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UNIVERSITY MEDICAL & DENTAL COLLEGE

STUDENTS' HANDBOOK

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1. Message from the Principal

This Handbook introduces the support facilities, procedures and codes of conduct relating to students pursuing studies at University Medical & Dental College (UMDC). It will serve as a guide to how students can best become involved and take advantage of the opportunities available to them at UMDC.

The information and instructions contained in this document are periodically updated and therefore subject to change from time to time as deemed necessary and appropriate by college to fulfill its mission and objectives. The College reserves the right to implement such changes without prior notice.

In case of any difficulty in interpreting, understanding or referring to the contents of this handbook, or missing any aspect therein, reference is to be made to the HOD/Dean/Principal, in that order.

My team wishes you good luck and a rewarding experience here at University Medical & Dental College.

Prof.Dr.Muhammad Akram Malik

Principal

University Medical & Dental College

Faisalabad

2. Vision and Mission

2.1 VISION STATEMENT OF UMDC:

To be a leading educational institution characterized by

- An intellectual environment conducive for innovative teaching and learning.
- A culture of research to address the challenges faced by Pakistan.
- Top quality professional faculty meeting local and global requirements.
- Emphasis on Islamic/ethical values for inculcating love, patriotism and service to humanity

2.2 MISSION STATEMENT OF UMDC:

“To foster an environment promoting patient care, professionalism, ethics and lifelong learning by providing state of the art innovative teaching, training and research opportunities for medical and dental professionals who would address the needs and concerns of the communities they serve and contribute towards an effective national and global healthcare system.”

3. Code of Student Conduct

3.1. Objective

- a. University Medical & Dental College Faisalabad stands committed to impart quality education to students and as part of its curriculum, to develop our students into well-disciplined and responsible professionals having respect for character and fully accountable for their conduct.
- b. The achievement of this objective requires persistent devotion and dedication on the part of the students, with their focus on superior behavior and conduct.
- c. The following pages contain instructions and guidelines which will help the students to achieve the objectives of the "**Student Code of Conduct.**"
- d. These pages contain official policies of the University Medical & Dental College Faisalabad , which the students are required to follow in letter and spirit at all times.
- e. The College will enforce and implement these policies formally and swift disciplinary action will be taken against any student flouting any of the rules/policies contained herein.

3.2. Attendance

- a. In annual system of education, regular attendance in the classes is essential and monitored to ensure that student has not missed any Lecture and Practical or fallen behind in her academic work.
- b. **As per University of Health Sciences (UHS) policy student having less than 75% attendance is not eligible to sit in the Annual Examinations.**
- c. Attendance of students is monitored through an online system of roll call in each class by the concerned faculty member.
- d. A late comer may sit in the class even after the instructor has already marked her absent.
- e. Attendance after late arrival does not give the student any right to ask the instructor to mark her present.
- f. For the modular system, a requisite of 75% attendance in each Block is needed to be fulfilled as per UHS policy, to qualify to sit in that particular Block examination in the Professional exam.

3.3. Punctuality

- a. Students are required to be seated in the specified classroom ten minutes before the commencement of the class. Students are expected to be quiet and well behaved.

3.4. Dress Code

- a. Uniform is mandatory for 1st year and scrubs for 2nd to final year.
- b. Jeans, Jackets, and Joggers are not permitted in the campus.
- c. Flip-flops and backless sandals are not allowed.
- d. Students are required to wear white shalwar kameez with full sleeves and dopatta/scarf of the maroon color.
- e. Students should avoid flashy clothes, jewelry, anklet, make up, open shoes or shoes with heels producing noise.
- f. Sleeve-less shirts are not to be worn within the college premises.

3.5. Mobile Phone

- a. Mobile Phones are not allowed in the College premises.
- b. **Implementation Criteria:** Student found using cell phone in the College premises will be fined Rs 500/- for the first time. Repeating offence will be fine Rs 1000/-. Third time the cell phone will be confiscated.

3.6. Identity Cards

- a. Students are required to display their College Identity Cards prominently all the times while in the campus.
- b. **Implementation Criteria:** Faculty and Administration will ensure that students wear their ID cards. If a student is found without ID card she will be fined Rs 200/-.

3.7. No Smoking in Campus

- a. The College is a 'No Smoking area'. Students are strictly forbidden to smoke in the Campus, inside the College
- b. Premises, hostel and cafeteria or on the roads inside the College.
- c. **Implementation Criteria:** Administration and Faculty will monitor strict compliance of the policy. First offence will be fined Rs 500/-. Second offence will be fined Rs 1000/- along with a written warning. For the third offence the matter will be referred to the Disciplinary Committee.

3.8. Avoid Politics

- a. Students are strictly forbidden to involve themselves in any political or sectarian activity whatsoever while in the
- b. College campus. This includes any sort of grouping among students for ulterior motives.

- c. **Implementation Criteria:** Administration and Faculty will monitor student's activities and ensure cordial and healthy social culture in the College.

3.9. Car Parking

- a. Car stickers at nominal cost are available from the College Accounts Office and these stickers are to be displayed on the left top corner of the windscreen.
- b. Cars with sticker are permitted to be entered in the College.

3.10. Avoid Loitering

- a. Loitering and languishing in and around the College premises or lawns in front of the College or corridors etc., is strictly prohibited.
- b. Students may sit on the benches provided throughout the Campus during break time.
- c. **Implementation Criteria:** Administration and Faculty will ensure that the policy is implemented in letter and spirit.

3.11. Drinks / Eatables

- a. Drinks and eatables can be taken only inside the cafeteria.
- b. Eating and drinking at all other places is prohibited.
- c. **Implementation Criteria:** Administration and Faculty will ensure strict compliance of the policy.

3.12. Social Activities

- a. For all social activities, including small parties, written permission of the co-curricular activities committee will be required.
- b. Students wishing to hold the above should fill in the prescribed form giving details of the event/party, number of students invited/ attending, date and place of such social event.
- c. Social activities / events arranged outside the college are strictly prohibited.
- d. **Implementation Criteria:** The Co-curricular activities committee will ensure strict compliance of the policy. Willful disobedience will constitute an offence and will be suitably dealt with by the Disciplinary Committee

3.13. Willful Defiance / Disobedience of College Rules / Instructions

- a. Students are expected to read the notices/ instructions daily displayed on the Notice Board.

- b. All notices and instructions must be followed in letter and spirit.
- c. **Implementation Criteria:** Willful defiance/disobedience of these notices will constitute an offence and will be suitably dealt with by the Disciplinary Committee.

3.14. Radio/ Cassette Player/ Personal Stereo Set

- a. Playing of personal radios, cassettes and personal stereos is not permitted in the College Campus.
- b. **Implementation Criteria:** Administration and Faculty will ensure strict compliance of the policy.

3.15. Damage to College Property

- a. Willful damage of any item of the College property is a serious offence.
- b. **Implementation Criteria:** Students found damaging College property will be required to replace the damaged item and in addition pay a fine which will be decided by the Disciplinary Committee.

3.16. Bullying / Fooling/ Ragging

- a. The College does not allow any kind of bullying, fooling or ragging with new students.
- b. To set a healthy environment all old students are well advised to treat the new students with kindness and help or guide them for any problem they may be facing.
- c. **Implementation Criteria:** Administration and faculty will ensure strict compliance of the policy.

3.17. Littering

- a. Students will not leave litter around the College including cafeteria. Dust bins placed at various places should be used for disposal of litter / garbage.
- b. **Implementation Criteria:** A fine of Rs 100 will be imposed on anyone found leaving litter around the College campus.

3.18. Balconies, Railings in Corridors, Reception Area & Main Entrance Door

- a. Sitting or standing on the balconies of classrooms is not allowed.
- b. Protective railing in the corridors will not be used for sitting or leaning. Students are not allowed to sit on the stairs of

- c. the main entrance or the reception area.
- d. **Implementation Criteria:** Defaulters will be fined Rs 100/- and Rs 200/- for the first and second offence respectively. For the repetition of offence, the Disciplinary Committee will impose penalty.

3.19. Sign Boards / Notice Boards

- a. Instructions on sign boards / notice boards displayed at various places of the campus will be strictly adhered to.

3.20. Play Field / Lawns / Garden

- a. Crossing of play fields and lawns is prohibited. Students will always use the roads or paths.
- b. Damaging trees, flowerbeds etc. is strictly forbidden.

3.21. Student Visitors

- a. Students are not allowed to entertain visitors or friends in the College or take them around to visit the campus.
- b. Permission must be obtained from the Administration before inviting any guest to the College

3.22. Creating Disturbance or Making a Noise

- a. Students will not scream or shout or make unnecessary noise in the corridors or the academic block.

3.23. Procedure for Meeting Management & Paying Respect & Wishing

- a. Students will pay proper respect and wish Assalam-o-Alaikum to all members of the Management and the Faculty.
- b. All employees of the College will be always given due respect and courtesy.
- c. Students wishing to represent any point or requirement/request to the Management must not barge into any office of the Management.
- d. Any group of students more than three in number if found barging into any office will be fined Rs 500/- each in the first instance, Rs 1000/- for second and in case of repeating the offence for third time, the matter will be referred to the Disciplinary Committee for suitable disciplinary action.

3.24. Parking

The parking of any motor vehicle on the property of University Medical & Dental College is a privilege granted by the College. To maintain a safe and clear means for the movement and parking of vehicles, parking regulations shall be followed contained herein.

- a. Cars with sticker shall be permitted only to be entered in the College
- b. Specific parking slots shall be provided to senior administrative staff and faculty members
- c. Parking shall be allowed from 7:00am to 5:00 pm for vehicles with stickers given by the College
- d. Car stickers at nominal cost are available from the College Accounts Office and these stickers shall be displayed on the left top corner of the windscreen
- e. The College shall not be liable to any damage to the vehicle
- f. Drivers shall stay with their vehicle and shall not be allowed to wander in college premises
- g. Violation/damage to parking area shall cost a penalty of fine (according to extent of the damage) to the vehicle operator/owner
- h. A penalty of Rs 200 shall be charged for parking vehicles without stickers
- i. Administration and Faculty shall ensure that the policy is implemented in letter and spirit

3.25. Disciplinary Requirements:

- a. Every student shall abide by the disciplinary regulations as made from time to time by the management of the College, particularly the hostel committee.
- b. All members of the College and other persons authorized for the purpose shall have authority and it shall be their duty to check disorderly or improper conduct or any breach of regulation by students of the College in any of the buildings, including any premises occupied by the students or in the College grounds.
- c. Any member of the academic staff may, if he / she deems it necessary, require any student who is guilty of disorderly or improper conduct in a lecture room, library or laboratory to withdraw from the room and may bring the offence to hostel committee, Disciplinary Committee and the Dean/Principal of the College.
- d. Students shall be held responsible for making themselves acquainted with all regulations and official notices which affect them. They should act accordingly.
- e. It shall be the duty of all students at the College in all their acts to observe and maintain within the boundaries of the College decent and peaceful behavior at all times.
- f. Fines or other penalties may be imposed by the Disciplinary Committee, or by any other person to whom the committee has delegated powers to act on its behalf, on any student of the College for any Breach of Regulations, or for any act of behavior detrimental to the good order of the College.
- g. A student at the College may be required to bear the cost of making any damage to College property for which she may be responsible, which may be in addition to a fine or other penalty which she may have incurred in connection therewith.

- h. The following acts are strictly forbidden and will lead to serious disciplinary action including rustication / expulsion from the College.
- i. Unauthorized drugs and solvents.
 - ii. Explosive fire, arms and inflammable liquids etc.
 - iii. Betting, lending or gambling.
 - iv. Possession or use of fire, arms & weapons etc.
 - v. Unauthorized possession of any key of the College.
 - vi. Going to the roof top for any purpose.
 - vii. Visiting administration block except for payment of fees.
 - viii. Visiting administration block in groups.
- i. Students will be provided with hostel facilities on request.
- j. Residents of hostels are required to observe strictly the timings of incoming and outgoing from the hostel.

3.26. Disciplinary Suspension or Dismissal

The College reserves to refer to UHS for the right to suspend or dismiss a student for violation of policies, regulations and discipline code or of conduct inimical to the best interest, or for shortage of attendance, or for attempting to use unfair means during classes, quizzes or examinations. Management decision in all student matters shall be final.

3.27. Co-Curricular Activities

- a. Following Student-run Societies of the College actively promote their general interests and to afford an organized channel of communication between students and the outside business environment.
- Religious Society
 - Literary Society
 - Cultural Society
 - Community Services Society
 - Dramatic Society
 - Musical Society

- Art Society
 - Publication Society
 - Sports Society
 - Blood Donation Society
 - Photography Society
- b. Each society shall conduct at least one activity in an academic year. The purpose of an activity is to enhance the general knowledge, personality development and grooming of the student body.
 - c. The coordinator of the societies shall get approval for an activity at least one week before the scheduled date.
 - d. Full details of decisions to conduct an activity must be notified by the society to all the students and to the Co-curricular committee.
 - e. The society shall have following offices:
 - Society coordinator (a faculty member)
 - President
 - General Secretary
 - Finance Secretary
 - 3 to 4 Executive Members

3.28. Students' Interaction with Faculty

- a. Students' interaction with faculty should be limited to academic pursuits only.
- b. Students are not expected to socialize with faculty and administration staff more than what is necessary for acquiring quality education in the College.
- c. Students are forbidden to visit the faculty in their houses or in the faculty mess either individually or in groups.
- d. Students' interaction with faculty should pertain to studies or any difficulties faced in studies.
- e. This interaction should be during the College timings.
- f. No female student will visit a male teacher's office alone.
- g. If an entire class wishes to invite faculty to a student's event. At least three teachers should be invited. Written permission from the management of the College is necessary to invite the teachers.
- h. **Implementation Criteria:** Any students found violating any of the above clauses will be punished. First time fine will be Rs. 500, second time Rs. 1000 and severe

disciplinary action will be taken, and for third time offence including expulsion from the College.

3.29. Use of Washrooms

- a. Students will not splash water on the floor, and will not throw toilet paper on the floor.
- b. Students will flush the commode after use.
- c. Students should handle the doors, door closers and water tank levers gently.
- d. Students will place covers of commode after use and will not spoil the cover of the commode.
- e. Students will not talk loudly while in the washroom.
- f. Students will switch off the lights while leaving the washroom.
- g. **Implementation Criteria:** Defaulters will be penalized and disciplinary action will be taken against them.

4. General Policies and Guidelines

4.1. Grievance Policy

a. Introduction:

A grievance is a formal complaint by a student if she feels to have been treated unfairly by any of the administrative staff, faculty members or students. Unfair doing to anyone can adversely affect the rights and privileges of student and therefore need be treated with urgency and sensitivity.

b. Aim

This Grievance Policy aims to provide a well-defined, appropriate and flexible structure for an impartial, systematic and swift resolution of grievances. It further ensures to pay attention not only to the issues of procedural integrity, but also to considerations of substantive fairness.

c. Scope

The policy shall apply to all the students of University Medical & Dental College (UMDC).

d. Grievance Procedure

Grievances policy consists of three steps with following time limits

- | | |
|---------------|--|
| Step I | Grievance must be filed on a specified proformas within 7 working days of the event(s) that lead to the grievance to Head of Department. |
|---------------|--|

Step II The grievance must be filed at Step II within 7 working days of the written response at Step I.

Step III The grievance must be filed at Step III within 7 working days of the written decision of concerned head at Step II.

i. Step I – Informal Step:

The student shall bring in record her problem through the Head of Department in consultation with office of Student Affairs.

In case student is not satisfied and she wishes to pursue the matter, the student must begin the steps of the formal procedure not later than 7 working days. Office of Student Affairs will record the proceedings of the matter.

ii. Step II – Formal Step:

The student may submit a formal grievance complaint in writing (on specified proforma) to the office of Student Affairs within 7 working days of the date on which she received the outcome of step I. The grievance complaint must include:

- A brief statement of the allegations including the statement of the facts as perceived by the grievant
- A summary of the informal attempts at step I
- Suggested remedy by the grievant

Office of the student affairs will review the materials and submit them to Head of the department of the grievant. Within 7 working days of receipt of the written complaint, the Head shall complete any consultation and shall notify the decision to the grievant and respondent in writing.

iii. Step III – Appeal

If acceptable mediation of the grievance is not achieved within 7 working days of filing with the Head, the student may request to the office of Student Affairs to forward the complaint to the Grievance Committee. The Office of the student affairs shall forward the complaint to chairperson of the Grievance Committee.

e. Grievance Committee:

The Grievance Committee is composed of five members as under:

One Professor

Two faculty members of the rank of Assistant Professor or above

In charge of Student Affairs

Three members of the grievance committee shall complete a quorum for hearing.

The committee shall hear the grievance, investigate all pros and cons of the case and submit a written recommendation to the Principal for final approval within 7 working days. The decision of the Dean/Principal shall be final. Dean/Principal Office will issue decision letter to both the parties.

f. Documentation

Copy of the decision shall be forwarded to both the parties, office of student affairs for student's personal file record and concerned head of the department.

4.2. Fair Treatment Policy

a. Introduction

University Medical & Dental College (UMDC) is committed to create an environment where everyone has a fair chance for smooth working and decision making. The college recognizes that everyone has a right to work in an environment in which the dignity of all is respected and which is free from harassment and bullying. It is committed to preventing and eliminating intimidation in any form.

Fair Treatment Policy affirms that all members of the college community- its students, faculty, staff and visitors – have the right to participate in activities at the college without the fear of discrimination or harassment.

b. Scope

This policy is applicable to all students, employees, staff, job applicants, volunteers, visitors and contractors. It seeks to encourage an inclusive, respectful and fair environment where no one is treated less favorably. This policy specifically addresses the following:

- i. Harassment
- ii. Vilification
- iii. Sexual Harassment
- iv. Bullying
- v. Victimization

c. Policy Application

- i. **Harassment:** Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement and visual insults, such as derogatory posters or cartoons. Whether the action was

- intended to cause offence or not, if anyone subjected to the behavior finds it unacceptable and he or she feels damaged or harmed by it, this potentially constitutes harassment.
- ii. **Vilification:** Vilification is behavior that incites hatred, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their sect or religion.
 - iii. **Sexual Harassment:** Sexual harassment is any unwanted or unwelcome sexual behavior, which makes a person feel offended, humiliated or intimidated. Complaints about sexual harassment will be dealt with in accordance with the Complaints Procedure.
 - iv. **Bullying:** Bullying means persistent or repeated unwarranted criticism, threats, abusive or insulting words, behavior or written signs, either in public or private, which humiliate and affect the dignity of the individual.

d. Complaint Procedure

Following procedure is adopted to process the complaints.

i. Step I – Informal Procedure

If an unwanted behavior falls within the Fair Treatment Policy, the complainant shall make an effort, if possible, to advise the person and shall keep a detailed record of the behavior experienced including date(s), time(s), location(s) and witness(es). This information may be of assistance when/if the behavior continues or if the complainant decides to pursue the issue at a later date.

ii. Step 2- Reporting

The employee/student may submit a formal complaint, if step I has failed, and the behavior continues to the office of Student Affairs within 7 working days of the date on which he/she received the outcome of step I.

The formal complaint must include:

- Nature of the complaint, and detailed record of events including time, date, location and witness (if any)
- A summary of the informal attempts at step I
- Suggested remedy/solution by the complainant

The dealing office shall review the materials to be with the scope of Fair Treatment Policy and forward it to the head of concerned department. Head shall act as mediator and complete the consultation with both complainant and respondent. The mandate of the mediator and/or facilitator is to bring the complainant and the respondent together to explore each other's point of view and to assist the parties in reaching a mutually satisfactory solution. The mediator shall not make decisions,

recommendations or act as a representative for either party. The mediation process shall be "without prejudice" and "off-the-record" unless the parties specifically agree to the contrary. However, any settlement reached will be on the record and will be disclosed.

iii. **Step - 3: Appeal and Investigation**

If the issue is not resolved after mediation, the complainant may file a formal complaint in writing and request for investigation to the Principal Office within 7 working days of the date on which he/she received the outcome of step II.

The Principal Office shall forward the complaint to Appeal Committee comprising of the following:

- One Professor
- Two faculty members of the rank of Assistant Professor or above
- Incharge of Student Affairs

The committee shall investigate and conduct a hearing and submit a written recommendation to the Dean/Principal through Office of Student Affairs for final approval within 7 working days. Dean/Principal Office shall issue decision letter to both the parities.

e. Documentation

Copy of the decision shall be kept in the personal file for record.

4.3. Advertising Policy

- a. The purpose of this policy is to implement a process that ensures that best practices are exercised for a consistent public image of the college
- b. All college advertising shall be coordinated with the Publication Office. This shall include all forms of paid and free advertising, including print (newspaper, magazine, etc.), broadcast (radio and television), web and digital/social media, billboards. The content of any advertisement shall not include:
 - i. Political, un ethical or offensive religious material
 - ii. Promotion of use of tobacco, drugs or weapons
 - iii. Anti-Pakistan slogans or material
 - iv. Any material that could cause defamation of UM&DC or its associated staff
 - v. Pirated material
- c. Student-run societies shall bear all the expenses related to printing and affixing of the advertisements. In case of any damage to the property of college while fixing, the concerned society shall bear the charges for the damage.

- d. The office of Press and Publications has the sole authority to execute all advertising commitments and contracts and has the responsibility to ensure that consistent college design and copy standards are met.

5. Hostel Rules

5.1. Introduction

Hostel rules have been framed to provide basic guidelines to the students for maintaining an environment conducive for studies. However, students are encouraged to realize their responsibilities and think about their future, expectations of their parents and a good name for their institute.

5.2. Conditions of Allotment

- a. Allotment in the hostel shall not be claimed as a matter of right even if the candidate is a bonafide student of the institution. However accommodation will be provided subject to availability.
- b. Accommodation in the hostel will be considered only after the Hostel Committee has scrutinized the application meeting all merits and eligibility of the student and that his/her stay in the hostel shall in no way be prejudicial to the interest of other residents in hostel in particular and the institution in general.
- c. Maximum period of stay in hostel shall be five academic years, provided that allotment is reviewed each year by the competent authority in accordance with the allotment policy.

5.3. Allotment Procedure

- a. Application for allotment of accommodation in the hostel shall be made by the bonafide student of the institution on the prescribed form along with undertaking from parents in the prescribed form.
- b. In case of foreign students, the recommendation and undertaking on the prescribed proformas for the admission and the guarantee for the payment of hostel dues and good behaviour will be obtained from their respective embassies or consulates.
- c. The form shall be submitted to the Hostel Allotment Committee which will consider the application for allotment on the basis of criteria fixed by it. The Allotment Committee shall have the right to reject any application without assigning any reason.
- d. After the names of successful candidates are announced, they shall comply with the allotment requirements to the hostel within the prescribed time limit or their names shall be taken off the allotment list.
- e. The allotment of accommodation will be made after the candidate has produced the payment receipt of the fees/dues and submitted the complete hostel form

- f. The applicant shall have to furnish a written undertaking in the prescribed form from their parents holding them responsible for payment of hostel dues
- g. Fee against accommodation is payable in advance in the form of postdated cheques for the entire stay during the degree program.

5.4. Furniture

- a. Furniture items shall be issued to the residents and shall remain the property of the institute
- b. Residents shall be responsible for the safe custody of the furniture issued to them and shall return furniture items while leaving the hostel
- c. Anyone found guilty of intentional damage of the college property will be liable to disciplinary action including expulsion from the hostel
- d. Defacing walls and fixtures is strictly prohibited, moreover furniture or fixtures are not allowed to be moved from one room to another and residents are particularly warned against moving furniture from the Common Room.
- e. All electrical appliances (lights, fans etc) in the room must be put off when the resident leaves the room.
- f. Residents are allowed to use their personal electrical appliances with permission from the hostel warden. Residents have to pay additional cost (to be decided every year by the management) along with hostel dues in advance for the following appliances. Microwave Oven and Refrigerator.
- g. The electric installation must not be tampered in any way. Unauthorized interference with the installations is very risky and may cause damage. Residents found guilty of such interference will be liable to heavy fine/expulsion from the Hostel.

5.5. Conduct & Discipline

- a. In addition to rules of conduct which may be prescribed from time to time, the following shall constitute acts of indiscipline and violation of hostel discipline for which action will be taken against the hostel residents concerned by the officers as deemed necessary:
 - If a boarder who is allotted hostel accommodation is not personally residing in the room and is found misusing the room (e.g keeping unlawful or illegal occupants) his/her allotment will be cancelled immediately and the case will be referred to the Disciplinary Committee for further action.
 - Shifting to a room other than the one allotted to the resident without prior permission of the Hostel Committee
 - Roll of residents shall be called daily at specific hours as prescribed by the warden
 - Sub-letting the room allotted to the resident or any other room lying vacant due to any reason.

- Not handing over possession of the room at the end of the period for which allotment was made.
 - Keeping firearms and other lethal weapons or any other material not necessary for academic pursuits in the hostel even if licensed.
 - Keeping or using of illicit drugs or other intoxicants, not including drugs prescribed by authorized medical attendants on account of any illness suffered by the hostel resident.
 - Keeping electric appliances such as refrigerator and oven in the room without permission of the hostel warden.
 - Engaging in any immoral or agitational and violent activities or creating nuisance or disturbing the peace and tranquility in the college.
 - Causing willful damage or causing damage by acts of vandalism and removing or damaging hostel or institution property.
 - Using abusive language towards other residents and/or institution authorities and employees.
 - Keeping Burner, heaters and blowers which are not allowed in the hostel
 - Using hostel rooms or premises for group parties, political assemblies and for purpose other than those for which they are meant.
 - Inviting outsiders to address hostel residents without the permission of authorities.
 - Staking of posters/chalking on hostel or other campus buildings premises or compound walls or any portion thereof.
 - Encouraging linguistic, sectarian or religious feeling among hostel residents.
 - Staying out from the hostel premises after sunset or longer period without prior permission from hostel authorities.
- b. Late comers or early departure from the hostel will be required to sign the register at the hostel gate or reception stating the reasons for late coming or early departure.
- c. The hostel authorities shall reserve the right to search personal belongings and baggage of the residents at the time of entering the hostel or while residing in the allotted accommodation.
- d. Cooking in the hostel rooms is strictly prohibited.
- e. The college administration is not responsible for the loss of any property or belongings of the hostel resident.
- f. All damages will be repaired at the expense of the boarder responsible.

- g. No newspapers, periodicals or magazines other than those authorized by warden shall be brought into the hostel by any boarder.
- h. Students shall take due care of the bathrooms and water taps and shall not waste the resources and facilities provided to them. Intentional misconduct shall be liable to punishment.
- i. Radio and tape-recorders are allowed only if their usage does not disturb other students.
- j. Residents should maintain cleanliness in their rooms . Beds should be properly made. Dirty clothes should be stored separately.
- k. Spitting in public or private rooms, verandah or stairs is strictly prohibited.
- l. All waste paper and garbage must be placed in receptacles provided for the purpose.
- m. All parts of the hostel premises shall be freely open for inspection by superintendent or warden at all times/anytime of day or night.
- n. No religious ceremony likely to hurt the feelings of other boarders shall be arranged in the hostel.
- o. No boarder shall indulge in any amusement that disturbs fellow boarders.
- p. Students must treat the Hostel staff politely. The hostel staff shall not render any private service to any student and misbehavior with the staff shall be treated as a serious offence
- q. No notice/banner/advertisement etc of any kind can be displayed in hostel and its premises without prior permission of warden

5.6. Action against Indiscipline:

- a. Depending upon the severity of the in-disciplinary act/omission on part of the resident (s) of the hostel, the authority to impose punishment, fine, penalty shall be used by the Warden/ Committee to the extent given below.
 - The resident warden shall use his/her authority to impose fine to the extent of Rs 1000/- for each single act.
 - The senior warden shall be authorized to impose fine upto Rs 2000/- for each single act of indiscipline.
 - The committee shall be authorized to impose fine upto Rs 5000/- for each single act of indiscipline.
 - The Hostel Committee may in case of the gravity of an offence provisionally cancel the allotment of accommodation in the hostel and also refer the matter to the college Discipline Committee with the recommendation for further necessary action leading to rustication of the student from the college.
 - In case of loss due to act(s) of vandalism, the matter relating to assessment of damage/loss will be referred to the Hostel Committee who while assessing the

loss will fix the responsibility and extent of loss on the person(s) liable for the act from whom recovery shall be made. In the absence of evidence leading to fixation of individual responsibility, the Hostel Allotment Committee may decide to order recovery from all the residents or such residents as may be held liable for the act of vandalism.

5.7. Student's Mess

- a. Hostel mess is run by a committee of students residing within hostel in liaison with the Hostel committee.
- b. Student can take their meals in the dining hall only. Any student found eating in the room shall be liable to disciplinary action.
- c. No resident shall be permitted to have private cooking arrangements in hostel
- d. Residents attending the dining hall, common room and other public places shall avoid indecent dressing
- e. Residents are encouraged to keep their utensils clean and keep them in their rooms.
- f. Residents must observe the mess timings for breakfast, lunch and dinner as mutually agreed upon and notified by the hostel warden.

5.8. Medical facility

- a. Residents are responsible to report all cases of sickness to the hostel warden
- b. Residents will be taken Madina Teaching Hospital (MTH) affiliated hospital of University Medical & Dental College for any kind of emergency treatment

5.9. Visits/Visitors

- a. **Visiting Hours:** Students must inform their intending guests about the visiting hours of the hostel. Following visiting hours shall be strictly observed:
 - i. Sunday 9:00 am to sunset
- b. Rights of admission in the hostel premises are reserved.
- c. No stranger/guest shall be allowed to enter the hostel premises
- d. The visitors will be seated in the visitor's room/reception room and their entry will be logged in the visitors' book.
- e. Students will not be allowed to receive any visitor except those nominated by their parents.

- f. The visitors should produce their identification i.e. ID Card, contact number and proof of relation with the residing students.
- g. Residents are required to submit a list of 2-3 names of family members, male or female, who will visit them. This list must be certified by the parents/guardians of the students.
- h. Residents are informed that they should caution their guests about normal verifications carried out by the hostel administration or security staff at the gate to check any unforeseen event and they should cooperate with the management in this regard.
- i. Leave proforma must be submitted to the hostel warden for leave at least 24 hours in advance.
- j. Female residents are not allowed to go outside the hostel for shopping, visiting their relatives or for recreation on their own. While going home they are required to submit leave proforma duly approved by the hostel warden at the main gate.
- k. Students going home should leave the hostel before sunset.
- l. Students are required to return to the hostel before sunset.
- m. Resident will fill the online proforma which will be approved by the concerned hostel supervisor through biometric attendance. The student's attendance in the hostel is sent to the parents to intimate them about their arrival and departure.

6. Standard Operating Procedures (SOPs) for Voluntary Discontinuation of the MBBS or BDS Program

6.1. Purpose:

To establish a clear and standardized procedure for students voluntarily seeking discontinuation of their enrollment in the MBBS or BDS programs at UMDC, in compliance with institutional regulations, the University of Health Sciences (UHS), and the Pakistan Medical and Dental Council (PM&DC).

6.2. Procedure

6.2.1 Submission of Written Application

- The student shall submit a formal application addressed to the Principal, explicitly stating the valid reasons for their intention to discontinue the program.
- The application must include the student's name, program (MBBS or BDS), year of study, registration number, and a detailed justification for the decision.

6.2.2 Hearing Before the Exit Review Committee (ERC)

- The Exit Review Committee shall summon the student for a formal hearing to evaluate the validity of the reasons provided and to assess academic and personal factors contributing to the student's departure.
- Respective class teacher or his/her nominee will be the member of this committee.
- During the hearing, the committee will ensure that the student's decision is informed and voluntary, and any grievances or issues raised will be addressed appropriately.

6.2.3 Opportunity for Reconsideration

- The Exit Review Committee shall grant the student a period of two weeks to reconsider their decision and resolve any concerns that may have led to the application for discontinuation.
- The committee will reconvene after two weeks to allow the student to confirm their final decision.

6.2.4 Parent/Guardian Advisory Meeting

- Following the opportunity for reconsideration, the parents or guardians of the student shall be summoned to appear before the Exit Review Committee.
- This meeting will serve to address any concerns or grievances raised by the student and to provide clarity and guidance regarding the implications of the decision to discontinue the program.

6.2.5 Referral to the Board of Governors

- Should the student and her parent/ guardian persist in their decision to withdraw from the program, the case shall be referred to the Board of Governors of the University of Faisalabad for final adjudication.
- The referral shall include all relevant documentation, including the student's initial application, minutes of the committee hearings, and the committee's recommendations.

6.2.6 Rejection of the Application

- If the student fails to provide valid or justifiable reasons for discontinuation, the Exit Review Committee reserves the right to reject the application.
- The decision shall be recorded in writing, along with the rationale, and communicated formally to the student & her parent/guardian.

6.2.7 Documentation of Exit Review Committee Proceedings

- The Exit Review Committee shall maintain detailed minutes of all meetings related to the case, explicitly documenting that it has been established beyond reasonable doubt—through both verbal and written statements—that the student intends to discontinue their studies.

6.2.8 Settlement Committee

- Case will be referred to Settlement Committee to settle the financial matters (if any) who will summon student along with her parent/guardian to appear before the committee.
- The committee will include Principal/ Vice Principal UMDC and Manager Finance.
- The committee will ensure that notarized affidavit is submitted before giving the final clearance.

6.2.9 Submission of Affidavit

- The student shall submit a notarized affidavit (attached) affirming the following:
 - Their decision to voluntarily withdraw from the MBBS/BDS program at UMDC.
 - That no financial liabilities are owed to the institution.

- Acknowledgment of the implications of their withdrawal.

6.2.10 Clearance from the Institution

- The student shall complete all clearance formalities, including the submission of clearance performa from all relevant departments, such as finance, library, and hostel (if applicable).

6.2.11 Return of Original Documents

- Only after the clearance form is submitted to the Manager Student Affairs, the original documents of the student shall be returned on provision of receipt.

6.3 Notification to Regulatory Bodies

- Upon confirmation of the student's withdrawal, the institution shall notify the University of Health Sciences (UHS) and the Pakistan Medical and Dental Council (PM&DC) in writing within 15 days about student leaving the program.
- The notification must include the student's name, program, year of study, and registration number, along with a request to update the institutional record regarding vacant seat.

6.4 Announcement of Vacant Seat

- The institution shall publish a formal announcement of the vacant seat created by the student's withdrawal on the official college website.

6.5 Documentation and Record Maintenance

The office of Student Affairs shall maintain a complete record of all documents related to the case, including:

- The student's application.
- Minutes of the Exit Review Committee meetings.
- Final decision by Board of Governors, TUF
- Affidavit and clearance certificate.
- Correspondence with UHS and PM&DC.

These records will be preserved in the student's official file for future reference.

6.6 Implementation and Compliance

The Principal office, Exit Review Committee, and Manager Students Affairs are responsible for ensuring compliance. All decisions and actions must align with institutional policies and policies of relevant regulatory authorities.

7. Information Technology and Service Centre

The College has strict regulations about the use of computing facilities, which all users are required to accept before they are assigned an Account. They cover authorization, copyright and defamation. Disciplinary procedures are in place to deal with breaches of these regulations. The regulations incorporate conditions for acceptable use of the national academic IT network, PERN.

University Medical & Dental College provides information technology resources to a large group, including faculty, staff and students; all members of this community are accountable for using these resources in an ethical and respectful manner that protects sensitive college information. These services include:

7.1. Login Accounts

Each student is issued a unique login ID to avail email and LMS. Login accounts are necessary to access domain resources, for secure data storage, email correspondence and online access of registration and students account history.

7.2. Internet Access

ITSC is facilitating high speed unlimited internet access of 32 mbps CIR internet bandwidth, from PERN (Pakistan Education and Research Network), a project of Higher Education Commission (HEC).

7.3. Access to HEC Digital Resources

Students can access immense digital resources managed and provided by Higher Education Commission (HEC) via UM&DC website as HEC allows access to these resources in their recognized institutions only.

7.4. ITSC Rules and Policies

Information Technology and Service Center (ITSC) users are expected to behave in a responsible and courteous manner and observe the following rules:

- a. For entry to IT lab, possession of student card by each student is mandatory.
- b. ITSC users must log into their own accounts. Account login/password sharing is strictly prohibited. It may be cause of their data deletion and some other major damages.
- c. ITSC users must log out after finishing their work.
- d. Unauthorized visitors are not allowed.
- e. One person per workstation is allowed.
- f. NETSEND utility/command is not allowed in computer lab.
- g. Information technology personnel may gain access to users' data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other college rules.
- h. The operational hours of the IT lab are 08:00am – 4:00pm Monday to Friday.
- i. To get support for any computer related problems, students are required to contact concerned Lab staff.

7.5 Mishandling of Internet

- a. Unethical sites, playing games on internet are not permitted in ITSC
- b. Food or drink is not allowed in ITSC at any time.
- c. Smoking is not permitted in ITSC

- d. Refrain from disruptive behavior such as loud talking and using mobile phones.
- e. Students found responsible for causing damage to the lab equipment will be liable for such damages.
- f. Do not reboot, turn off or move any workstation, PC or any devices. Do not download/install any software on any ITSC computer. Only lab operators and technical support personnel are authorized to carry out these tasks. Everyone including students and staff are informed that no personal devices can be brought in or taken out of ITSC. Personal systems (laptops) and headphones are not permitted in ITSC. Only final project presentation systems are allowed.
- g. Warning will be given to a first offence. On second offence a student will have his/her account disabled for one week. On third offence a student will be referred to the Discipline Committee for further action.

7.6 Web Browsing Policy

- a. **Purpose:** College encourages its community (faculty, participant and staff) to use the Web as a useful repository of information and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

b. Policy

The College community should use the Web for work-related activities only because any other activity on the Web adversely affects academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web-based daily newspapers are understandable, it should be kept to a minimum. The following e-activities are not permitted on Wing:

- Downloading or watching movies
- Downloading or listening to music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)
- Browsing sites with pornographic and obscene content and downloading pornographic material

- c. **Browsing Log:** College maintains a log of all browsing activity done by using College's IT resources. This log contains relevant information about a Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity and URL (Universal Resource Locator or Web address) of the web page browsed.

- d. **Penalty for Abuse:** Internet access facility is provided to the college community to help members so that they can have access to current academic material and to network with professionals in their scholastic areas of interest. The college expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to

disciplinary action including expulsion from the college. It is the responsibility of a user to protect his/ her password and not share it with others. A user will be held responsible for any activity done with his/ her username.

e. Unauthorized Use of Computer or Electronic Communication Devices

- Theft or other abuse of computer facilities and resources including but not limited to:
- Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Interference with the work of another student, faculty member or staff.
- Sending obscene abusive or threatening messages.
- Transmission of computer viruses.
- Interfering with normal operation of the college computing system.
- Unauthorized duplication of software or other violation of copyright laws.

f. Student LMS Account: UMDC-LMS is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It has become very popular among educators around the world as a tool for creating online course web sites for their students. LMS can be used as a way to deliver content to students and assess learning using assignments or quizzes.

8. Learning Resource Centre

8.1 Information and Orientation Session

The resources and services of the Library of University Medical & Dental College have been assembled with on-site collections and online services to meet the specific needs of the members of the college community. The mission of the library is based on the dual goal of providing access to information while assuring preservation of library resources and collections. In achieving these goals, the library ensures access for all users who need information while implementing appropriate standards to provide for the preservation of library materials and resources. Follow the library policies and procedures information as give below:

8.2 Information and Orientation Sessions

Library orientation sessions are held for fresh entrants to enhance information-handling skills of the library users and to increase the effectiveness of research.

8.3 Timing and Access

The library is open six days a week except on designated official holidays as under:

Monday to Saturday 8:00am to 4:00pm and 6:00pm to 9:00pm

8.4 General Rules

Students are issued membership of library based on college ID card. Students are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action. *Every user of the library must:*

- a. Leave personal belongings (bags, briefcases, handbags etc.) at the library entrance
- b. Take care of belongings as library disclaims any responsibility for loss or damage
- c. Keep cell phones on silent mode/switch off within library premises.
- d. To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- e. Safeguard the integrity of library resources
- f. Respect the restrictions placed on access to and the use of those resources
- g. Report to library officers the theft, destruction, or misuse of library resources by others
- h. Respect the authority of the librarians and staff whose job it is to protect library resources
- i. Submit library material(s) for inspection, if requested
- j. Underlining, marking, folding and tearing pages of library materials is prohibited.
- k. Leave the library materials on tables after consulting/reading.
- l. Observe ITSC rules while using library computing facilities.
- m. Library membership could be suspended or canceled along with a penalty in the following cases:
 - Nonpayment of library fine(s)
 - Theft of library material(s)
 - Nonpayment of damage fine
 - Non returning of the temporary issued material within due time
 - Any kind of disturbance in library
 - Misconduct with the library staff
 - Breaching of established library rules and norms

8.5 Borrowing Rules

All registered members with valid College ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category Borrowing Privileges	Quantity of books	Time Period
Students	2	14 days
Faculty	5	30 days

- A book can be re issued after the prescribed time period for both students/faculty
- Dictionaries, encyclopedias, handbooks, reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, text books and research projects cannot be borrowed.
- Non-circulating materials can only be used within library premises.
- Any of the borrowed library materials is subject to recall as and when needed by the library.
- If students misplace any library material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.
- In case the loan of the book is not renewed, failure to return the book in time will render the student to a fine from the date when the book was due.
- Damaging the pages of a book, marking or writing there in with ink or pencil, tearing or taking out pages, or otherwise damaging, it will constitute an injury to a book. Any such injury to a book is a serious offence unless a borrower points out the injury at the time of borrowing the book, he/she shall be required to replace the book or pay three times its price.
- To protect the collections, a student who violates the use and lending policies of any library may be subject to overdue charges and/or disciplinary action. Removal of any book or object from a library without authorization, or the mutilation, defacement or abuse of library property, will result in disciplinary action, which can include required withdrawal from the college.

8.6 Library Fines

- a. Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide students with an equal opportunity to make use of library materials and to maximize sharing of library collections.
- b. Overdue fine is charged from the first overdue date/day.
- c. Overdue fine on general books would be PKR 10 per book per day.
- d. Overdue fine on temporarily issued materials would be PKR 50 per hour.
- e. Loss of library materials would be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- f. PKR 5000 in addition to the current price would be charged in case of stealing library materials.
- g. In case of any disciplinary violations PKR 200 would be charged on the first violation and PKR 500 on second violation. In case of repeated violations, the issue may be referred to the disciplinary committee.

9. Clinical Rotations, Studentship, Academic Tours and Community Visits Policy

The University will charge no extra charges for performing clinical services and procedures during clinical rotations and observer ships in our attached hospital nor will there be any tour charges for scheduled academic visits such as community visits, visits to morgue for autopsy etc.

These will be considered part of the academic program and will be considered mandatory for all students to attend as part of their schedules.

Consent forms for each visit will duly be given to students for signatures for parents/guardians. All students must submit consent forms at least one week prior to the scheduled visit for the University to make necessary arrangements otherwise they will not be allowed to go.