

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Student Conduct and Disciplinary Action Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	MS. DEBRA LOBO	VICE PRINCIPAL (MEDICAL COLLEGE)	<i>Debra Lobo</i>	05/08/2025
	DR ZEELAF SHAHID	DIRECTOR MEDICAL EDUCATION	<i>Zeelaf Shahid</i>	
	PROF. DR MARIUM IQBAL	VICE PRINCIPAL (DENTAL COLLEGE)	<i>Marium Iqbal</i>	
	DR ROOHA SULTAN	ASSISTANT PROFESSOR (DENTAL EDUCATION)	<i>Rooha Sultan</i>	
	MS. FAHILA JAWWAD	COORDINATOR (STUDENT AFFAIR)	<i>Fahila Jawwad</i>	
REVIEWED BY:	PROF. DR ATIF MEHMOOD	PRINCIPAL (MEDICAL COLLEGE)	<i>Atif Mehmood</i>	
	PROF. DR M JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)	<i>M Junaid Lakhani</i>	
APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:	01			
DATE OF LAST REVISION:				



	Document Name	Policy for Student Conduct and Disciplinary Action		
	Document Number	JMDC / Policy /PSCDA /25-04		

DATE OF LAST REVISION:	08/06/2025			
DATE OF ISSUE:	05/08/2025			

Controlled Document
Not Valid if Photocopied

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

Document Change Record:

S. NO.	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1	DCR-01	08/06/2025	6	Purpose	Revised purpose statement: now explicitly includes academic dishonesty and misconduct.
2	DCR-02	08/06/2025	6	Guiding Principles	New guiding principles section added.
3	DCR-03	08/06/2025	8	Disciplinary Committee	Composition of the committee updated — includes Principal as Head, Vice Principal, Year Coordinators, Student Affairs Coordinator, and co-opted HODs/senior faculty
4	DCR-04	08/06/2025	8–9	Complaint Reporting & Procedure	Comprehensive misconduct reporting process added with structured steps. Appeals process also revised to include re-investigation by the principal.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

Table of Content

Distribution List.....	4
Purpose & Scope.....	5
Disciplinary Committee.....	6
Reporting Process.....	7
Reporting Form.....	11
Glossary.....	13

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- HODs of Teaching Departments
- Student Affair
- Examination
- Medical education

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

1. Purpose

This policy defines the expectations for student behavior and the procedures followed in cases of violations of university rules, including academic dishonesty and misconduct.

2. Scope

Applies to all enrolled students at JMDC and covers violations of academic integrity, professional behavior, and community standards.

3. Code of Conduct

Students are expected to:

- Adhere to university rules and regulations.
- Uphold personal responsibility, honesty, and integrity.
- Respect faculty, staff, peers, and university property.
- Maintain professional standards in all academic and clinical activities.

4. Guiding Principles:

- A. The College seeks to provide an environment that promotes academic achievement and integrity that serves the educational mission of the College and the University.
- B. The College seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the College; and that does not threaten the physical or mental health or safety of members of the College community.
- C. The College is dedicated to the responsible use of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- D. The College supports and is guided by law while also establishing its own standards of conduct for the academic community.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy / ____ / ____

The committee will constitute the following members:

Head of the committee	Principal of the institute
Core committee members	Vice Principal
	Year Coordinators
	Student Affairs Coordinator
Co-opted members	HODs/Senior faculty (as per invitation)

7. Student Misconduct Complaint Reporting Process:

A. Initial Reporting:

- Employee can report misconduct (academic, behavioral, or ethical) by:
 - Filling out a **Misconduct Reporting Form** (attached at the end)
 - Submitting it to the **Student Affairs Office** (in person or via email).
 - Anonymous complaints may be allowed, but must be evidence-based.

B. Written Complaint Should Include:

- Name of the person submitting (optional).
- Date, time, and location of the incident.
- Individuals involved (accused/witnesses).
- Description of misconduct.
- Any supporting evidence (emails, screenshots, witness accounts).

C. Case Review Process:

- Student Affairs Coordinator reviews the complaint and forwards it to the Disciplinary Committee.
- A preliminary review is conducted to decide if:

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

The committee will constitute the following members:

Head of the committee	Principal of the institute
Core committee members	Vice Principal
	Year Coordinators
	Student Affairs Coordinator
Co-opted members	HODs/Senior faculty (as per invitation)

7. Student Misconduct Complaint Reporting Process:

A. Initial Reporting:

- Employee can report misconduct (academic, behavioral, or ethical) by:
 - Filling out a **Misconduct Reporting Form** (attached at the end)
 - Submitting it to the **Student Affairs Office** (in person or via email).
 - Anonymous complaints may be allowed, but must be evidence-based.

B. Written Complaint Must Include:

- Name of the person submitting (unless anonymous).
- Date, time, and location of the incident.
- Individuals involved (accused/witnesses).
- Description of misconduct.
- Any supporting evidence (emails, screenshots, witness accounts).

C. Case Review Process:

- Student Affairs Coordinator reviews the complaint and forwards it to the Disciplinary Committee.
- A preliminary review is conducted to decide if:
 - A formal investigation is needed.
 - The matter can be resolved informally.
- If valid, a **formal inquiry** is initiated.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

PROCEDURE:

1. The committee schedules a meeting not later than one week from the date of the incident.
2. The committee investigates the incident.
3. Alleged student/group is asked to submit written explanation for the incident.
4. The committee invites the alleged student/group and conducts a hearing
5. Supervising faculty or affected staff is asked to submit a written report of the incident.
6. Supervising faculty or affected staff is invited for the hearing which is recorded.
7. Disciplinary Committee prepares report of the incident with recommendations and submits it to
8. The College Principal to determine the appropriate action(s).
9. The decision is communicated to both parties.

If allegations are proved, the decision is included in the personal file of student (s).

D. Notification:

- The accused student is formally informed in writing.
- Both complainant and accused are allowed to present their side.

8. Due Process

Students will:

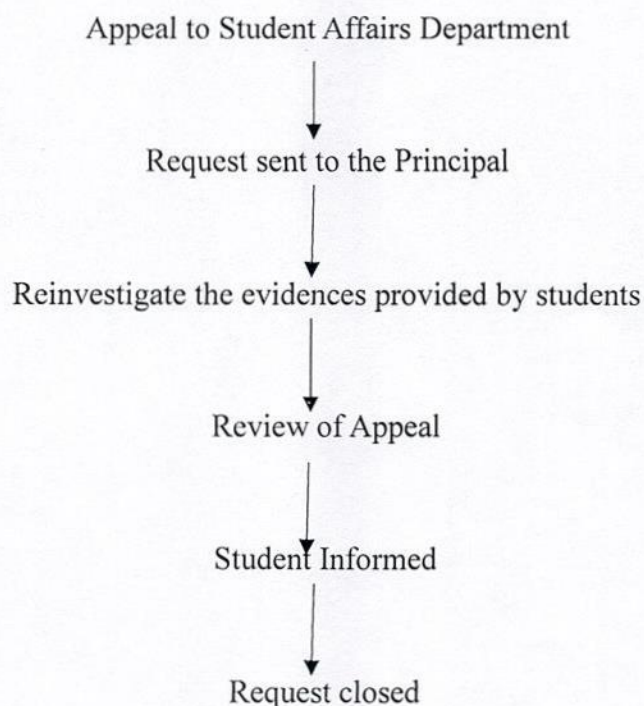
- Be notified of any formal complaint or investigation.
- Be given the opportunity to respond and present their case.
- Be informed of the decision and any right to appeal.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy / ____ / ____

9. APPEAL OF STUDENT:

Students have all the rights to appeal given by Jinnah Medical & Dental College who may not be satisfied with his/her charge of violations. The students should submit evidence for the grounds to appeal. The principal will organize to re investigate and the student will be informed accordingly.

Flow Chart for the Appeal of Student



10. Review

This policy will be reviewed every two years or earlier.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

Appendix

Misconduct Reporting Form

Please fill out the following details. Fields marked optional may be left blank.

Full Name (of complainant): _____

Roll No / Employee ID: _____

Date of incident: _____

Description of incident:

Persons involved: _____

Witnesses (if any): _____

Supporting documents (optional): _____

Signature: _____

Date of submission: _____

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

GLOSSARY

DISCIPLINARY OFFENSES:

Any student or student group found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

1. **Scholastic Dishonesty:** Includes plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishonest manner; altering, forging, or misusing College's academic record; or fabricating or falsifying data, research procedures, or data analysis.
2. **Disruptive Classroom Conduct:** Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or a student's ability to learn. A "classroom" is intended to include any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements, clinical care, or related activities.
3. **Falsification:** Willfully providing University/College offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official records or documents or conspiring with or inducing others to forge or alter University/College records or documents without proper authorization. Falsification also includes, issuing, altering, forging, falsifying, or transferring to another person JM&DC issued identification.
4. **Refusal to Identify and Comply:** The willful refusal to properly identify oneself or willfully failing to comply with a proper order or summons when requested by an authorized University / JM&DC official.
5. **Threatening, Harassing, or Assaultive Conduct:** Engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

6. **Disorderly Conduct:** Engaging in conduct that incites or threatens to incite an assault or breach of the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University/College activities.
7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol:** Possessing or using drugs or alcohol illegally in the University / College campuses.
8. **Unauthorized Use of College Facilities and Services:** The wrongful use of University /College properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.
9. **Theft, Property Damage, and Vandalism:** Theft or misuse, damage or destruction, unauthorized possession, or wrongful sale or gift of any property of JM&DC.
10. **Unauthorized Access:** Accessing College property, facilities, services, or information systems without authorization, or obtaining and providing to another person the means of such unauthorized access, including, but not limited to, using or providing keys and /or access codes.
11. **Disruptive Behavior:** Willfully disrupting University/College events; participating in a campus demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/College activities or functions.
12. **Rioting:** Engaging in, or inciting others to engage in, harmful or destructive behavior in the context of gathering people and disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs in connection with, or in response to, a University/College sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

	Document Name	Policy for Student Conduct and Disciplinary Action
	Document Number	JMDC / Policy /PSCDA /25-04

- 13. Violation of University/College Rules:** Engaging in conduct that violates University/College or departmental regulations that have been posted or publicized, including provisions contained in College/University contracts with students.
- 14. Violation of Laws:** Engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.
- 15. Persistent Violations:** Persistent violations include engaging in repeated conduct or actions that are in violation of JMDC's Policies & Procedures and or Rules & Regulations.
- 16. Forbidden Political Activities:** Engaging or taking part in any political activities