



POLICY FOR STUDENT DISCIPLINE

LIAQUAT INSTITUTE OF MEDICAL AND HEALTH SCIENCES, LIMHS, THATTA

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1. **Introduction:** Order and discipline are the pre-conditions for a successful training program. Liaquat Institute of Medical & Health Sciences (LIMHS) Administration aim sat providing an environment for learning to the students devoid of fear, threat, harassment and bullying. This means working within an agreed code of behavior and developing habits of self-discipline, tolerance and co-operation. To maintain such a peaceful environment, any behavior tantamount to preventing others from being safe, secure, respected and able to learn warrants disciplinary action.
2. **Objectives.** Objectives of this policy are to:-
 - a. Provide an environment where there are no barriers to students' success and progression.
 - b. Create a congenial environment for students and faculty to achieve common goals.
 - c. Prevent and correct the unacceptable behavior.
 - d. Create a positive ethos, encourage, reinforce and reward good behavior through recognition of achievements and excellence.
3. **Implementation of the policy.** The Principal LIMHS will constitute a committee for implementation of the policy according to the procedures and guidelines (Part-I)
4. **Composition of the Committee.**
 - a. **President.** Professor Forensic Medicine
 - b. **Members**
 - Director Student Affairs
 - A Professor from Preclinical / Basic Sciences
 - A male faculty from Preclinical / Basic Sciences
 - A female faculty from Preclinical / Basic Scier
5. **Job Descriptions of the Committee:**



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- a. **Director Student Affairs**. Job of Director Student Affairs will be to:
- Register the complaint.
 - Check the student's previous disciplinary record.
 - Deal with Minor offences
- b. **Members of the Disciplinary Committee**. They will be responsible to:-
- (1) Gather evidence regarding any reported incident of misconduct.
 - (2) Attend meetings notified by the Chairperson Disciplinary Committee.
- c. **Chairperson of the Disciplinary Committee**. The responsibilities of Chairperson will be to: -
- (3) Arrange meeting of disciplinary committee.
 - (4) Notify decisions and disciplinary actions to be taken to all persons concerned, including defendant's right to appeal.
 - (5) Acknowledge and to notify to all concerned, if an appeal is lodged.
 - (6) Present the decision of the disciplinary committee to the competent authority (Principal). The decision of authority will be final.

PART-I

6. **Procedures and Guidelines**. The following Procedures and guide lines will be followed for implementation of the policy: -

a. **Offences Amenable to Disciplinary Procedures: Punishments**

will be appropriate to the seriousness of each offence as per LUMHS rules.

- 1) **Minor Misconduct**. Following offences will be Considered as minor misconduct:-

- I. Poor attendance and/or unpunctuality/ tardiness without an acceptable explanation.
- II. Behavior disruptive to faculty, staff and/or students.
- III. Failure to follow staff members' instructions i.e. **falsifying identification**.



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IV. Inappropriate use of college IT equipment.

V. Smoking within LIMHS premises.

2) **Punishment** A verbal/ written warning will be to the student under intimation to the parents/guardian.

3) **Major Misconducts**. Following offences will be as major misconducts: -

- a. Cheating and plagiarism
- b. Abuse or harassment to other students, staff or faculty.
- c. Behavior likely to cause accident or injury to themselves or others.
- d. Inappropriate use of the internet and online or phone communications including accessing or transmitting material which is obscene, abusive, sexist, racist, defamatory or in any other way likely to cause offence.
- e. Vandalizing LIMHS property.
- f. Incidents occurring outside the college, affecting the reputation of the college.
- g. Use of recreational/addictive drugs or alcohol or the possession/ sale of these agents.
- h. Possession/ carrying weapon.
- i. Theft or fraud.
- j. Any criminal activity.
- k. All types of political, sectarian, ethnic and other such activities in the college campus, hospital and hostel.

4) **Punishment for Major Offences**. Major offences will be dealt with by the Disciplinary committee.

- a. A letter of warning along with intimation to the parents/guardians.
- b. Temporary/ permanent expulsion from LIMHS/ hostel.
- c. Imposition of fine.
- d. A financial recompense in case of damage/loss of LIMHS property

b. Steps in Disciplinary procedure. The steps to be followed:-

- 1) The incident will be reported to the Director Student Affairs/ Chairperson
- 2) Chairperson will hold meetings of Disciplinary Committee to reach a decision



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- 3) Decision and disciplinary actions will be notified to all persons concerned
- 4) Defendant holds right to appeal.
- 5) If an appeal is lodged Chairperson Disciplinary Committee will acknowledge and notify to all concerned.

c. Appeals

- 1) A student will have right to appeal on the outcome of a Disciplinary Hearing, in writing, addressed to the Principal within 03 working days of the date of notification regarding the decision.
- 2) An appeal will be made on one or more of the following grounds: -
 - (a) There is new/additional evidence which was not reasonably available at the time of the original hearing
 - (b) There is mitigation for the punishment imposed which was not reasonably available at the time of the original hearing.
 - (c) Proper procedures were not followed.
 - (d) The decision is unreasonable and/or the punishment is disproportionate
- 3) Upon receipt of a request for an appeal the principal will consider the request and determine whether grounds for appeal are appropriate.
- 4) The Principal may refer the matter back to disciplinary committee if he determines that the grounds for appeal are adequate.
- 5) Where an Appeal is accepted for hearing, the Principal will constitute an appeal board comprising of the Principal as chairperson and Vice Principal and one senior professor as members.
- 6) The student will normally be invited to attend the Hearing within 03 working days of the date of receipt of appeal by the Principal.
- 7) Following the Disciplinary Appeal Hearing, the board may:
- 8) Dismiss the appeal in whole or in part.
- 9) Impose a lesser or alternative disciplinary action.
- 10) The decision of the appeal will be communicated in writing to the student within 03 working days of the date of the Disciplinary Appeal Hearing and will also be recorded in the student's file.



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11) The decision of the Appeal by the competent authority will be final.

Principal

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