	Document Name	Policy for Campus Conduct and Identity Card Regulations
	Document Number	JMDC / Policy / PCCICR/25-03

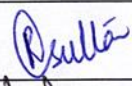


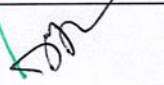
# JINNAH MEDICAL AND DENTAL COLLEGE




## STANDARD OPERATING PROCEDURE

### Policy for Campus Conduct and Identity Card Regulations


#### Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	DR. ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)		
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APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:				
DATE OF LAST REVISION:				

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DATE OF ISSUE:	05/08/2025			
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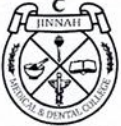


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## DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- Chairpersons of Teaching Departments
- Director Finance
- Student Affair

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### 1. Purpose

To ensure a safe, respectful, and secure learning environment at JMDC by regulating student conduct on campus and enforcing mandatory identification protocols.

### 2. Scope

This policy applies to all students present on any JMDC campus and governs behavior, access, and identification requirements.

### 3. Campus Conduct Expectations

Students are expected to:

- Demonstrate respectful and professional behavior on campus.
- Follow institutional rules regarding appearance, identification, and safety.
- Cooperate with campus staff and security personnel.

### 4. Identity Card Regulations

- All students **must wear their officially issued JMDC ID Card** at all times while on campus.
- The card must be visibly displayed and presented upon request.
- **Entry to the campus without the ID Card is not permitted.**
- In case of a lost card:
  - It must be reported **immediately in writing** to the Student Affairs Department.
  - A **replacement fee** will be charged PKR 500/-.


### 5. No Smoking Policy

- Smoking is **strictly prohibited** on all JMDC campuses.
- Violators will be subject to disciplinary action and fines (PKR 1000/-).

### 6. Dress Code Policy

To maintain hygiene, safety, and professionalism:

- Students must wear **neat, clean, and appropriate attire.**
- **White lab coats** must be worn during labs, clinics, and community work.
- Shorts are not allowed.

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- **Inappropriate footwear** (chappals, flip flops) is prohibited.
- Nails must be clean and short.
- Hair must be tied back neatly.
- Loose dupattas must be tucked in during lab or clinical activities.
- Male students:
  - Must tuck in their shirts properly.
  - May wear shalwar kameez **only on Fridays**, with appropriate footwear.

#### 7. Violations and Penalties

- Any breach of the Identity Card, Dress Code, or No Smoking policy may result in a **monetary fine**.
- Repeat violations may lead to further disciplinary action.

#### 8. Review

This policy shall be reviewed every two years or as needed in line with institutional safety and conduct standards.