



Al-Hamd College of Health Sciences, Bhakkar

Disciplinary Procedures and Policies

(Version-1.1 Updated August 2023)

This disciplinary document is designed in alignment with the rules and regulations set by the Pakistan Nursing Council and is tailored to suit the needs of your college's unique environment.

1. PURPOSE:

The Disciplinary procedures and policies are aimed at maintaining and enforcing appropriate conduct among students. The committee is responsible for reviewing cases of misconduct, recommending necessary disciplinary actions according to the established rules and regulations, and sending these recommendations to the Director/CEO for approval.

2. COMPOSITION OF THE COMMITTEE:

The Disciplinary Committee will comprise:

1. Chairperson: Principal
2. Member: Admin Officer
3. Member: Coordinator of the program concerned
4. Member: Concerned official responsible for discipline mentioned in section 4.A (if applicable)

3. MEETINGS:

- The Chair may convene Discipline Committee meetings when a disciplinary case is referred to the Committee or to discuss urgent matters.
- The Secretary will present each case at the meeting, with the Discipline Committee's recommendations being made via consensus or voting.

- All members must be present for the Discipline Committee meetings.
- The committee's recommendations will be based on majority views or votes from the members present. In case of a tie, the Chair will cast the deciding vote.
- Record of the meeting will be maintained through minutes, which will be approved by the Chair and circulated among all the committee members.
- Compliance with the recommendations will be closely monitored within a specified timeframe.
- Cases considered/recommended by the Discipline Committee will be reported to the Director/CEO.
- Appeals against the Committee's recommendations can be made to the Director/CEO. The Director/CEO's decision will be final.

4. DISCIPLINARY POLICY & PROCEDURE

A. RESPONSIBILITY FOR DISCIPLINE

The responsibility for enforcing discipline lies with the following:

- Principal: Overall
- Teacher: In Classroom
- Hostel Warden: In Hostel
- Clinical Instructor: During Clinicals

B. DISCIPLINARY ACTION PROCEDURES:

- Receipt of a written complaint against the student
- Request for a written explanation
- Disciplinary Committee review to decide if the offense is major or minor

C. MINOR OFFENSES

Minor offenses may result in a warning letter. If there is no improvement after three warning letters, the offense will be escalated to a major offense. Examples of minor offenses include, but are not limited to, absenteeism, breaking college and hostel rules, property damage, repeated academic failures, unnotified class-skipping, late assignment submission, failure in clinical assignments, indecent behaviour, and inappropriate dressing, etc.

D. MAJOR OFFENSES

Major offenses may result in a Show Cause Notice, delay in progression through the program, or expulsion from the program. Major offenses include, but are not limited to, assault, theft, medication error, addiction, plagiarism, exam cheating, malpractice, participation in strikes, political involvement, sexual abuse, unethical behavior, suicide attempts, possession of weapons on campus, and substance abuse, etc.

E. POWERS OF IMPLEMENTATION

The Discipline Committee is a recommendatory body. Its recommendations shall be approved by the Director/CEO. The Committee may recommend the following to the Director/CEO:

- Withdrawal of a student for two semesters/one year.
- Permanent disallowance of a student's entry into the hostel.
- Disallowance of a student's entry into the College for a period of four weeks.
- Imposition of a fine
- Expulsion of a student from the College.

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- You can express your opinion without revealing your identity.
- Your feedback may be on the implementation of this document, its difficulties, or its improvement.
- You are welcome to share additional thoughts about this document.

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- آپ اپنا نام ظاہر کئے بغیر بھی اپنی رائے کا اظہار کر سکتے ہیں۔
- آپ کی رائے اس ڈاکو منٹ پر عمل درآمد، اس میں مشکلات، یا اس میں بہتری کے متعلق ہو سکتی ہے۔
- آپ اس ڈاکو منٹ کے متعلق مزید خیالات کا اظہار بھی کر سکتے ہیں۔

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