

Disciplinary Policy



1. PURPOSE

To establish a structured, transparent, and fair mechanism for addressing student disciplinary matters, complaints, misconduct cases, and counseling needs in accordance with the QAMC Code of Conduct and institutional regulations.

2. SCOPE

This SOP applies to all enrolled students of QAMC and covers:

- Academic misconduct
- Behavioral violations
- Hostel discipline issues
- Clinical and professional misconduct
- Harassment complaints
- Ethical violations
- Any matter referred by faculty, HODs, Vice Principal, or administration

3. COMMITTEE COMPOSITION (2026 REVISED)

- **Convenor:** Prof. Dr. M. Mughese Amin
- **Members:**
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 - Prof. Dr. Shakela Yasmeen

The committee shall function under the overall supervision of the Principal, QAMC.

4. TERMS OF REFERENCE (TORs)

The Committee shall:

1. Receive, review, and investigate disciplinary cases of students.
2. Ensure fair, unbiased, and confidential proceedings.
3. Conduct counseling sessions where appropriate.
4. Recommend disciplinary action based on facts and evidence.
5. Maintain complete documentation of all proceedings.
6. Ensure students are given due right of explanation and personal hearing.
7. Submit findings and recommendations to the Principal for final approval.

5. PROCEDURE FOR CASE HANDLING

5.1 Case Referral

- Cases shall be referred by the Vice Principal, HODs, faculty members, or administration after approval of the Principal.

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5.2 Inquiry Process

- The Committee shall conduct a formal inquiry into each case.
- Evidence, statements, and relevant documentation shall be collected and recorded.
- Confidentiality shall be strictly maintained.

5.3 Hearing

- The student(s) concerned shall be given a fair opportunity for personal hearing.
- Parents/guardians may be informed or called if required.

5.4 Deliberation and Recommendation

- The Committee shall evaluate all evidence and prepare recommendations.
- Recommendations may include disciplinary action or counseling measures.

5.5 Final Approval

- All recommendations shall be submitted to the Principal for final approval and enforcement.

6. COMMUNICATION OF DECISIONS

- Final decisions shall be communicated in writing to:
 - The student(s) concerned
 - Parents/guardians
 - Relevant departments

7. RECORD KEEPING AND CONFIDENTIALITY

All records shall be maintained by the Student Affairs Department with strict confidentiality:

- **Termination/expulsion cases:** 10 years
- **Cases under litigation:** Until final court decision
- **Minor cases:** Until graduation of student
- **Harassment cases:** Minimum 5 years or as per legal requirement

Access to records shall be restricted to authorized personnel only.

8. PRINCIPLES OF FUNCTIONING

The Committee shall operate on the principles of:

- Fairness and justice
- Transparency
- Confidentiality
- Non-discrimination
- Evidence-based decision making
- Student counseling and rehabilitation where appropriate

9. IMPLEMENTATION

This SOP shall come into effect from **Academic Year 2026** and shall remain applicable unless amended by the competent authority.

Approved by: Principal, QAMC

Custodian: Student Affairs Department

Effective Year: 2026