



## Al-Hamd College of Nursing & Health Sciences, Bhakkar

# General and Disciplinary Rules

### 1. **Adherence to Institutional Policies:**

Students must comply with all college rules, regulations, policies, and guidelines. Violation may lead to disciplinary, administrative, and legal consequences, such as fines, suspension, or expulsion.

### 2. **Distribution of Material:**

No student is permitted to disseminate any form of printed or digital material on campus without prior authorization from the Principal.

### 3. **Grievance Procedure:**

Students must direct any complaints to the Principal before escalating the issue to external authorities.

### 4. **Device Usage Policy:**

Limited use of mobile phones is permitted for emergency situations and for academic purposes such as receiving feedback. Unauthorized use will lead to confiscation, with return subject to the discretion of the disciplinary committee.

### 5. **Smoking Ban:**

Smoking is strictly forbidden within college premises.

### 6. **Attendance Requirements:**

Punctuality is mandatory. Absence exceeding six consecutive days without permission may result in removal from college rolls unless justified to the Principal.

**7. Communication Protocol:**

Direct contact with higher authorities is prohibited. All such communication must pass through the Principal.

**8. Tuition Revision:**

The college reserves the right to revise tuition fees without notice, affecting all current and future students.

**9. Classroom Conduct:**

Leaving the classroom without teacher approval is not allowed. Tardiness may result in an absence mark.

**10. Misbehavior:**

Any disruptive behavior must be reported to the Principal. Teachers may also recommend disciplinary action.

**11. Prohibited Activities:**

Political or immoral activities are not permitted within or around college premises.

**12. Fines for Absence:**

A fine of Rs.10 per missed lecture will be imposed for unauthorized absences.

**13. Telephone Policy:**

Private calls will not be entertained, except in emergency situations.

**14. Identification:**

Students must carry their college ID at all times while on campus.

**15. Dress Code:**

The prescribed uniform is required for attendance.

**16. Scheduling:**

The college may revise or re-arrange class schedules as necessary.

**17. Liabilities:**

The college is not responsible for the loss of mail or personal belongings.

**18. Vehicle Security:**

Students are responsible for securing their vehicles; the college assumes no liability for loss or damage.

**19. Transfer Policy:**

Students wishing to transfer must apply within ten days after Board/University examinations to avoid full fee for clearance.

**20. False Declarations:**

Any inaccurate information on application forms may lead to expulsion.

**21. Financial Aid:**

Fee concessions and scholarships must be renewed with each installment, and are contingent on attendance and fee schedule adherence.

**22. Revocation of Benefits:**

Any concessions or scholarships can be withdrawn at the college's discretion.

**23. Policy Amendments:**

The college reserves the right to modify rules as needed.

**24. Default Consequences:**

Failure to pay dues or adhere to college policies may result in expulsion, suspension, and withholding of examination credentials.

**25. Financial Liability:**

Parents or guardians signing the admission form are liable for the student's financial commitments.

**26. Recoverable Costs:**

Any fees paid by the college on behalf of students will be considered outstanding college dues.

**27. Fixed Shifts and Sections:**

Once allocated, shifts and sections cannot be changed.

**28. Contractual Agreement:**

Enrollment constitutes a binding agreement between the student and the college, subject to amendment by the college.

**29. Documentation:**

NOCs and leaving certificates will only be issued upon clearance of all dues.

**30. Admission Cancellation:**

Requests for admission cancellation must be submitted within 15 days, with no refund option available.

**31. Tour and Event Liability:**

The college is not liable for any unintentional mishaps during official tours and functions.

**Principal**

Al-Hamd College of Nursing & Health Sciences, Bhakkar