


Disciplinary Policy



Quaid-e-Azam Medical College
Bahawalpur

Purpose	To make sure that the expectations College has for behavior are clearly communicated to the students
Prepared by	Student Affairs
Approved by	 Prof Dr Soufia Farrukh Principal QAMC,BWP
Custodian of the Policy	Student Affairs Department
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Disciplinary Policy

Aim

To implement and oversee the code of conduct for students as laid down by QAMC or as amended from time to time during the duration of academic activities carried out in the institute.

General Disciplinary Rules

1. All students will abide by the ethical and moral code and rules, regulations and instructions issued by the-Principal or on his behalf by the teaching staff or class proctors appointed by the college administration.
2. Students should not make noise within the college premises. Students are forbidden to sing, whistle. Hoot, shout or indulge in any unseemly behavior or activity in college premises at any time.
3. Punctuality to class timings and proper discipline in classrooms, practical demonstration and tutorials should be of highest order.
4. No student is allowed to loiter and move around.
5. Every part of the college and hospital building shall be kept clean.
6. No wall fixtures, models, specimens or charts are to be pierced, defaced mutilated, or damaged in any way.
7. Any damage in any form caused. By a student due to her negligence or deliberate intention shall be repaired at the expense of the student responsible for the negligence.
8. In case of voluntary or due to any reason withdrawal of enrolment by the student, college fee is not refundable even in case of cancellation of admission or rustication from college. Furthermore, withdraw! Of admission at any stage, the student is liable to pay college fee for all remaining academic years.
9. Any student found guilty of persistent violation of rules, shall be suspended, or can be rusticated from the college by the Principal.
10. The College is not responsible for loss of any property, valuables or jewelry of the students.

11. Use of liquor or any other forms of addiction is strictly prohibited in college and hospital premises.
12. Parents and guardians are expected to co-operate with the authorities of the college by prevailing upon and motivating their wards not to take part in any antisocial activity or any other activity against the college/hospital.
13. No student should address any conference including Press Conference, nor write to the press or media on a political subject or matter concerning the administration of the college/hospital
14. No posters or banners can be displayed without the approval of the Principal.

**SOPs OF DISCIPLINE/ COMPLAINTS &
COUNSELLING**
COMMITTEE (STUDENTS)

Composition:

The composition of the council will be as under:(Revised)

- a. Convener Prof. Dr M. Mughese amin
- b. Members Prof. Dr. Ameer Malik
 Prof Dr Shahbaaz Ahmed Qurashi
 Prof Dr Munawer Jamil
 Prof. Dr Shakela Yasmeen

Procedure:

- a. The meeting will be convened on all the cases referred by HODs after approval of Principal. The cases will be thoroughly-investigated as per the merit and all activities shall be documented. The committee will build recommendations in the light of statements recorded and put up to Principal for approval.
- b. Before finalizing recommendations of inquiry, committees bound to provide an opportunity of personal hearing to individual(s) concerned.
The decisions will be conveyed to students and their parents in writing and implemented in true spirit.

Record Keeping.

The record will be maintained by the Student Affairs Department. The final decisions will be kept in record for:

- a. 10 years for the case(s) of termination of student from QAMC.
- b. In case of litigations, record will be maintained till the completion of court case.
- c. For all minor cases, record to be maintained till student graduation.

- d. Record for sexual harassment cases to be kept for 05 years.