	<b>HITEC-Institute of Medical Sciences</b>	
	<b>SOP for General conduct &amp; Discipline of Students</b>	
	<b>DOCUMENT #: SA-SOP-11</b>	<b>ISSUE # 01</b>

# Standard Operating Procedure for General Conduct & Discipline of Students

In Compliance with ISO 9001:2015 Standard  
**(Clause # 8.5.1 of ISO 9001:2015 Standard)**

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**Drafted By:** \_\_\_\_\_ **01<sup>st</sup> December 2020**  
**Head of Department**

**Reviewed By:** \_\_\_\_\_ **05<sup>th</sup> December 2020**  
**Director Adm & Ops.**

**Approved By:** \_\_\_\_\_ **10<sup>th</sup> December 2020**  
**Principal**



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## 1.0 PURPOSE:

1.1 The purpose of this procedure is for General Conduct and Discipline of students.

## 2.0 SCOPE:

2.1 This procedure is applicable to Student Affairs Department and MBBS students.

## 3.0 ABBREVIATIONS:

NUMS      National University of Medical Sciences  
 PMC        Pakistan Medical Commission  
 HOD        Head of Department

## 4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Principal  
 4.2 Vice Principal  
 4.3 Manager Student Affairs

## 5.0 PROCEDURE

### 5.1 GENERAL CONDUCT

5.1.1 All students are advised to read the rules carefully and abide by these rules as envisaged in the succeeding paragraphs and their modifications as and when issued. Violations of these rules tantamount to breach of college discipline. Such cases may be forwarded to the College Disciplinary Committee as discipline breach.

5.1.2 Students must display their college identification cards at all time while in the institution premises.

5.1.3 All students must maintain the decorum of the institution through decent and respectable behavior. Singing, whistling, hooting, creating noise, using abusing language, fighting and indulging in any unseemly behavior or activity in the institution at all times is strictly forbidden. Students are not allowed to loiter and move aimlessly in and around institution premises or waste his/her time in cafeteria or at other place.

5.1.4 The students must follow the college time table religiously.



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- 5.1.5 Unauthorized banners, notices, chalking on walls/ furniture is strictly prohibited and considered as violation of institute code of conduct.
- 5.1.6 Students must display the highest moral and ethical standards at all time.
- 5.1.7 The care and safety of the college property being used by students is their responsibility. All damages in any form caused by the students due to their negligence or deliberate act shall be repaired at the expense of the student responsible for the negligence. Walls, fixtures, furniture, models, specimens.
- 5.1.8 Charts, skeletons bones, audiovisual teaching aids, notice boards etc., shall not be defaced, mutilated or damaged in any way or form.

### 5.2 DISCIPLINE.


- 5.2.1 Students must maintain a high professional interaction in the academic sessions which is a very distinct feature of the institution and same has to be continued at all times. Students must switch off their cell phones before entering departments / laboratory/library/lecture halls/ tutorial Rooms and IT lab etc. Punctuality regarding class / ward timings and maintenance of proper discipline in the academic activities is mandatory.

### 5.3 PEACEFUL ENVIRONMENT.

- 5.3.1 Charts, skeletons bones, audiovisual teaching aids, notice boards etc., shall not be defaced, mutilated or damaged in any way or form.
- 5.3.2 The maintenance of a safe and secure environment in the institute is of immense importance. The college administration accords highest priority to this vital aspect.

### 5.4 CORRECT ATTITUDE & BEHAVIOR.

- 5.4.1 The students should dedicate their energies / attention to studies are completely facilitated to devote themselves in their profession 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 institution. Use of Unfair Means in the Institution and University Examinations.

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5.4.1 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 NUMS and PMC.

## **5.5 POLITICS AND RELIGION**

5.5.1 Political activities of all types are prohibited in the institution.

5.5.2 Involvement in any sort of political, sectarian, ethnic and other such activities will be viewed with zero tolerance by the college administration. Undertaking to this effect will be obtained from all students and their parents.

5.5.3 Unauthorized gathering and meeting of students are strictly forbidden in the premises of the college.

5.5.4 Student should avoid attending press conference, nor write to the press on a political or related subject or matter concerned directly with the institution or any government or teaching institute, university in Pakistan or abroad.

## **5.6 SECURITY**

5.6.1 Students will be educated on security of information, materials and personnel. Student must avoid sharing information / photographs about the Army and HIT on Facebook / internet. Violation in this regard will not be tolerated.

## **5.7 STUDENT CODE OF CONDUCT**

5.7.1 Students are required to strictly follow the college rules & regulations. The College administration expects and demands absolute integrity and honesty. Co-education in the institute places a heavy responsibility on the management and the students alike. The students are, therefore, expected to follow an exemplary code of conduct / ethics and moral behavior. Very serious view is taken of any misconduct and immoral behavior both inside and outside the campus. Each faculty member, hostel warden, library staff and administrative staff have certain authority to impose the discipline and refer the case to Disciplinary Committee.

## **6.0 RELATED DOCUMENTATION**

<b>Sr. #</b>	<b>Document name</b>	<b>Document Number</b>	<b>Retention Period</b>
1.	Complaint Form	SA-FORM-04	