

STUDENTS CONDUCT AND DISCIPLINARY POLICY

JINNAH MEDICAL COLLEGE PESHAWAR

Any updates or modifications to this policy will be communicated to all stakeholders in a timely manner.

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Introduction:

The students are expected to conduct themselves in a disciplined manner and to acquire that nature and responsible outlook about life, which is expected of them when they enter their professional careers. Any violation of the Disciplinary Rules and Regulations within this policy can render a student liable to punishment. In this regard, they are required to abide by the Disciplinary Rules and Regulations as well as Codes of Conduct.

Scope:

The Disciplinary Rules and Regulations shall apply to all students (both current and future) enrolled in Jinnah Medical College (JMC), Peshawar, and its associated Allied Schools (AS), regardless of their session status.

Disciplinary Rules and Regulations:

These rules and regulations aim to achieve and sustain discipline among students. They will create an environment where students feel safe and secure in their academic journey, where diverse social, cultural, religious, ethical, and ethnic norms, values, and beliefs are respected, and where the smooth and conflict-free operation of academic, research, and administrative activities at the Institute is ensured.

The college has to Take Disciplinary Measures:

- i. Disciplinary action may be taken against any student (enrolled in or registered at JMC or its associated Allied Schools) found guilty of misconduct.
- ii. Students shall also be subject to disciplinary measures if there are written or verbal charges, allegations, or complaints from any person from within (students, teachers, administrative staff, student's proctors, or teacher's proctor) the Institute, that a student has committed misconduct.

Principles of Justice for Dealing the Cases of Misconduct:

Process and principles of natural justice will automatically find their way to investigate any case of suspected, unproven, and supposed misconduct on the part of the student at the Institute.

These principles are:

- i. All information pertaining to allegations and charges of misconduct shall be provided to the student being accused of misconduct except in cases of exceptional nature.
- ii. All parties facing the charges/allegations of misconduct shall be given equal opportunity to make their views known.
- iii. All parties relating to charges/allegations of misconduct shall be informed of the results/outcome of the investigation process being adopted and carried out.

Definition of Misconduct:

"Any on-campus or off-campus act, omission or behavior on the part of the students that diversely affect the sanctity and good reputation of the institute or disrupts the smooth functioning, proper operations, as well as routine academic, research and administrative business of the Institute shall constitute misconduct under these Rules and Regulations".

Jurisdiction of the Disciplinary Rules and Regulations:

The jurisdiction of these rules covers the entire Institute's premises. However, the Institute has to take disciplinary action against a student in respect of any misconduct wherever it may have taken place. In this regard, these rules are also applicable to any misconduct on part of the student committed off campus that has a direct connection with:

- i. Academic course requirements or any credit bearing experience, such as internships, study abroad or student teaching.
- ii. Any activity supporting pursuit of a degree, such as research at another institution or professional practice assignment.
- iii. Any activity in which a police report has been filed, a summon or indictment issued, or an arrest has occurred for a crime of violence.
- iv. Any kind of strike/protest organized, supported, facilitated, incited, and provoked by regular students outside the Institute premises.

Penalties for Breaches of Rules and Regulations:

Breach or violation of these disciplinary rules and regulations will prompt immediate disciplinary action. If a student is found guilty of breaching any of the rules and regulations outlined in this policy, the following penalties may be imposed.

Student General Discipline/Misconduct and its Penalties:

Sr.#	Nature of Case	Penalty	Authority
1	Students entry to campus without visibly displaying their Student Identity Card or not observing the dress code/uniform.	A student may be given a caution, in case of repeated violation, a written reprimand may be served and even then, if the same violation happens on the part of his/her entry to college may be banned. or maybe fined individually Rs.500/- for not wearing the Student Identity Card and Rs.1000/- for not observing the dress code/uniform respectively. This fine shall be imposed on individuals every single day and may be barred from the classroom, laboratory, hospital, or ward for not more than two such consecutive periods.	Teacher Incharge/ Security Members at the Institute premises

Sr.#	Nature of Case	Penalty	Authority
2	Misbehavior, disobedience, disrespect, disorderly or unreasonable act, behavior, language or messages expressed on-campus against anyone student, faculty member, administrative staff, support staff or visitor) either verbally or in writing including the electronic form that is conflicting, contradictory and incompatible to the policies of the Institute.	<p>Depending on the nature, gravity, magnitude and extent of violation one or more of the following penalties may be imposed:</p> <ul style="list-style-type: none"> a) The matter may be reported to the parents/guardians and they may be requested to visit the Institute if necessary. b) A student may be fined in the range from Rs. 500 to Rs. 10,000 depending upon the nature of the violation. c) A student may be turned out of the class by the inquiry committee upon the advice/request of the concerned teacher/staff and not be permitted to attend any class or all classes for a period of 1 to 2 weeks depending on the gravity of the violation. d) A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation, he/she fails to improve his/her conduct, he/she may be fined Rs: 20,000 – 50,000, or rusticated or expelled. e) A student may be rusticated, expelled in the manner hereinafter mentioned. 	Head of the Department

Sr.#	Nature of Case	Penalty	Authority
		f) In case of intentional absence all students from class on a study day, they may be individually fined Rs.200/- per lecture, demonstration, or practical class.	
3	Use of any electronic or digital devices (mobile phones, loudspeakers, or any other digital or electronic devices, etc.) in a way and manner that disturbs, disrupts, interrupts, distracts, and violates the privacy and sanctity of other students, faculty members, staff and institute are prohibited unless otherwise permitted.	Violation may invoke a written warning, report to parents/guardians, and a fine ranging from Rs.500 to Rs. 10,000 depending on the gravity of the violation.	Teacher or Teacher Member of the Proctorial Board
4	Any activity on the part of the students that obstructs, disturbs, hinders, and interrupts routine academic activity, management practices, and day-to-day administrative operations of the Institute, including wasting staff time. Including but not limited to the following acts: a) Any kind of fooling activities with fellow students, junior students, new comers or fresh students, staff, or visitors. b) Inciting, provoking protests/strikes a Staging protest/strike. c) Walkouts or instigating students for walkouts from the classrooms, examination hall, or other	Violation may invoke strict disciplinary including a heavy fine (from Rs. 1000 to 10,000) and written warning, suspension, expulsion, or rustication depending upon the magnitude and extent of the violation.	Head of the Department/ Principal

Sr.#	Nature of Case	Penalty	Authority
	important functions/ events without following proper defined procedure. d) Raising slogans against the Institute or its designated officials.		
5	A breach of the regulations of any of the Institute's established student societies.	Violation may invoke a written warning, fine Rs: 500- 10,000, or cancellation of society membership and ban on his/her entry to any function organized by the same student society.	In charge of the Societies or Chief Organizer of society
6	Non-compliance with or failure to adhere to any ruling or decision resulting from disciplinary proceedings	Violation may result in expulsion (for a specific time) or rustication of the student.	Principal/Head of the Institute
7	Any act or behavior on the part of the students that the Principal, the Proctorial Board or its Proctors, student members, and Faculty Members or Administrative staff of the Institute has a reason to believe is a breach of good discipline, ethical and Moral character.	The disciplinary committee on the recommendations of the inquiry committee can impose any one of the above-mentioned penalties.	Disciplinary Committee
8	Use of the internet or social media to threaten students or employees.	The disciplinary committee on the recommendations of the inquiry committee can impose any one of the above-mentioned penalties.	Disciplinary Committee
9	Representing himself/herself on the internet, print, or electronic media as representative of JMC or its associated Allied Schools, without any permission to do so.	The disciplinary committee on the recommendations of the inquiry committee can impose any one of the above-mentioned penalties.	Disciplinary Committee

Academic Misconduct:

Sr.#	Nature of Case	Penalty	Authority
10	Unauthorized entrance or presence in or on the Institute premises such as labs, halls, hospitals, seminars, conferences, workshops, libraries, training, functions, faculty and administrative staff offices.	A student may receive a written warning or a fine of Rs. 500 to Rs. 5,000 for a first-time violation. For repeated violations, a fine ranging from Rs. 5,000 to Rs. 10,000 may be imposed.	Head of the Department / Principal

Rules pertaining to Health and Safety:

Sr.#	Nature of Case	Penalty	Authority
11	Any act of attack, beating, stabbing, mugging, or battering that might threaten or endanger the safety, physical, or mental health and can create or is likely to create law and order problems within the Institute's premises.	Violation will result in the imposition of fines ranging from Rs. 3000 to Rs. 20,000 plus a written warning or drop out for 1 month from the classes or direct expulsion from the Institute or any two or all penalties.	Competent Authority on the recommendations of the Disciplinary Committee
12	Any form of harassment other than sexual harassment based on race gender, ethnicity, religion, or belief on the part of a student that causes suffering, pain, sorrow, annoyance, irritation, aggravation, immense fear, and intense distress amongst others.	Violation shall result in direct rustication and imposition of a lifelong ban on his/her entry to the Institute's premises for education and job purposes and shall stand ineligible for availing any kind of services or facilities related to the Institute.	Competent Authority on the recommendations of the Disciplinary Committee
13	Keep or carry licensed or unlicensed weapons within Institute's premises that have potential or capability to put others life at risk.	Violation may invoke suspension for 1 month from classes or fine of Rs. 5000 to Rs. 20,000, or suspension from classes or rustication in extreme cases or any two or more of these penalties at a time.	Competent Authority on the recommendations of the Disciplinary Committee
14	Storage or possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive except unless otherwise authorized.	Violation may invoke direct fine of Rs. 3000 for possession and Rs. 10,000 for showcasing of any fire arms in the Institute premises. In addition, report in nearest police station may be filed	Competent Authority on the recommendations of the Disciplinary Committee

Sr.#	Nature of Case	Penalty	Authority
		against the accused to initiate necessary proceedings as per the prevailing law of the land.	
15	Consumption and possession of narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes, and other material and substances used for such purposes anywhere within the Institute premises.	Violation may be reported instantly to the concerned law enforcement agencies to initiate necessary criminal proceedings against the accused as per contemporary laws of the land. Violation may invoke one or many of the abovementioned penalties (concerning violation of health and safety rules) depending upon the nature, extent, magnitude, and gravity of the violation.	Competent Authority on the recommendations of the Disciplinary Committee
16	Any act that can constitute, or is likely to constitute, or has the potential to constitute a health hazard.	Violation may invoke a fine of Rs. 2000 to Rs. 10,000 and the matter may be reported to their parents and they shall be requested to visit the Institute. Subsequent violations on the part of the same students may result in temporary suspension (02 weeks) from the classes in addition to the above-mentioned penalties. Repeated violations on the part of the same student may lead to his/her expulsion from the Institute.	Chief Proctor

Moral Turpitude, Indecent Exposure and Behavior:

Sr.#	Nature of Case	Penalty	Authority
17	Direct participation in sexual activity that includes but not limited to the following: a) Direct involvement in sexual or physical involvement within Institute's premises. b) Any other activities that can or have the potential to	Written reprimand may be served and the matter may be reported to the parents/guardians and they may be requested to visit the Institute if necessary. A student may be fined. Fine may range from Rs. 500 to	Competent Authority on the recommendations of the Disciplinary Committee

Sr.#	Nature of Case	Penalty	Authority
	provoke or incite sexual feelings.	Rs. 10,000 depending upon the nature of the violation, or written warning or direct expulsion from the Institute or any two or all penalties.	
18	Possession and storage of immoral video, audio, or published materials as well as rebellious literature banned under the prevailing law of the land.	A student may be suspended from the roll of the college for a period not exceeding four weeks at a time, pending inquiry into the misconduct of the student.	Teacher or Head of the Department
19	Using electronic or other means to make a video or photographic record without a person's prior knowledge a person in a location where there is expectation of reasonable privacy and such recordings have the potential or likely to cause distress, mental agony, damage to reputation, self-respect, and prestige. However, the Chief proctor or member of the Proctorial board may take photos and/or videos when and where required without informing the concerned student to collect/save the moments as evidence or proof for reporting purposes.	A student may be placed on probation for a fixed period not exceeding 02 months. If during the period of probation, he/she fails to improve his/her conduct, he may be expelled or rusticated.	Competent Authority on the recommendations of the Disciplinary Committee

Damage to the Institute's Property:

Sr.#	Nature of Case	Penalty	Authority
20	Damaging or defacing or polluting the Institute academic and administrative buildings, boundary walls, lawns, playgrounds, sign boards or any other kind of physical assets.	Recovery of the damages (at a rate of twice against the prevailing market rate of the damaged asset, resource and facility) plus imposition of fine ranging from Rs. 500 to Rs. 10,000 and calling of parents/guardian to the	Chief Proctor or Teacher Member

	Institute.	
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Bodies for Dealing with the Cases of Student's Misconduct:

The Disciplinary Committee (DC):

The Disciplinary Committee (DC) shall be the apex body to decide the fate of gross misconduct cases on the part of the student within or beyond the premises of the Institute. DC shall deal with or decide upon the cases being put forward by the Proctorial Board (PB) of the College. The Convener shall convene a meeting upon receiving a case of misconduct from the Proctorial Board.

Functions of DC:

The Disciplinary Committee shall perform the following functions.

1. Discuss, review, and decide the cases of student expulsion and rustication in matters of gross misconduct committed on the part of the student forwarded by PB.
2. Deal with cases of criminal offense committed within or beyond campus that have a direct relation and relevance with the Institute.
3. Arrange and conduct hearings of appeals submitted by students as against the decisions of inquiry committees submitted by the Proctorial Board.

The Proctorial Board (PB):

The Proctorial Board (PB) would be constituted for a period of two years. The Chief Proctor (CP) nominated by the competent authority shall be the convener of PB meetings. All members of the PB shall have equal decision making power.

Powers of Proctorial Board:

The PB shall have the powers to:

1. Implementation of all disciplinary rules and regulations in the Institute and propose new regulations or suggest improvement in existing rules and regulations to the DC for approval.
2. Issues written reprimand, call parents/guardians of accused students, suspension of students for 2 weeks, impose fine, ranging from Rs.100 to Rs.20000.
3. Recommend and forward cases of student's expulsion, rustication, and criminal offense to the DC along with relevant documents, proofs, and witnesses etc., based on inquiry report.

Functions of Proctorial Board:

1. Establish, maintain, and sustain discipline through established rules, regulations, and set procedures at the Institute.
2. Deal with all kind of student's disciplinary matters that disturb and disrupt academic, research, and administrative activities of the Institute.
3. Collaborate with relevant administrative departments to ensure seamless and conflict-free operations of academic and administrative functions within the Institute.

Procedure for Dealing with the Cases of Student's Misconduct:

The following procedure shall be adopted for dealing the cases of general or gross misconduct committed on part of the student within the jurisdiction of this policy.

Stage No. 1. The Preliminary Stage:

- a) Complaint shall be filed by the complainant against the accused in the office of Chief Proctor (CP) in the form of a written application. The complainant could be a student, student proctor, teacher proctor, faculty member, administrative staff, or visitor to the Institute.
- b) The competent authority will constitute an inquiry committee of one to five members depending upon the gravity of the complaint.
- c) One member of the committee will be from PB and others from the relevant department and/or faculty as the case may be.
- d) The inquiry committee will frame a charge sheet and shall communicate it to the accused together with the statement of allegations.
- e) The accused will be directed to reply against the charges being leveled by the inquiry committee within a reasonable time, depending on the nature of the allegations.

Stage No.2. The Informal Stage:

Upon receipt of the reply and personal hearing of the complainant and accused, the inquiry committee will analyze the charges/allegations in the light of available reports, evidences, and witness's responses to the allegations. The inquiry committee may decide the fate of the case in one of the following ways. It is likely that most cases will be of a minor nature and will be dealt with locally and informally by the inquiry committee simply and quickly. The inquiry committee may resolve the case through:

- a) Issuance of a written warning to correct his/her behavior or conduct and the same warning may be communicated to their parents/guardian as well, or
- b) Imposition of a fine ranging from Rs. 100 to Rs. 5,000, accompanied by a written warning, upon confirmation of the charges/allegations.
- c) The final decision of the PB shall be communicated in writing, to the complainant, accused, Convener DC, CP, and concerned HoDs.
- d) However, if the alleged misconduct charges are of more serious and grave nature (where of student's rustication/expulsion or termination chances are possible), or if it calls for an exhaustive and detailed investigation, or if the alleged misconduct is of criminal nature, or the alleged offense is outside the normal jurisdiction of the staff directly involved, the matter should be referred to Disciplinary Committee (DC) by the PB along with a report of the inquiry committee, available relevant and related material, charge sheets, etc. for the initiation of Stage 3 (Formal Stage).
- e) CP will hold the meeting of PB in first week of each month. CP will present all the decision of inquiries and cases which have to be forwarded to DC for further decision or further inquiry.
- f) CP will keep record of all complains and inquiries.

Stage No.3. The formal Stage:

On receipt of the case regarding an allegation of Misconduct from PB to DC, the Convener shall convene DC meeting as quickly as possible to determine the nature of the case on the grounds that:

- a) Due to the serious nature of the alleged misconduct and the possibility of Suspension, Expulsion or Rustication should be considered and the penalty (based on the inquiry report submitted by PB/CP) or the matter may be referred for further detailed inquiry.
- b) It may constitute an offense under criminal law and a decision is taken to report it to the Police.

Procedure for Appeal:

- a) The student(s) who has/have been rusticated/expelled may submit a written appeal to the worthy Principal within 15 days following the date of notification of rustication/expulsion or withdrawal.
- b) The Principal shall have the power to pass such orders as he may deem fit.
- c) The Principal, if wish to do so, may delegate his power to any committee to hear the appeals and make decisions accordingly.

Procedure to be observed by the Inquiry Committee:

- a) Where an Inquiry Committee is appointed by the Chief Proctor or DC, the Convener of the committee shall:
 - i. Frame a charge and communicate it to the accused/defendant, together with the statement of allegations within three days.
 - ii. Direct accused/defendant to submit a written defence in response to the charges/allegations within a reasonable time, which shall not be less than three days or more than seven days from the day, the charge has been communicated to her
 - iii. Direct all parties to the case (the complainant, the accused, the general witnesses, the eyewitnesses, etc.) to appear before the committee on a specified date to be heard in person.
- b) The Inquiry Committee shall investigate the charge and may examine oral or documentary evidence, both in support of the charge and in defense of the defendant. The defendant shall have the right to cross-examine witnesses testifying against them.
- c) The Inquiry Committee shall hear the case and conclude it within a reasonable timeframe. The Committee shall submit its report within one month of receiving the reply to the charge sheet/statement of allegations.
- d) If the Inquiry Committee is satisfied that the defendant is hampering or attempting to hamper the inquiry's progress, it shall:
 - i. Issue a warning to the defendant.
 - ii. If the defendant disregards the warning, record a finding to that effect and proceed with the inquiry in a manner deemed most conducive to substantial justice.

Classification of Misconduct: Minor, Major, and Gross Violations:

Minor Misconduct	Major Misconduct	Gross Misconduct
<ol style="list-style-type: none"> Misbehavior. Disobedience. Disrespect. Disorderly or unreasonable act behavior, language or messages expressed on-campus. Not Displaying Student ID card. Loud Mobile Voice (music or Religious sermons etc.). Defacing or wall chalking inside campus. Unauthorized entrance or presence in or on College premises. Noise in class. Hooting against others. Raising slogans against the Institute or its designated officials. Using electronic or other means to make a video or photographic record of other. 	<ol style="list-style-type: none"> Student's unions carrying colors, badges, flags and agendas of different political or religious Parties/organizations etc. Any kind of fooling activity. Inciting, provoking protests/strikes. Staging protest/strike. Walkouts or instigating students for walkouts from the classrooms, examination hall, or other important functions. Licensed or unlicensed weapons within the Institute premises. Narcotics, intoxicating drugs, liquor, alcohol, hashish, cigarettes. Theft, misuse and misappropriation of any assets, possessions, resources and funds. Possession and storage of immoral video, audio and published materials as well as rebellious literature. 	<ol style="list-style-type: none"> Direct indulgent in or sexual or immoral activities. Sexual harassment including sexual advances, sexual solicitation, request for sexual favors, and other verbal or physical conduct of sexual nature. Any act of attack, beating, stabbing, mugging, battering. Financial embezzlement, fraud. Possession of dangerous devices or substances that are toxic, ignitable, explosive or corrosive. Damaging or defacing the Institute's property, physical, and technological resources. Any form of harassment other than sexual harassment based on race, gender, ethnicity, religion or belief on part of student which causes suffering, pain, immense fear and intense distress amongst others.

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