.
- (o) Providing shelter to illegal/unauthorized occupants in hostels.
- (p) Causing damage or stealing/removing property of any other student residing in the hostel.

13. Food Service, Health and Sanitation:

- a) Subject to maintenance of proper standards of health and sanitation food service will be organized by the management of hostel under the supervision, control and direction of warden, through a Mess committee to be constituted by the college authorized.
- b) Cleanliness, sanitation and anti-epidemic arrangements will be inspected by the warden.
- c) A student catching infectious disease may be moved to the Hospital/under advice of the Medical officer of the Hospital.

14. Special Regulations for Female Residents of the Hostel:

- a) A resident may be permitted to go out of the Hostel only after the permission of warden
- b) A resident may be permitted an overnight stay only at places permitted in writing by the parents/guardians with the permission of the Warden.
- c) On weekend and other holidays permission of the Warden shall be necessary for an overnight stay out of the hostel.
- d) In special cases, the Warden may permit a resident to stay out beyond fixed hours. In such cases, a pass shall be issued by the Warden.
- e) At the time of admission in the hostel all the residents shall submit a list of persons who may visit the residents in the hostel and of those persons with whom they would go out. The list must be signed by the parents/guardians of the students.
- f) Visitors permitted by the parents/guardians may see the resident in the visiting room between 4:30 pm & 08:30pm during summers and 2:30 pm & 04:30pm during winters.

In order to maintain student's discipline in the hostel, the following shall be competent authorized.

Chairman

Discipline Committee

Managing Director

Principal

Hostel Discipline committee, constituted by the Chairman shall consist of two HODs, under legal and corporate affairs.

The Hostel Discipline Committee shall have the authority to impose punishment, in case of breach of discipline regarding minor offences committed within the hostel premises.

The acts of indiscipline which warrant imposition of major penalties / punishments will be reported by the warden to the Head of Student Affairs for processing by the discipline committee.

For the cases falling under the purview of the Hostel Discipline Committee, Head of Student Affairs will issue a show-cause notice to the student charged with an act of indiscipline.

The Hostel Discipline Committee will ensure that the student, against whom, the disciplinary proceedings have been initiated are given adequate opportunity to explain his/her conduct.

The Hostel Discipline Committee may ask, if necessary, the student (s) charged with an act of indiscipline to appear before the Committee.

In case the reply to the show-cause notice is not received within the specified time or if the resident student fails to appear before the Committee when so required, the Committee will take an expiate decision.

In order to create an effect of deterrence against the act of indiscipline, the notification of decision of punishment and penalties will be placed on the College Notice Board and where necessary, in the National Press.

A copy of the notification shall also be sent to:

Concerned Heads of the Departments.
G. M Finance.
Parents/Guardians of the students.

Punishment or penalty for indiscipline shall be in accordance with the gravity of the case and may be anyone or more of the following or any other determined by the Discipline Committee.

Minor Penalties / Punishments

- Censuring or warning in writing.
- Rustication from the hostel for a maximum period not exceeding three months.
- A fine up to Rs. 5000/-.
- Deprivation from the benefits / privileges enjoyed by the student (s).
- Withholding of Roll No. slip / examination results.

Major Penalties / Punishments

- Fine commensurate with nature and extent of misconduct.
- Cancellation of hostel accommodation.
- Cancellation of financial benefits / concessions.
- Suspension of admission and ban on entry in the premises of the college for a specific Period.
- Rustication from the college for a specific period and ban on entry in the college campus.
- Expulsion from the college and ban on entry in to the College campus.

Student residents are expected to develop the habit of self-discipline. They shall not conduct themselves in a manner which may interfere with the study and convenience of the fellow residents or injure their feelings. Nothing can make social life truly pleasant except by genuine courtesy and mutual consideration.

Rooms shall be kept clean and tied by the residents.

The residents are advised not to keep large sums of money with them. The Hostel authorities will not be responsible for any theft or loss of valuable ornaments.

Complaints, if any, against the misbehavior of bearers/sweeper should be reported to the Warden. Residents are not allowed to use abusive language or physical force against them.

The lights in the rooms must be switched off when not in use.

Residents are not allowed to take away newspapers from the Newspaper stand to their rooms.

Guests for overnight stay or providing shelter to an unauthorized illegal Outsider in the hostels is strictly prohibited.

Use of electric heater only in the specific areas is not allowed.