

**NIAZI MEDICAL COLLEGE, SARGODHA**

**TORs of Disciplinary Committee**

**Function of the Disciplinary Committee (DC)**

The primary role of the Disciplinary Committee is to implement the provisions of the Codes of Conduct, both for the academic & Non-academic student code of conduct.

This role shall include:

- Collecting the facts of all complaints arising under the Codes of conduct;
- Determining whether a complaint has merit;
- Facilitating an amicable resolution to a complaint where possible;
- Conducting all disciplinary hearings;
- Making a decision on a complaint after the completion of the disciplinary proceedings; and consulting with legal counsel in situations where external bodies such as the Courts or the Police are involved.

**Proceedings of the Disciplinary Committee**

- The Committee shall consider cases referred to it by Principal, NMDC wishing to forward a substantiated claim.
- On receipt of a complaint, the Chairman of the Disciplinary Committee shall convene a meeting of the Committee and the matter should be addressed in a Disciplinary Hearing within 30 days from receipt of the complaint.
- **The chairman disciplinary committee will notify about the impending disciplinary hearing addressed to the personnel/student involved in the incident.**
- The Principal shall send the student required to appear before the Committee a written summons setting out the alleged offence complained of.
- Provided the student has been properly summoned, if s/he fails to attend the hearing, the Committee may proceed in her/his absence.
- The Committee may postpone the hearing of the case at the request of the student for genuine reasons, such as medical reasons or emergency family issues, but should not postpone it for more than two (2) occasions at the request of the student. The committee shall respond to the request of the student for postponement within a reasonable time.
- The Committee may decide to fix the case for hearing peremptorily if it finds evidence of malingering and may thus proceed in the absence of the student.

- The student against whom the complaint is made may bring to the Committee a witness/a person to represent him/her and shall inform the Chairman of her/his intention to do so at least (3) working days (except for Saturdays, Sundays and Public Holidays) before the date appointed for the hearing.
- When the Committee meets to consider the case it may have before it statements in writing from:
  - a. The complainant;
  - b. The student against whom the complaint is made;
  - c. Any witness the complainant or the student wishes to present.
- These statements shall be submitted to the Chairman of the Committee not less than three (3) working days (except for Saturdays, Sundays and Public Holidays) before the date appointed for the hearing.
- The Committee may require the complainant, the student against whom the complaint is made and the witnesses for both parties to give evidence before it.
- The Committee may also require the presentation of such further evidence, as it deems appropriate.
- **The Chairman shall inform the personnel/student, in writing, of the decision of the Committee within 1 working week of the Disciplinary Hearing.**
- **The chairman will then disclose the evidence or reasons in written on the basis of which a disciplinary decision has been taken against the accused.**
- The decision will also be addressed in written to the Principal.
- A student may appeal against a Disciplinary Committee decision to the Head of College.

### **PROCEEDING OF THE APPEAL**

- **The accused has the right to appeal the decision to Principal NM&DC within a specified timeframe i.e. 10 working days.**
- The accused may appeal if dissatisfied with the committee's decision to the Head of Institution i.e. Principal NM&DC.
- The Principal may either refer the decision back to the committee or change it on his own.
- When the Committee meets to consider the appeal, it shall have before it all documents which were before the Discipline Committee at the original hearing. It shall also have the power to hear any witness (es) who gave evidence at the original hearing. It may also require further evidence as it deems appropriate.

The Committee shall then proceed by way of a rehearing. It shall allow such cross-examination by either party as it deems relevant.

- The Committee may set aside or confirm the findings of the Discipline Committee or substitute such other recommendation or penalty as it considers appropriate.
- The decision of the Appeal Committee is final.
- The chairman will issue the decision again in written addressed to the personnel/student involved and to the Head of institution.
- **The students may also file a final appeal to Chairman, BoD after the decision of appeal by the committee and the decision of chairman is considered final in this regard.**

