

## Saidu Medical College, Swat.

<b>Policy Name:</b>	<b>Students code of conduct and disciplinary regulations</b>
<b>Policy Approval by:</b>	Academic Council, SMC
<b>Policy No:</b>	
<b>Initial approval Date</b>	10-01-2021
<b>1<sup>st</sup> Revision Approval Date:</b>	01-11-2023
<b>2<sup>nd</sup> Revision Approval Date:</b>	12-02-2025
<b><u>Definitions &amp; Abbreviations:</u></b>	
Institution	Saidu medical College
Disciplinary process:	Procedures for addressing violations of college rules and regulations
Warnings:	A formal notice indicating a breach of rules and a reminder of expected behavior.
Deduction of Marks:	Reduction in academic marks allocated for behavior and professionalism, which may affect overall grades.
Fines:	Monetary penalties imposed for specific violations.
Suspension:	Temporary removal of the student's enrollment and privileges for a specified period.
Expulsion:	Permanent termination of a student's enrollment and dismissal from the college.
Littering	Make (a place or area) untidy with rubbish or a large number of objects left lying about.
Loitering	Stand or wait around in different areas of institution without apparent purpose.

### 1. Introduction:

- 1.1 The primary aim of the student code of conduct and disciplinary regulations is to ensure a safe learning environment where students exhibit highest degree of moral and ethical values and their rights are protected.
- 1.2 Saidu Medical College expects an exemplary behavior from its students at all times within the premises and outside so that the reputation of the institution is not compromised in any way.
- 1.3 Saidu Medical College places paramount importance on upholding the dignity, rights and privileges of its esteemed faculty and supporting staff as they are integral to the success and excellence of this institution. These regulation ensures that rights and privileges of faculty and supporting staff are protected.

- 1.4 All students enrolled at SMC are bound to observe and abide by the code of conduct and understand that disciplinary procedure may be initiated against them in case of failure to do so.
- 1.5 In case of violation of code of conduct during academic activities the faculty and staff may report the matter to director SAS for imposition of fines and informing parents.
- 1.6 In case of violation of examination rules and regulation the controller of examination holds the authority to impose fines, deduct marks allocated to professionalism and ethical behavior or cancellation of the paper.
- 1.7 In matters where serious breach of code of conduct has occurred the chief proctor as well as the principal's office may initiate disciplinary procedures by forwarding the matter to disciplinary committee.

## **2. Non-academic conduct:**

- 2.1 All students of SMC are expected to conduct themselves as mature, law abiding and accountable individuals and respect all students, faculty and supporting staff irrespective of their religion, ethnicity or social status.
- 2.2 Students are expected to keep themselves informed about all institutional policies and regulations.
- 2.3 Students should refrain from activities that may tarnish the reputation of the institution.
- 2.4 Students are expected to observe the dress code of the institution inside the premises during academic activities and display their college ID card at all times.
- 2.5 Students are not allowed to bring outsiders into the college premises.
- 2.6 Students are not allowed to bring vehicles into the college premises unless they are accompanied by their registered parents/ guardians.
- 2.7 Students should refrain from communication with supporting staff involved in management of sensitive data without prior permission from relevant authority.
- 2.8 Students should refrain from loitering in college premises alone or with other students.
- 2.9 Students should refrain from littering within the college and hostel premises as well as in the hospital.
- 2.10 Students should refrain from gathering in unauthorized places within college or hospital premises during or after working hours.
- 2.11 Any student breaking or damaging college or hospital property inadvertently shall be liable to pay cost of repair or replacement whichever is decided by the administration. In case of willful damage, disciplinary process may also be initiated against the student along with the above.
- 2.12 Students should refrain from any and all such acts that puts the health, safety or security of another individual in danger.
- 2.13 Hostel rules and regulations shall be considered as part of the institutional code of conduct and disciplinary regulations.
- 2.14 Students should refrain from playing games other than in places specified for such activities.

- 2.15 Involvement in any political activity or activity arranged by any non-political group union or association is strictly prohibited and may lead to strict disciplinary measures. (this does not include voting rights during elections)
- 2.16 In order to create safe and welcoming environment for students ragging in any form is not tolerated in the institution and all cases of students involved in ragging shall be reported to the chief proctor or principal for strict disciplinary measures including but not limited to heavy fines.
- 2.17 Students are not allowed to set up societies, without written permission from the principal's office.
- 2.18 Societies that have acquired institutional approval should refrain from holding meetings in college, hostel or hospital premises without written permission from the chief proctor / principal.
- 2.19 No students of the institution, irrespective of the professional year they are studying in, are allowed to indulge in patient management, set up a dispensary or pose as a medical practitioner.
- 2.20 Students should refrain from embarking on any excursion/ trip without the written approval of chief proctor and written parental permission.
- 2.21 All excursion/ trips should be arranged during vacations so that academic activities are not compromised.
- 2.22 All kinds of weapons and narcotics are strictly prohibited in college, hostel and hospital premises. Any student found in possession of firearm / narcotics shall be expelled from the institution immediately and reported to law enforcement agencies as well as KMU and PMDC.

### **3. Code of conduct for social media and communication:**

- 3.1 Students should refrain from hate speeches or sharing any personal information or indulge in defamation of any employee or student through any media, including but not limited to social media.
- 3.2 Students should refrain from sharing any official document of the institution via any media including but not limited to social media without prior permission from relevant authority within the institution.
- 3.3 No student is allowed to address a press conference nor write to press or via any media including but not limited to social media or political or related subjects and/ or matter concerned directly with the administration of the college, university or relevant regulatory authority.
- 3.4 Student should refrain from displaying banners anywhere inside college, hostel or hospital premises or on boundary walls without expressed permission from relevant authority of the institution.
- 3.5 Teachers specially mentors are accessible to students at all times during office hours and in special circumstances during off time too to address difficulties faced by students, but students should approach in a decent and polite manner.

- 3.6 Students who wish to address the principal via written application shall do so, separately and using to the point and precise statements in decent words. Joint application will not be entertained.
- 3.7 Student who wish to see the principal must write the matter of discussion with his/ her name, roll number and class to obtain appointment.
- 3.8 All matter involving more than one students shall be represented by class representatives or ward group leader only and no group of students is allowed to see the principal/ chief proctor or any other authority in the institution.
- 3.9 Students are forbidden to address any member or person in authority directly. Any communication intended for higher authority if and when required must be submitted through the principal's office, who may forward it to quarters concerned if deemed appropriate.

#### **4. Academic Conduct:**

- 4.1 SMC student attendance policy is to be read in conjunction with the SMC student code of conduct and disciplinary regulations.
- 4.2 SMC assessment policy and code of conduct for examination are to be read in conjunction with the SMC student code of conduct and disciplinary regulation.
- 4.3 Each student is responsible for fulfilling his/her academic requirements i.e. study hours/credits set by PM&DC, during the academic session of the college.
- 4.4 All students are required to observe punctuality for all academic activities such as classes, practicals, SGDs, DSLs, SLRC, skill lab and clinical rotations etc.
- 4.5 Leaving any academic session without permission from class teacher before the session ends is strictly prohibited.
- 4.6 Student must wear proper prescribed uniform of the institution during academic session at college and at hospital during clinical rotation.
- 4.7 All students are required to display their college ID card at all time inside the college & hospital premises.
- 4.8 Students absenting themselves from any academic session organized by the institution including but not limited to lectures, SGDs, DSLs, Practical and clinical rotations without prior permission i.e. written application to SAS Director shall be liable to a fine imposed by the Director of Student Affair Section.
- 4.9 Clinical rotation code of conduct and guidelines are to be read in conjunction with student code of conduct and disciplinary regulations.
- 4.10 Repeated absence from lectures, practical, SGDs, DSLs, skill lab and clinical rotations etc. without written approval from the authority will lead to strict disciplinary actions including but not limited to barring from annual exams
- 4.11 Scholarship holders who are found repeatedly violating the student code of conduct will be reported to scholarship sanctioning authority for cancellation of scholarship apart from other disciplinary measures.

## 5. Disciplinary Regulations:

- 5.1 Possession of firearm, explosives, intoxicants, narcotics or anything alike would lead to a fine of Rs. 60,000/- or expulsion/rustication from college depending upon the intensity & nature of the offence.
- 5.2 Misbehavior / Altercation with faculty member or supporting staff of the college, hospital and hostel would be fined upto a maximum of 60,000/- or expulsion/rustication from college depending upon intensity and nature of offence.
- 5.3 Altercation with another student may be fined upto a Rs. 30,000/- or expulsion from college depending upon the severity & nature of the offense.
- 5.4 Damage or disfigurement, theft or misuse of college property would lead to recovery of the damages incurred and fine of upto Rs. 60,000/- or expulsion/rustication from college depending upon nature & intensity of the offence.
- 5.5 Sharing of official documents without prior permission & misuse/abuse of digital on any media /social media or else would be fined upto Rs. 30,000/- on first offense repeated offense may lead to expulsion /rustication from the college.
- 5.6 Actions that may lead to defamation of the institution in any form would lead to fine of upto Rs. 50,000/- or expulsion/rustication from college.
- 5.7 Playing games, hooting or any adverse behavior within college corridors & lawn would be fine upto Rs. 20,000/- and warning.
- 5.8 Willful absence from hearing of college disciplinary committee will lead to fine upto Rs. 60,000/- or expulsion/rustication from the college depending upon nature & intensity of the offense. It may also lead to a unilateral / decision adverse.
- 5.9 Willful absence from any part of block i.e. theory or OSPE/OSCE without prior application would lead to fine of Rs. 1000/- each.
- 5.10 Littering or loitering within the college & hospital premises would lead to fine of upto Rs. 1000/-
- 5.11 Disruptive behavior during or after teaching session in lecture theater, SGDs, practical and clinical rotations may lead to fine of upto Rs. 40,000/- and warning.
- 5.12 Failure to observe dress code for college and hospital would lead to fine of Rs. 1000.
- 5.13 Involvement in political activities, unauthorized societies, unions or association would be fined upto Rs. 30,000/- and disciplinary proceedings leading to suspension or rustication depending upto nature & severity of the offense.
- 5.14 Displaying banners, pasting stickers or pamphlets on walls without expressed permission from authority would lead to fine of Rs. 10,000/-
- 5.15 Making societies, unions, association would lead to a fine of Rs 60,000/- or expulsion/rustication from college.
- 5.16 Absence from class without prior permission would be fined by Rs. 100/- per class by the end of each month/module or block.
- 5.17 Student who has received three warnings would become liable to expulsion/ rustication from the college depending upon the nature and severity of the offense.

5.18 Impersonation of another student during classes, SGDs, DSLs or examinations such as OSPE, OSCE, OSLE and Clinical End Rotation Exam would lead to fine of upto Rs. 20,000/- on each student involved or suspension/ expulsion from the college depending upon the severity of the offense.

5.19 Harassment of student, Faculty, staff, patients would lead to a fine of Rs. 60,000/- or expulsion / rustication from the college.


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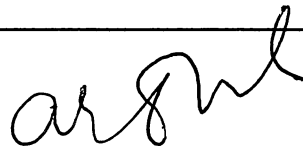
**Vice Principal Academics  
Saidu Medical College,  
Swat**




**Vice Principal Administration  
Saidu Medical College, Swat**



**Director  
Medical Education  
Saidu Medical College, Swat**



**Prof. Dr. Arshad Iqbal  
Chairman Disciplinary Committee  
Saidu Medical College, Swat**



**Principal & Chief Executive  
Saidu Medical College, Swat**