

**NIAZI MEDICAL COLLEGE, SARGODHA**

**COLLEGE CODE OF CONDUCT**

The following general disciplinary rules have to be followed by all the students studying in any discipline at NMDC. A violation of these regulations is an offense against the Institution. However, such violations are not here considered as crimes – unless convicted and penalized by any court of law outside the college premises.

**1. Uniform**

- a.** The students must wear the prescribed uniform of the institution, and white coats while attending laboratories, dissection hall and clinical rotation in the hospital.
- b.** Uniform for boys is full sleeve plain white shirt and grey trousers tucked in with maroon tie / Coat / Sweater and black shoes.
- c.** Girls must wear white full sleeve kameez shalwar / trouser with maroon duppatta / coat / sweater and black shoes.
- d.** Final year MBBS are allowed to wear scrubs during hospital duty hours.

**2. Attendance**

- a.** Every student shall be required to attend at least 85 % of the lectures, seminars, tutorials, practical and clinical classes of each subject in each class failing which his/her name shall not be forwarded to the University for the purpose of appearing in the concerned examination.
- b.** The margin of fifteen percent of absence is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution.
- c.** A written application should be sent to the head of the institution by the student or his/her parent or guardian, reporting his/her illness or cause of absence.
- d.** Every student is required to attend punctually at the hours notified for the lectures, demonstrations, seminars, tutorial classes, small group discussions, practical and clinical rotation in hospital.
- e.** Students absenting themselves from college or clinical rotation shall be liable to a fine imposed by the head of the institution.

- f. Students have to be present on time at any specified activity of the institution.

### **3. Class Room**

- a. Students are expected to extend highest level of courtesy and respect towards their teachers.
- b. No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
- c. Immediately after assembly of the class, the roll call will be taken. A student coming late into the class room will be marked absent unless his excuse is accepted by the teacher.
- d. Any student misbehaving in the class room shall at once be reported by the teacher to the Head of the Institution for necessary action.
- e. Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

### **4. Hospital**

- a. Students attending clinical rotations in hospital are required to abide by the hospital rules and while in the hospital, they are under the Medical Superintendent for disciplinary purpose, who may impose any of the following punishments on any student committing any offence in the hospital or for neglect or not properly carrying out any duty entrusted to him/her in the hospital.
  - i. Debar him/her from attending any or all the departments or hospital for a period not exceeding three months. OR
  - ii. Impose such fine not exceeding Rs. 2000/- as he may consider appropriate.
- b. Applications for leave from students doing duty in the hospital wards or out patients departments must be submitted through their respective clinical head to the Head of the Institution.
- c. Every student is required to attend punctually at the hours notified for clinical teaching and ward duty.

### **5. Class Examination**

- a. Students are not allowed to take into the examination hall textbooks, notes or manuscript and gadgets of any kind.

- b.** 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 the institution who may refer his case for action to the disciplinary committee of the Institution.
- c.** 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.

## **6. Leave**

- a.** Sick leave will only be granted on the production of a medical certificate.
- b.** In all cases leave taken will be at the student's own risk as far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance.
- c.** Students must not leave the station without the permission of the head of the institution.
- d.** A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

## **7. Students Medical Certificate and Treatment**

- a.** Non boarders / boarders already on vacation/leave must obtain a medical certificate from a Professor/Associate Professor of any Medical College.
- b.** For boarders including those on duty in the hospital the medical certificate must be signed by a Professor/Associate Professor of the institution.
- c.** A medical certificate must specify the nature of the illness and the period with dates of leave recommended on account of that illness.
- d.** Students who fall ill will be provided treatment on outpatient basis. Students requiring hospitalization will be entitled to the facilities of the general ward patients.

## **8. Books/Educational Resources**

- a.** Every student shall provide himself with all the prescribed textbooks and other necessary instruments etc.
- b.** Students attending clinical rotation must have a stethoscope, torch, a pair of gloves, thermometer, BP apparatus, hammer or any instrument asked by the concerned department.

## **9. Correspondence**

- a.** Students are forbidden to address any member of Board of Directors 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.
- b.** 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.
- c.** Any student wishing to make a representation on any subject has the right of direct access to the head of the institution at any time during the college hours.
- d.** Any student if facing any difficulty or grievance may immediately report to class or module coordinators of respective years before approaching to head of institution.
- e.** Head of the institution, Professors and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

## **10. General Rules**

- a.** Students are required to observe order and discipline at all times in the institution, attached hospitals and hostels.
- b.** Smoking within the institution, attached hospitals and hostels premises is entirely prohibited.
- c.** Students cannot keep firearms, non-firearm weapons (knuckles, swords, spear etc.) and non-firearm ranged weapons (bow & arrow, javelin, air gun etc.). Any breach of this will result in strict disciplinary action.
- d.** No game of any sort is to be played during the classes and hospital duty hours.
- e.** Displaying and distribution of partisan/ethnic/sectarian/political pamphlets or circulars etc. in the institution, attached hospitals and hostels premises is not allowed.
- f.** All irregularities, 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 working.
- g.** Every student to whom books or other property of Government is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.

- h.** Any student breaking or damaging any property of the institution shall be required to pay the cost of repair or replacement.
- i.** In case of willful damage, he/she shall be punished under the disciplinary rules of the Institution.
- j.** 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.
- k.** 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.
- l.** Aliens/Outsiders are not allowed right of entry / use institutional facilities/ libraries/ reading rooms/ playgrounds/ any training facility or recreational facility or any facility which the institution owns directly or indirectly. Entry of an alien in the institutional facility amounts to trespassing. An unknown personnel found within any institutional facility(s) upon identification will be requested to leave the premises immediately; in case of non-compliance institution reserves the right to expel the offending alien and / or report the case to police for unauthorized forced entry as a criminal act.
- m.** Bringing or facilitation of an alien/outsider to the institutional facility without lawful authorization is a violation of regulations and is accordingly punishable.

## **11. Political activity**

- a.** If a student of the institution takes 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.
- b.** 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 or Educational Institution in Pakistan or abroad. No poster or banner shall be put up without the approval of the head of the institution.

- c. Riots, strikes, boycotts and demonstrations which create disturbance for other students or general public are not allowed.
- d. If a student is found indulging in any such activity, then strict disciplinary action will be taken against her / him. The case will be referred to disciplinary committee for necessary investigations and upon investigation, if involvement confirmed, then disciplinary action will be taken which may also result in the expulsion of that student from the institute with immediate effect.

## 12. Harassment

- a. No student is allowed to harass any other student (of any discipline) or faculty member or administrative staff.
- b. Any harassment will be reported to anti-harassment cell for resolution. This includes:
  - **Physical harassment:** It involves physical attacks or threats and includes:
    - i. Direct threats of intent to inflict harm
    - ii. Physical attacks (hitting, shoving, kicking)
    - iii. Threatening behavior (shaking fists angrily/ shouting)
    - iv. Destroying property to intimidate
  - **Personal harassment:** It is bullying in its most basic form and includes:
    - i. Inappropriate comments / offensive jokes
    - ii. Personal humiliation/ critical remarks
    - iii. Ostracizing behavior/ Intimidation tactics
  - **Discriminatory Harassment:** It includes unfair treatment of a person because of race, color, religion, national origin, age, disability, gender identity, and gender expression.
  - **Psychological Harassment:** It generates a negative impact on a person's psychological well-being / self-esteem. It often creates a domino effect, affecting the physical health and interfering with individual's work or academic performance. It includes:

- i. Isolating or denying the victim's presence.
  - ii. Belittling or trivializing the victim's thoughts.
  - iii. Discrediting or spreading rumors about the victim.
  - iv. Opposing or challenging everything the victim says.
- **Cyber bullying and online harassment:** It includes:
  - i. Sharing humiliating things about the victim by e-mail or chat with mass
  - ii. Spreading lies or gossip about the victim on social media.
  - iii. Sending harassing text messages directly to the victim.
- **Power Harassment:** The harasser exercises his / her power by bullying a victim who is lower on the office hierarchy. The harasser subjects the victim to:
  - i. Excessive demands that are impossible to meet
  - ii. Magnified demands far below the employee's capability
  - iii. Intrusion into his/ her personal life
- **Sexual harassment:** It is a serious offence. Pakistani law defines sexual harassment as:
  - i. Any unwelcome sexual advance
  - ii. Request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes
  - iii. Causing interference with work performance or creating intimidating
  - iv. Hostile or offensive work environment,
  - v. The attempt to punish the complainant for refusal to comply with such a request or is made a condition for employment.
- c. College has defined antiharassment policy and actions will be taken accordingly.

## 13. Violations

### a. Level 1 Violation (Minor):

- i. These may occur because of inexperience or lack of knowledge of Institutional Conduct and Discipline Regulations on the part of persons committing the violation.

- ii. These violations address incidents
  - When intent is questionable,
  - Are not extensive
  - Are unplanned
  - In the context of academic setting occur on a minor assignment or minor infringement of examination regulations.
  - Behavior disruptive to faculty, staff and/or students
  - Inappropriate use of college IT equipment.
  - Smoking within college premises
  - Unintentional damage to college equipment
- iii. These are generally handled at the local level (verbal or written warning) but may be referred to DC at the discretion of HOD.

**b. Level 2 Violation (Intermediate):**

- i. These are characterized by dishonesty, unwholesome behavior or delinquency of a more serious character falling between level 1 & level 3 violations or which interrupts institute functions in non-significant manner.
- ii. In academic setting it reflects
  - Dishonesty, unwholesome behavior
  - Moderate degree of cheating / plagiarism / infringement / delinquency to affect a more significant aspect or portion of the course work or more than negligible examination misconduct
  - Fabricating academic records an/ or bribing staff members for this purpose
  - Behavior likely to cause accident or injury to themselves or others
  - Verbal abuse or harassment to other student, staff and/ or faculty
- iii. These incidents are reported to head of institution or disciplinary committee for necessary action.

**c. Level 3 Violation (Major):**

- i. These are those that go beyond Level One or Two violations. They are in violation of Conduct and Discipline Regulations on the campus to interfere with institutional function in a significant manner or duration or are preceded by one or more violations at Levels 1 and / or 2.



ii. These include:

- In the context academic setting, cheating / plagiarism / infringement / delinquency that affect a major or essential portion of work done to meet course requirements.
- Abuse or harassment other than verbal to other student, staff and/ or faculty
- Inappropriate use of the internet and online or phone communications including accessing or transmitting material which is obscene, abusive, sexist, racist, defamatory or in any other way likely to cause offence
- Incidents occurring outside the college, affecting the reputation of the college
- Vandalizing college property
- Theft or fraud

iii. These incidents are reported to head of institution or disciplinary committee for necessary action.

**d. Level 4 Violation (Serious):**

i. These represent the serious breaches of institutional Rules / Regulations, of Conduct & Discipline.

ii. They include:

- Use of recreational/addictive drugs or alcohol or the possession/ sale of these agents within college premises
- Possession/ carrying weapon.
- All types of political, sectarian, ethnic and other such activities in the college campus, hospital and hostel

iii. It will be reported to Disciplinary committee and grave punishment including expulsion from college, reporting case to regulatory body or penalty.

**14.** Penalty for violating the code of conduct may include any of the following:

S.NO	VIOLATION		FINE
1.	Causing damage to college's equipment intentionally		Equal to the cost of equipment
2.	Noncompliance to college uniform policy	1 <sup>st</sup> time	Verbal warning
		2 <sup>nd</sup> time	Written warning
		Repeated	Rs. 500 each time
3.	Absent from college without information	More than 03 consecutive days	Rs. 5000
		More than 1 week	Additional Rs. 1000 per day after 1 week
4.	Absence (bunk) classes or clinical rotation intentionally within college premises	2 consecutive days	Absent from all educational activities for these days
		1 week	Absent from all educational activities for these days along with a fine of Rs. 500 per day after 2 days of continuous absence
		More than 1 week	Absent from all educational activities for these days along with a fine of Rs.1000 per day after 1 week of continuous absence
5.	Violation of major disciplinary rules	Case will be referred to the disciplinary committee and fine ranging from 10,000-50,000 will be imposed as per decision	
6.	Violation of anti-harassment policy	Case will be referred to the anti-harassment committee and fine ranging from 10,000-50,000 will be imposed as per decision	
7.	Violation of anti-raging policy	Case will be referred to the committee and fine ranging from 10,000-25,000 will be imposed as per decision	

**15.** These Conduct and Discipline Regulations may not cover all the possible eventualities and Principal will be authorized to refer any issue / person in the context of conduct and discipline of the students / employee to Disciplinary Committee or to any authority of the institution or that of State of Pakistan or any other regulatory authority outside the college.

**16.** The college will make these rules and regulations readily available to all the persons concerned.