



Code of Conduct for Students

These rules apply to behavior in college, hospital as well as hostels and playground etc.

1. General

- 1.1. Shifa College of Medicine endeavors to inculcate in its students intellectual diversity, self-motivation, critical thinking and inquiry, research oriented approach, capacity for leadership, community oriented, ethically guided and highly professional practice of medicine. They should be equipped, as best as possible, to meet the challenges of the 21st century. The College expects its students to strive towards acquisition of attributes that befit the College objectives. These attributes, in turn, should be reflected in their everyday behavior, attitude and attire. They should refrain from conduct that might damage the reputation of Shifa College, or lead to the disruption of any academic program of the College and refrain, from cheating and plagiarism in any setting of the College.
- 1.2. The student community of the Shifa College of Medicine is an integral part of the “Shifa family” As such they are expected to observe high standards of honesty, morality and discipline. The students will respect, at all times, the rights and privileges of all the members of the ‘Shifa family’.
- 1.3. **Students are expected to dress in a simple and decent manner at all times in all settings:**

“A simple decent dress conforming to our culture and norms is preferred i.e.

Boys with Trousers and Shirt tucked in, along with a Tie / Coat / Sweater with sleeves. Shirt and Shalwar along with a Coat / Waistcoat.

Girls with Kameez Shalwar and Dupatta, Coat / Sweater with sleeves.

Further, students are required to wear clean, white coat with display of ID card in all settings within college and hospital.

PROHIBITED

Boys’ Dress Shorts, casual T-shirts, sports track suit, figures on shirts and odd caps, pony-tailed hair and long hair.

Girls’ Dress Tight trousers, T-shirts, sports track suits, figures on shirts, sleeveless shirts, bright heavy Makeup, long nails and distracting jewelry.”

- 1.4. Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or College authorities, etc, discussions and exchange of views within the frame work of decency and decorum would be the desirable course to follow. Threatening behavior to fellow students, faculty, staff or the College as an institution could cause irrevocable dismissal from the College.
- 1.5. Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as ‘gender harassment’.

Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.

The expected cultural norm is as per the Ayat of Surah Nur (Ayat 30-31):

'Tell the believing men to lower their gaze and be mindful of their chastity. This will be most conducive to their purity.'

'And tell the believing women to lower their gaze and to be mindful of their chastity, and not to display their charms (in public) beyond what may (decently) be apparent thereof. Hence let them draw their head-coverings over their bosoms'.

1.6. Students will obtain written authorization from the Dean/Principal of the College

- Before making any public statements, communications, or correspondence with the press or other media for mass communication.
- For inviting Government and or foreign dignitaries, ministers, or other public personalities in their official capacity on Campus.

Anti Harassment Policy for Students

Philosophy:

At Shifa College of Medicine, we are deeply committed to fostering a safe, welcoming, and equitable learning community in which all students are valued and respected. Our anti-harassment policy is underpinned by three essential pillars: prevention, education, and accountability.

By prioritizing these pillars, we seek to cultivate a safe and supportive environment for all students. For prevention, the institution will provide training to all employees and students to help them recognize and prevent harassment.

We believe that education is essential in creating an environment that is free from harassment. Our institution will provide comprehensive education to all students and staff about the effects of harassment and the steps they can take to prevent it. We also believe that everyone has a responsibility to address harassment. We will hold all individuals accountable for their actions, and we will take appropriate action when harassment occurs. This policy strives to provide support to victims of any form of harassment and attempts to create a culture where reporting harassment is encouraged and supported. We are committed to creating a safe and inclusive environment for all students at Shifa College of Medicine, and we will take all necessary steps to prevent and address any incidents of harassment on our campus to safeguard the dignity and well-being of all members of our community.

Complaints Procedure:

- a) Any student who wishes to make a complaint about harassment or biased attitude towards students by any university employee must first report their concerns in writing to the office of Shifa College of Medicine (SCM) Principal.

- b) The Principal Office will record the complaint, and inform the employee in question, within a reasonable timeframe. The employee will be informed of the nature of the complaint, but the identity of the student making the complaint will be kept confidential, to the extent possible.
- c) The Principal Office will initiate an investigation into the complaint with the help of the Anti-Harassment committee. This process may involve interviewing witnesses, gathering evidence, and taking any other necessary steps. The investigation will be conducted in a timely and impartial manner.
- d) The investigation will be completed within a reasonable timeframe. If additional time is needed to complete the investigation, the Principal Office will inform the student and employee involved. The college will make every effort to complete the investigation within 10 days from the date the complaint was received.
- e) Once the investigation is complete, the anti-Harassment committee will report the findings to the appropriate parties, including the student who made the complaint and the employee who was accused. The findings will be communicated in writing, and will include a summary of the investigation, the evidence that was considered, the conclusions reached, and any recommended actions or consequences.

Consequences:

- a) If the investigation determines that an employee has engaged in harassment or biased behavior towards a student, or has otherwise violated college policy, appropriate consequences will be imposed. These may include reprimands, suspension, or termination of employment, as warranted. The consequences will be based on the severity of the misconduct, the employee's past record, and any mitigating factors.
- b) If the investigation determines that the complaint was false or incorrect, the student who made the complaint may face disciplinary action. This may include a warning, probation, suspension or rustication from the college. The disciplinary action will be based on the severity of the false complaint, any harm caused to the employee, and any mitigating factors.

Confidentiality:

- a) All complaints will be treated with strict confidentiality, to the extent possible. However, it may be necessary to disclose certain information to conduct a thorough investigation. The college will make every effort to limit the dissemination of information to those who need to know, and will advise all parties involved to maintain confidentiality.
- b) Students who report complaints will be protected from retaliation or reprisals. Any employee who engages in retaliation or reprisals will be subject to disciplinary action. The college will provide support and resources to students who report complaints, to help ensure their safety and well-being.
- c) The college will make reasonable efforts to ensure that the identities of students who report complaints are kept confidential, to the extent possible. The college will not disclose the

identity of a student making a complaint without their written consent, unless required by law or necessary to conduct an investigation.

Appeal Procedure:

- a) If a student or an employee is dissatisfied with the outcome of the investigation, they may file an appeal to the anti-Harassment committee / Principal Office. The appeal must be filed in writing within 10 days of the date of the investigation report.
- b) The committee will review the original complaint, investigation report, and any new evidence or information that has been submitted. The committee may also conduct interviews or gather additional information, as required.
- c) The appeal committee will issue a written decision, which will include a summary of their findings, any new conclusions or recommendations, and the reasons for their decision. The decision of the appeal committee will be final and binding, and will conclude the institutional internal complaint process.

Training And Prevention:

- a) The college will provide ongoing training and education to faculty members / staff members and students on issues related to harassment, discrimination, bias, and other forms of misconduct. This may include workshops, seminars, online training, and other educational resources.
- b) The college will encourage a culture of respect, inclusion, and diversity, and will work to prevent harassment, discrimination, bias, and other forms of misconduct from occurring in the first place.
- c) The college will also provide support and resources to students who have experienced harassment or discrimination, including counseling services, medical services, and other resources as needed.
- d) The college will review and revise this policy periodically, to ensure that it remains current and effective in addressing student complaints, preventing misconduct, and promoting a safe and inclusive learning environment for all students.

In summary, this policy establishes a clear and fair process for addressing complaints made by students regarding harassment and biased behavior. It outlines the consequences for misconduct, as well as the potential consequences for students who make false or incorrect complaints. It also ensures confidentiality and protection for students who report complaints, and provides an appeals procedure for parties dissatisfied with the outcome of the investigation. Finally, it emphasizes the importance of training, prevention, and support for students, employees and the college community as a whole.

2. Academic Conduct.

- 2.1 Students will attend lectures, tutorials, seminars, practical, clinics and ward assignments, examinations and any other un-scheduled courses and activities except for reasons acceptable to the College.

- 2.2 Students will ensure that any original academic writing, including essays, thesis, research projects or assignments relating to in a course or program of study either represents their own words, ideas, images and data or is appropriately referenced.
- 2.3 Students will ensure that they themselves complete scheduled examinations or attend other academic activities for which they are primarily responsible.
- 2.4 Students will respect confidentiality of information pertaining to patients, including their records or files.

3. Disciplinary Procedure (Rules)

3.1 Introduction

Students of the Shifa College of Medicine are required to exhibit good conduct and discipline at all time and in all settings. Guidelines have been laid down in the Code of Conduct framed by the college to provide students with a reference to the standards for discipline. It is expected that all students will strictly uphold and adhere to it, but in case where there are grounds to suspect a breach or any infringement or disregard or contempt towards that, disciplinary action may be initiated for such behavior committed either within or outside the precincts of the college or any project or setting of the college. The reference to the expression 'college' shall mean and include any establishment, project or setting of the Shifa located anywhere in the country (unless the context provided otherwise).

Following paragraphs define the procedure to be followed, if a breach or infringement of the code of conduct has been committed, the action to be taken and the decision-making authority.

3.2 Disciplinary Offence

Without prejudice to the generality of the provisions of the Code of Conduct and the provision of Rules 1.1 and 1.2 above the following conduct will constitute disciplinary offence. All such cases are liable to disciplinary proceedings by the Disciplinary Committee:

- a. Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or forcing other students to act likewise.
- b. Browbeat or assault on students, faculty or patients or member of staff whether by students or their family members/friends.
- c. Any form of unauthorized picketing, rallies, demonstration or organized obstructions of any sort against student/college, hospital function in any manner whatsoever.
- d. Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programs of the college or its operation.
- e. Malicious acts, thefts, willful damage or misuse of college property.
- f. Unbecoming conduct and/or molestation of other members of the College Community within and outside the college premises.
- g. The entire College is smoke free area. Eating and drinking are prohibited in the College except in designated areas.
- h. Unauthorized housing of persons on the hostel or other buildings in the college.
- i. Cheating, plagiarism and/or use of unfair means in examination or any other academic setting.

- j. Possession, use and display of firearms, drugs, alcohol or other contraband items on campus or at college related events.
- k. In case a student is involved in a legal or criminal case, the student concerned himself / herself will be responsible to put up his/her defense.
- l. Marking proxy and cheating in attendance or any other form of forgery is inexcusable. Any such case may be referred to the Disciplinary Committee for evaluation and corrective / punitive action.**
- m. Breach of any discipline may lead to punitive actions such as but not limited to fine, suspension for a period for taking classes, or exams or rustication.**

3.3 College Proctors

Although the College dislikes having any policing mechanism for the students and the medical professionals in the making, a team of College Proctors is being appointed (Please see the list below) to remind students of their responsibilities. They will be empowered to institute disciplinary measures for persistent defiance and disrespect to the Code of Conduct.

Matters of persistent indiscipline would be referred by the Proctors or any member of the College; faculty, staff or student through the Dean / Principal to the College Disciplinary Committee.

The Disciplinary Committee is authorized to reprimand or check any indiscipline in any way it deems appropriate. Serious offences shall be reported for immediate action by the Disciplinary Committee by the Dean / Principal.

3.4 Law of Land

College will neither interfere with the legal process nor assume any responsibility for students' indiscipline of any sort outside the College campus. Even on College campus, in matters of criminal nature etc, the law of land will be allowed to take its course

The College Academic Council

The College Academic Council comprises all Professor and Heads of all the Sections of the College and is headed by the Dean/Principal. It monitors and regulates the curricular and clinical undertakings of the students, compliances with the regulations and provisions of PMDC and University, standards and quality of education, calendars of academics and examinations and anything else to do with the "education and training" at the Shifa College of Medicine.