



## **Student Code of Conduct**

### **In conformance with PM&DC and UHS**

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#### **Standard 8.11: Student Code of Conduct**

##### **General**

1. The Avicenna Medical & Dental College has transparent and fair policies for the processes for taking action against any student which are based on the rules and regulations of the PM&DC and the UHS.

##### **UHS Statues and Regulations on Enforcement of Discipline:**

2. The University of Health Sciences has promulgated a regulation for the enforcement of disciplines vide their regulation UHS/Reg-16/1052 of 6<sup>th</sup> April 2016. The following acts by the students are identified as offences.
  - a. Attempt to disrupt teaching exam or administration.
  - b. Cheating in examinations
  - c. Damaging and defacing property
  - d. Ragging
  - e. Defecting of library books
  - f. Unauthorized entry / occupation of hostel
  - g. Immorality and harassment
  - h. Any act prejudice to the good order and college discipline
  - i. Being disrespectful to a member of the faculty
3. If a student is found to be involved in any of the above offences the following processes of punishments are listed by the UHS:
  - a. Written warning
  - b. Summoning of parents to the college
  - c. Fines as determined by the disciplinary committee
  - d. Turning students out of class
  - e. Suspension for 4 weeks
  - f. Monitoring of conduct - if no improvement then expulsion or rustication
  - g. Withdrawal/expulsion/rustication for 2 years through the disciplinary committee

### **Students Offenses and Punishments:**

4. If a student is found to be indulged in offensive activities the following processes are initiated:
  - a. Avicenna Medical College has a conservative setup and atmosphere where the regime is preventive/corrective and not punitive. Cheating, stealing and telling lies are taken to be most serious of the crimes and could be severely punished. For this purpose, the College has its Honour Council which is composed of 7 student judges and is headed by the chief student judge. Offences committed would be referred to the Honour Council and any punishment awarded would be acknowledged by the administration and action is taken.
  - b. Additionally, for all such offenses that occur in the institution, attached hospitals and hostels premises, head of the institution may at his discretion to 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 public and is empowered to send its recommendations to the head of the institution who may or may not seek the ratification of these recommendations by the Academic Council.
  - c. 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.
    - 1) The student may be asked to tender an apology, verbal or written. This shall be placed on the student's record file.
    - 2) A student may be placed on probation for a period up to three months. If during the period of probation, he/she fails to improve his/her conduct, he/she may be expelled from the institution.
    - 3) A student may be fined up to Rs. 50,000
    - 4) Scholarship may be suspended or stopped (this action shall surpass all agreements).
    - 5) A student may be suspended from the institution roll for a period determined by the head of the institution.
    - 6) The student may be expelled from the institution for a period determined by the head of the institution on the recommendation of the Disciplinary Committee.
    - 7) The student may be forcibly migrated to another medical/dental institution of the province.

### **Punishments and Fines:**

5. The following punishments and fines may be awarded:
  - a. Coming late to class: Rs. 500
  - b. Absence without leave: Rs. 1000
  - c. Two days absence without leave: Rs. 2000
  - d. Consecutive 3 days absence: Rs. 3000 and temporary suspension
  - e. Bunking a period: Rs. 1000
  - f. Bunking a day: Rs. 2000

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- g. Minor case of indiscipline Rs. 5000
- h. Moderate case of indiscipline: Rs. 10000
- i. Major case of indiscipline: Rs. 50000
- j. Very major case of indiscipline: suspension / expulsion from the college.  
Note: The above penalties are in addition to the negative marking the student shall be subjected to in case of the following:
- k. Missing a grand test/pre-test/revision test
- l. Not depositing the assignment on time
- m. Bunking /missing morning/evening ward class

### Minor Punishments:

- 6. The following minor punishments could be awarded.
  - a. Additional extra coaching class after college hours – 1 to 2 hours.
  - b. Inclusion of name in white/pink list.
  - c. Bar on visiting city.

### Regulations Relating to Expulsion:

- 7. 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 appearing in the University Professional Examination during the period of his/her expulsion. Examination period shall be taken as absence. The policy on expulsion involves:
  - a. A student expelled from an institution shall not be readmitted.
  - b. Cases of expulsion shall be reported to the University by the head of the institution concerned for registration and notification.

### Student Code of Conduct

- 8. Avicenna Medical & Dental College has clear and transparent policies regarding code of conduct for the students and it is known to all the students.

### Behavior and Discipline:

- 9. *It is ensure that the students demonstrate appropriate behavior and discipline by:*
  - (1) *The institution shall ensure that the learning environment promotes the development of explicit and appropriate professional attributes (attitudes, behaviors, and identity) in the students.*
  - (2) *The institution shall lay down and disseminate to all faculty and students the standards and procedures for the evaluation, advancement, and gradation of its students and for disciplinary action. There has to be a fair and formal process for taking any action that adversely affects the status of a student.*
  - (3) *No political activity, in any form is to be undertaken by a student or a faculty member.*

**(Authority: PM&DC Regulation 2012 Para 39)**

### **Students' Code of Conduct of Classes:**

10. The code of conduct for the students in the class has to be set of a very high standard. The college lays a lot of emphasis on classroom conduct where the following is expected from the student.
- a. Extend a high level of courtesy towards all faculty members
  - b. Not leave the class or any teaching session without permission from teacher.
  - c. After assembly in the lecture hall, the biometric device and roll call sheet will be circulated and verbal call will be made if desired by the teacher. Be nice and courteous in one's response. Mark your biometric attendance on the revolving biometric machines and do not delay the process.
  - d. Sign against your name and make sure you do not make any signs or remarks anywhere on the attendance sheet since that will amount to breach of discipline.
  - e. Attendance sheet is an accountable document which is archived as a record. Tempering of sheet, proxy, making signs, writing messages or remarks is strictly prohibited and is punishable.
  - f. Do not remain in the lecture hall after the teaching session has finished.
  - g. Do not take any eatable, water, drinks, gums etc. to the class. This is punishable with a fine of Rs. 500 per occurrence.
  - h. Throwing of paper, refuse/garbage, wrappers and littering is an offence. The student would usually be asked to remove such a trash in person and be fined.
  - i. Student will not leave their bags, books or belongings in the class. There is no concept of fixed seats. Students shall keep their stuff in their respective students' lockers. The administration shall not be responsible for any thefts etc. taking place from unattended bags.
  - j. All students will start occupying the seats from the front, and vacant seats, if any shall be left in the rear. Segregated seating of girls and boys will be observed.
  - k. Mobile phone jammers shall be switched on before the lecture and switched off after the lecture. The use of mobile phone by the students in any teaching session is prohibited.
  - l. Students shall not visit the washroom during lecture timings. Students are expected to adopt acceptable social habits.
  - m. Doors of the lecture theatre will remain locked when not in use. Lecture theatre attendant is responsible for locking of all doors when all students have moved out.

### **Students' Code of Conduct in Hospital:**

11. Students attending the hospital are expected to abide by certain established norms of discipline. While at the Hospital for ward rounds, ward classes and OPD, all students come under the respective HODs on the clinical side, who shall be responsible for the maintenance of discipline and good behavior. The HODs are empowered to use all means available at their disposal for the same and could;

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- a. Debar the student from attending one or all departments of the hospital for a period of 7 days. For these days the student shall carry out additional extra coaching class after college hours for the class period plus two hours extra for a period of 6 days.
- b. Impose fine of up to Rs. 5000
- c. Refer the matter to Discipline Committee
- d. Refer the case to the college administration for psychological evaluation/psychiatric evaluation of the student.
- e. Award extra coaching class after college hours for a period of 7 days for 1 to 2 hours depending on the severity of offence.
- f. The students shall be properly dressed with white coats (overalls). They shall carry necessary diagnostic sets as may be required by the relevant department.
- g. High moral character is expected at all times while in the hospital for the clinical learning sessions. The administration shall not tolerate any breach of discipline in any form or manner.
- h. Students are expected to be courteous with the patients and attendants. Do not get 'pally' with the attendants as this would be detrimental to the interest of student.
- i. Students shall not wear any dress which could be termed as attractive.

### **Students' Code of Conduct for Hostel Discipline:**

12. The following rules govern the hostel discipline:

- a. The warden is responsible for maintenance of proper discipline in the hostel.
- b. The students' representatives of the Girls and Boys Hostel Committee are responsible to assist the warden in room allotment and maintenance of discipline.
- c. No gathering or celebration of boarders shall be allowed in the hostel premises without prior permission from the warden and administration at one day's notice.
- d. Every part of the hostel premises shall be open for inspection to the hostel and college authorities.
- e. Furniture must not be shifted from one room to another.
- f. All damages shall be repaired at the expense of the boarders responsible for the same.
- g. No religious ceremony likely to injure the feelings of other boarders shall be performed in the hostel.
- h. No boarder shall indulge in any amusement which disturbs other boarders.
- i. Every boarder shall be in his room by 10:00 pm (except who are on night duty in hospital). The assistant warden will inspect the hostel at 09:30 pm. Any boarder, who wishes to stay out after this time, shall take prior permission from the warden. Latecomers after the roll call will first report the assistant warden of their hostels before going to their rooms. Infringement to this rule will be considered as a serious offence.
- j. Any boarder found guilty of persistent violation of rules shall be expelled from the hostel by the warden. No boarder shall stay out for a night or spend the weekend without prior permission of the warden.
- k. Spitting in public or private room, in verandas or on the stairs is strictly prohibited.

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- l. All waste papers and refuse must be placed in the dust bin, baskets etc. likewise, students are not allowed to take wrappers, bottles, eatables and the like inside any class, lab, lecture theaters, library or any other location. Violation of this rule shall entail a fine of Rs. 500 per occurrence.
- m. Defacing walls and fixtures are strictly prohibited.
- n. All cases of sickness must be reported to the assistant warden at once for necessary action, who may intimate the fact to the warden, who can have the student sent to the Hospital at any hour.
- o. Boarders are warned against interfering electric fittings.
- p. The use of liquor and other illicit drugs in the hostel premises is strictly prohibited.
- q. Any kind of weapons are strictly prohibited; defaulters shall be rusticated.
- r. Any student who is absent from hostel without permission will automatically forfeit his allotment in hostel. Warden will open his room; store the belonging in the store room after making an inventory.
- s. If a student is unable to occupy his allotted seat in the hostel by the notified date, his allotment will be cancelled.
- t. No student is allowed to have any political affiliation; any student involved in such activities is liable to be expelled from the hostel. No political gathering in the form of welcoming parties to new first year classes in hostel is allowed. Like-wise the college rules do not allow ragging or subjecting the first year to torturous behavior.

### **Special Rules for Female Students:**

13. The following are some rules specific for girls:
  - a. Parents or guardians are required to send a signed list of relatives who may visit their daughter.
  - b. Students may receive authorized visitors on specified timings on designated days. At other times, visitors may be received only with the written permissions of warden. The visitors will be seated in the reception room and will not be taken to living rooms.
  - c. All applications for leave must be submitted to the warden, 24 hours before the date of leave. No students shall leave the hostel unless application is approved and a leave pass is sanctioned.
  - d. All students are required to take meals in the dining rooms. Cooking or eating food inside the room is not allowed. No dishes belonging to the mess will be carried to the room.

### **Participation in Political Activity**

14. No political activity, in any form is to be undertaken by a student or a faculty member. PM&DC shall take serious action against perpetrators including debarring him from medical and dental education anywhere in Pakistan. (Authority – The Gazette of Pakistan 26<sup>th</sup> January 2012 – Clause 39). The institute follows the PM&DC regulations in letter and spirit in this regard.

**Other Documents to Study**

15. All students are advised to read the College Prospectus thoroughly and also go the Disciplinary Committee handout attached as **Annexure-A**, Grievance Policy as **Annexure-B** and Student Counseling Policy as **Annexure-C**.