

CODE OF CONDUCT



Purpose	To make sure that the expectations College has for behavior are clearly communicated to the students
Prepared b	Student Affairs
Approved By	Prof. Dr Soufia Farrukh, Principal QAMC,Bwp
Updated on	18.09.2023
Custodian of the Policy	Student Affairs Department
Pages	7

College Decorum

1. All students must display their college identification cards at all time while in the college premises and in the hospital.
2. Students must maintain the decorum of the college through decent and respectable behavior, Students are forbidden to sing, whistle, hoot, use abusive language, fight and indulge in any inappropriate behavior or activity in the college premises at any time.
3. No student is allowed to move aimlessly in and around college premises or waste his/ her time in college cafeteria extensively.
4. Student notices/messages will only be displayed on the notice board placed by the college authorities with the approval of the Principal.

Moral and Ethics

The students must essentially display the highest ethical standards and moral at the college, hospital and hostels with conduct par excellence.

College and Government Property

1. Students will ensure care and safety of all the property used by themselves by preventing any willful damage or theft.
2. All damages in any form caused by the students, deliberately or by negligence, shall be repaired at the expense of the student/ students responsible.
3. Walls, fixtures, furniture, models, specimens, charts, skeletons bones, audiovisual teaching aids, notice boards etc. shall not be defaced, mutilated or damaged in any way or form.

Harassment

1. Any student must not show Interference into a student's right to learn, study, work, achieve, or participate in the Campus activities in a comfortable and supportive atmosphere.
2. All the students must refrain from Spreading inappropriate rumors about any student or flaunting Impolite or indecent comments, signs, gestures or looks, and facial expressions.

3. Any Attempts at starting personal conversation or taking undue liberty or Advances to harass, coerce, or intimidate others will be taken seriously

Dress Code

1. The wearing of decent clothing with white coat has peculiar importance in medical profession and all students must take pride in their identity.
2. Any student found improperly dressed will be marked absent

Attendance

1. The Attendance should be 100% in all lectures / practicals / clinical sessions.
2. As per requirements of UHS & QAMC, a minimum attendance of 75% is MANDATORY "individually" in each subject being taught in that year (in lectures / practicals / clinical sessions), in order to qualify for appearing in UHS annual exam.
3. This will be strictly enforced.
4. The margin of 25% of absence in lectures, practicals, tutorials, demonstrations and clinical wards is desired to cover absence only on account of sickness or any emergency if considered justifiable by the Principal.
5. Repeated absence from lectures, practicals, tutorials, demonstrations and hospital clinical wards, without any justified reasons, will make a student liable for punishment.
6. The students must periodically check their attendance record from concerned department.
7. For leave or absence, the students must apply in writing and get it countersigned by all HODs before submitting at the Principal office. The reasons for his/her request should be clearly mentioned. In all cases, leave taken will be at the student's own risk as far as the percentage of the attendance is concerned; even the medical certificate will not condone for any deficiency in attendance.

Academic Performance Assessment

1. Attaining of 50% marks individually in each subject in Class tests / Module test / Mid-term / Final term / Pre-Annual examination is MANDATORY.
2. A student can be dropped from appearing in College Exam by the Principal on account of poor academic performance.

Class / Ward Discipline

1. Teachers and students maintain a highly professional interaction in the academic sessions which is a very distinct feature of the college, and the same has to be continued at all times. Students must switch off their cell phones before they enter the lecture room, laboratory, library and wards. Punctuality regarding class/ ward timings and maintenance of proper discipline in the classrooms, practicals, demonstrations, tutorials and ward is mandatory.

Peaceful Environment

The maintenance of a safe and secure environment in the campus, hospital and hostels has immense importance in a professional institute. The college accords the highest priority to this vital aspect.

Correct Attitude & Behavior

The students are completely facilitated to devote themselves in their professional studies and expected to shun unwanted societal trends. The possession and use of weapons and substances of abuse, keeping of objectionable materials or pets and smoking etc are totally forbidden in the campus, hospital and hostels.

Examination

1. Text books, notes and cellular phones are not allowed in the examination hall.
2. Any student coming 15 minutes after the start of the paper will not be allowed to take examination

Use of Unfair Means in College & College Examinations

Any student involved in using unfair means / impersonation will be liable for disciplinary action which may tantamount to expulsion / cessation of all academic activities as per rules of University of Health Sciences Lahore / PM & DC.

Politics and Religion

Political activities of all types are prohibited in the college and hostel premises. Involvement of the students in any sort of political, sectarian, ethnic and other such activities in campus, hospital and hostels is viewed with zero tolerance by the college administration. Undertaking to that effect will be obtained from the students and their parents.

No gathering and meeting of students will be allowed in the premises of college and hostels.

No student should address any conference including press conference, nor write to the press on a political or related subject or matter concerned directly with the administration of the college or any government or educational institution, College etc in Pakistan or abroad.

No religious ceremony likely to hurt the feelings of other students/ boarders shall be performed in the hostel.

The laws of country and the common rules about security of information, men and materials regarding Armed Forces will be strictly followed by the students. The security officer of college and hospital will be apprising students on need basis.

Liaison with Parents I Guardians

Parents/ guardians will be kept informed of the academic performance of the students on regular basis. However, ensuring correctness of correspondence address and contact details of parents is the responsibility of students/ parents / guardians.

Hostel Discipline

Our excellent hostel buildings equipped with the modern facilities have been recently constructed to ensure a student-friendly environment with comfortable living standards. The hostilites are expected to enjoy their stay without any distraction and disturbance. Hostel wardens facilitate maintenance of healthy environment in a disciplined manner.

Hostel Rules

Every student shall be in his/ her room at 08:00 p.m. in the summer and in the winter except those who

are on official duty in hospital. These timings are subject to change if so required by the administration. Boarders are prohibited from leaving the hostel after the above-mentioned time.

Any boarder, who wishes to stay out after this time, shall take prior permission from the warden. Late comers in the hostel will first report to the warden of their hostel before proceeding to their rooms.

Students must keep their rooms in hostel neat, clean and tidy.

College is not responsible for loss of any property, valuables and jewelry etc. of the boarders.

Parents of female students will provide photograph and photocopy of National Identity cards of three visitors nominated by them to the college authorities who are authorized to visit their daughter at hostel.

Use of unauthorized electrical items like electric heaters / blowers, electric kettle, microwave / electric oven / electric iron can result in short circuiting, hence is strictly forbidden to be used in hostel rooms.

Parents/ guardians are expected to cooperate with the authorities of the college by prevailing upon and motivating their wards not to take part in any antisocial activities.

Note:

Any breach of the Code of Conduct will be taken seriously and where necessary dealt with through the Student Disciplinary Regulations

Disciplinary measures

Disciplinary Measures that may be imposed under the Code include but are not limited to:

- Written warning or reprimand
- Payment of costs or compensation for any loss, damage or injury caused by the conduct
Issuance of an apology, made publicly or privately
- Restriction or prohibition of-access to, or use of, College facilities, services, activities or programs Fines
- Relocation or exclusion from residence
- Suspension
- Expulsion

DEFINITIONS

Suspension: refers to the act of debarring a student completely or partially from the activities of the College for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the College or any of its members of staff, faculty or officers.

Expulsion: refers to the termination of enrolment at the College.

Fine: shall refer to an order by the College for a student to pay a sum of money to the College as penalty for any offence committed by the student.

