



## **STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

Student code of conduct is vital for establishing a well-functioning, respectful and a fair educational environment. It promotes discipline, ensure academic integrity, protect students' rights and prepares them for their future role as responsible member of the society.

**“A nation cannot rise to the heights of greatness unless its youth are Disciplined, conscious of their duties and devoted to the cause of self-improvement”**

**“Allama Muhammad Iqbal ”**

### **NEED OF THE POLICY**

The core objective of education is facilitating students to acquire knowledge, skills, values and beliefs to help them in their professional, personal, and moral development. Bashir Institute of Health sciences strive hard to to refine the ability of its students to reason and to communicate freely and clearly so as to become responsible, morally upright, moderate and well-rounded individuals in general and proud citizens of Pakistan. To attain these attributes, the students are expected and required to be groomed to conduct themselves well at the campus, in class rooms, labs and all other scheduled curricular, co-curricular and extracurricular activities. Accordingly, the Institute demands from the students to be well disciplined; be punctual, demonstrate positive attitude and Good behaviour at and beyond the campus.

The institute requires its student in their representation of themselves as member of Bashir Institute of Health Sciences (BIHS) community, to act honestly, responsibly and with integrity. The institute binds its students to uphold and follow the specific guidelines described in the student code of conduct

### **DEFINITIONS**

- The **“Code”** means the code of conduct.
- **“Students”** means an individual who has sought admission in the Institute, registered for the classes
- **“Institute premises”** includes all the land, buildings, facilities, and resources owned, leased or operated by the institute.

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## **JURISDICTION**

The student code applies to any student enrolled in any credit course at the institute. The code also applies to the off-campus conduct if it is related to institute sponsored activities including hospital rotations, field trips, professional assignment, research at another institution, and all other scheduled curricular, co-curricular and extracurricular activities.

Institute reserves the right to administer the code and proceed with the inquiry regardless of the student's withdrawal from the institute, is no longer registered in courses, or subsequent fails to meet the definition of a student while a disciplinary matter is awaiting conclusion or decision.

## **GENERAL CONDUCT AND DISCIPLINE**

### **INSTITUTE TIMINGS**

- Except for special occasions/events, extra instructions or summer program, the campus timings to be adhered are from 08:30 AM to 3:00 PM
- At the Entry Point the security staff are to check that the students show/display their ID Cards and are wearing proper uniform.
- The students are advised to be punctual to attend the classes as per the time tables.
- The students are advised to remain in their assigned classrooms during the lecture timings. No student should walk in corridor or lawn or sit in the canteen area during lecture time.
- Violations are referred to staff proctor/Discipline committee for necessary disciplinary action including imposing of fines/other penalties.
- Be in the class in time, delay of more than 10 minutes will be taken as irregular for which the student albeit allowed to attend the class may be marked absent by class teachers.

### **IDENTITY CARD**

- Each member of the institute community is issued a pictured Identification /Registration card, and must wear it at all times while on institute premises or at institute-sponsored activities. Identification/Registration cards must be presented upon entering institute buildings and must be worn while on University premises.
- Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her

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identification card and will be subject to disciplinary action by the institute if he or she has aided such deceitful use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.

- Upon card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the institute, the identification card must be surrendered to the institute.

## **DRESS CODE POLICY**

At Bashir Institute of Health Sciences, we believe that maintaining appropriate manners and attire is essential to uphold the standards of quality and professionalism. Our dress code reflects our commitment to the social, physical, moral, and educational development of our students, all crucial for fostering successful careers. We expect students to use good judgment and follow the procedures below in determining appropriate dress and grooming.

## **UNIFORM FOR STUDENTS**

<b>Summer</b>		
<b>S.No</b>	<b>Boys</b>	<b>Girls</b>
1	Grey Pant	White Shalwar
2	White Shirt	White Qamiz
3	Tie	Abaya/Dopata
4	White Lab Coat	White Lab Coat
5	Black shoes	Black shoes
<b>Winter</b>		
<b>S.No</b>	<b>Boys</b>	<b>Girls</b>
1	Grey Pant	White Shalwar
2	White Shirt	White Qamiz
3	Tie	Abaya/Dopata
4	White Lab Coat	White Lab coat
5	Black Shoes	Black Shoes
6	Black Sweater/Jacket	Black Sweater/Jacket

## **COLOURS OF TIE/DOPATA/ABAYA:**

**FOR AHS: DARK PURPLE**

**FOR PHARM D: DARK MAROON**

**FOR NURSING: BLACK**

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## **FOR PSYCHOLOGY:**

**FOR DPT: SKY PURPLE**

### **ADDITIONAL GUIDELINES FOR DRESS CODE**

- **ATTIRE:** Students are expected to wear simple, decent clothing that aligns with cultural and professional norms.
- **STANDARDS:** Outfits should be clean, well-fitted, and appropriate for an educational environment.
- **FOOTWEAR:** Closed-toe shoes are preferred, promoting both safety and professionalism.
- **PERSONAL HYGIENE:** All students should aim for a neat and professional appearance, which includes maintaining good personal hygiene.
- **GROOMING:** It's important for everyone to be clean and well-groomed. Facial hair should be neat and trimmed, with full beards maintained at the neckline. We respect grooming styles based on religious or cultural practices.
- **AUDIO DEVICES:** Students are requested to refrain from using earbuds, hands-free, or Bluetooth devices during classes or sessions.
- **SHIRT LENGTH:** Students should wear shirt of proper length.
- **ENFORCEMENT:** If a student's appearance or attire doesn't meet these standards, they may be asked to go home to change. Fines may also be imposed for non-compliance.

### **ACADEMIC DISHONESTY;**

is an act of deceit, which may include misrepresentation, falsification, or trickery of any kind that is done by the student with a definite purpose and intent, or expectation of influencing a grade or other academic evaluation. Common examples of academically dishonest behavior include, but are not limited to, the following:

#### ➤ **CHEATING**

Intentionally using or attempting to use unauthorized means, materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-

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class examination; use of smart phones in examinations, taking an examination for another person or conspiring to do so.

➤ **UNFAIR MEANS**

Use of unfair means generally cover following:

- An attempt to have access to the question paper before the test/examination.
- Use/possession of unauthorized reference material during test/examination.
- Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
- Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/exam paper etc

**EXPECTATION FROM THE STUDENT**

It is expected that the students will attend lectures, tutorials, seminars, practical session, clinics, examination, and/or any un-scheduled courses and activities except for the reason acceptable to the college. Student must ensure that they themselves complete scheduled examinations or attend other academic activities for which they are primarily responsible.

**ABUSE, ASSAULT, THREATENING BEHAVIOR**

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on institute premises or at institute-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment is strictly prohibited

**DAMAGE TO PROPERTY OR ITS DESTRUCTION**

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, institute property or the property of others on institute premises or at institute-sponsored activities. Besides other punishments, complete cost of the damage caused will have to borne by the student/s

**UNAUTHORIZED ACCESS TO FACILITIES**

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Unauthorized access or entry to, or use of, institute facilities and equipment. Unauthorized possession, duplication or use of keys to any institute premises, facilities or equipment; or, unauthorized entry to or use of institute premises.

## **PERSONAL RESPONSIBILITY**

Students should safeguard their personal belongings. The college is not responsible for lost items.

## **POSSESSION OF DANGEROUS WEAPONS, DEVICES OR CHEMICALS**

**DEFINITION:** A weapon is any instrument or device designed primarily for use in inflicting death or injury when used in the manner for which it is designed. Possession of any kind of weapon on institute premises is strictly prohibited.

## **THEFT**

Theft, or attempted theft, of property or services on institute premises or at institute-sponsored activities is strictly prohibited and punishable.

## **FURNISHING FALSE INFORMATION**

Forgery or Unauthorized Use of Documents. Intentionally furnishing false information to the institute and its officials; or misusing affiliation with the institute to gain access to outside agency/services; or using false information or institute resources to compromise the name of the institute.

## **SMOKING AND USE OF DRUGS**

- Smoking, eating, drinking where prohibited in settings of the institute.
- Smoking and use of drugs at institute is strictly prohibited. Violations are punishable by severe disciplinary actions including imposing of regulated fines or as per the recommendations of the Disciplinary Committee – nature of violations in view.
- Attendance on campus or at institute-related events in an intoxicated state or under the influence of drugs or any banned substances is strictly prohibited.
- use / sale / possession / facilitation / distribution of drugs, narcotics, intoxicant etc. in the institute or institute internal hostels, directly or indirectly, is illegal.

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### **DISORDERLY CONDUCT OR INDECENT BEHAVIOR:**

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on institute premises or at institute-sponsored functions/ activities is prohibited and punishable.

### **USE OF MOBILE PHONE**

Use of mobile strictly prohibited in class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

### **STUDENT AUTHORIZATION**

Student will obtain written authorization from Dean/Deputy Dean office before

- Making any public statement, communication, correspondence with the press, media for mass communication and any student gatherings.
- Inviting government/semi government/private and/or foreign dignitaries, ministers or other public personalities in their official capacity on campus/function etc

### **DISGRACEFUL AND IMMORAL CONDUCT**

Scandalous behavior committed inside or out side the institute which cause disrepute to the institute are strictly prohibited and punishable.

### **DISCOURTESY TO THE SUPERIORS**

Discourtesy by words or by deeds towards institute's officials/personnel or student leaders is strictly prohibited and punishable.

### **BULLING**

Any act which causes upon a student emotional, physical or psychological stress is strictly prohibited and punishable.

### **CREATING DISORDER/ SERIOUS DISTURBANCE WITHIN THE INSTITUTE**

Any act which interrupt or disturb performances, functions, gatherings, peaceful meetings and classes is strictly prohibited and punishable.

### **FALSIFICATION OF THE OFFICIAL DOCUMENTS**

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Any alteration, deletion, superimposition on the time of registration, library cards, ID card and other institute's documents is strictly prohibited and punishable.

### **GAMBLING**

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition is strictly prohibited.

### **SEXUAL HARASSMENT**

Unwelcome sexual advance, demand or request for sexual Fav or (verbal/physical) is strictly prohibited and punishable

### **STALKING**

Intentional act of student follows a fellow student or places her/him under surveillance is strictly prohibited and punishable.

### **AWAY FROM CAMPUS CONDUCT**

Conduct occurring off institute's premises be such that it should not affect the interest/image of the institute.

### **ENFORCEMENT OF CODE OF CONDUCT**

- Bashir institute of health sciences has set up Proctor System, Harassment Committee, Discipline Committee. These Committees while dealing with case of violation of rules and regulations, follow recognized judicial and legal principles and procedures.
- Reasonable opportunity is available to accused student to defend himself, call witness and present material evidence in this support before being penalized or exonerated. Right of appeal is also available to penalized students for waiver or reduction of penalty

### **PROCTOR SYSTEM**

- Proctor system has also been established where by faculty members are appointed as proctors from each department. They remain vigilant and alert for taking on the spot cognizance of violation of rules and regulation and Code of Conduct.
- They take immediate administrative action against violators by imposing fines, other penalties and by reporting major offences to the Discipline Committee.



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- The Proctor System is headed by the Head of discipline committee.
- The Board has a general role to promote the welfare of the members of the institute community.
- The Board has a formal role to receive and act upon complaints of alleged breaches of these guidelines which are referred to it, whether by a Student, a member of staff or any other person or body.
- The Board, in exercising its formal role under the above paragraph shall primarily hear less serious complaints of alleged breaches of these guidelines and will encourage informal resolution and mediation wherever appropriate.
- Monitor students during examinations to ensure academic integrity and prevent Academic misconduct.
- Set up and prepare examination halls, ensuring all necessary materials and resources are in place.
- Oversee student behavior on campus, ensuring adherence to the college's code of conduct.
- Enforce discipline policies, handling minor disciplinary issues independently and escalating major issues to the appropriate authorities.
- Mediate conflicts between students when needed, promoting a respectful and inclusive learning environment.
- Coordinate with faculty and administrative staff to support the smooth operation of classes, exams, and events.
- Participate in organizing college events, workshops, or seminars by managing logistics, registrations, and security.
- Respond to emergencies on campus, ensuring proper procedures are followed and appropriate support is sought when needed.
- Conduct regular inspections of campus facilities, reporting any safety hazards or maintenance issues to facility management.
- Serve as a point of contact for students regarding college policies, code of conduct, and other regulations.
- Offer support to students who may be facing personal or academic challenges, referring them to counselling or additional resources as needed.
- Organize orientation sessions for new students to explain rules, expectations, and resources.

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- Keep detailed records of disciplinary incidents, student feedback, and any security or policy concerns.
- Provide reports to the Dean or academic administration on disciplinary actions, exam integrity, and campus safety matters.
- Participate in meetings with faculty and administration to discuss student behaviour trends, suggesting improvements to enhance the academic environment.
- Gather and communicate feedback from students regarding disciplinary policies to aid in refining campus regulations.

#### **SKILLS REQUIRED**

- Strong organizational and administrative skills.
- Excellent communication, conflict resolution, and interpersonal skills.
- Ability to manage stressful or conflict situations with professionalism and confidentiality.
- Familiarity with college policies, student services, and disciplinary procedures.
- Basic understanding of safety and health regulations applicable in medical or clinical settings.

#### **INTERIM MEASURES**

The following interim measures may be taken prior to the final judgment of the case after an allegation of misconduct has been reported

- Hold on registration and record
- Interim suspension  
Interim removal from the institute hostel
- Other interim measures as considered appropriate by the institute chair.

#### **SANCTIONS**

The following sanctions are permissible in case a student is found guilty of violation of the Bashir institute of health sciences code of conduct.

#### **RESTITUTION;**

A requirement to pay the cost of property damage or medical expenses to another student or student incurred during conduct violation or make other appropriate restitution, as per costs determined by the disciplinary committee.

#### **LONG TERM LIMITATION ON ACTIVITY OR ACCESS:**

A requirement that the student be limited in or exclude from participation in an extracurricular activity, club or organization for a period of more than six

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months n. Access to the institute facilities and premises may be limited or denied.

### **REVOCAATION OF ADMISSION**

If a student violates the student code of conduct after admission but before attendance at the institute, admission may be revoked and fees may be refunded.

### **DEFINED LENGTH SUSPENSION**

The student is dropped from the institute for a specific length of time. This suspension may not be less than one semester or more than two years.

### **INDEFINITE SUSPENSION**

The student is dropped from the university indefinitely.

### **EXPULSION**

The student is permanently deprived from their opportunity to continue at the institute in any status.

### **DISCIPLINARY REPRIMAND**

An official warning followed by the written notice to the student that their conduct is in violation of the institute rules and regulations.

### **CONDUCT PROBATION/CONDITIONS**

A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with the institute rules, regulations and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or institute organization or as a member of institute committee or council.

### **EDUCATION:**

A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.

**(Sanctions to be discussed with the disciplinary committee)**

### **MANAGEMENT DECISION IN ALL STUDENT MATTERS SHALL BE FINAL**

The main goal of a student code of conduct is to create a safe, respectful, and productive learning environment. It establishes clear expectations for student

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**behavior, promotes mutual respect, and outlines consequences for misconduct. Ultimately, the code helps guide students toward behaviors that support both their personal success and the positive functioning of the institute community.**