

STUDENT CODE OF CONDUCT MUHAMMAD DENTAL COLLEGE (MDC)	
Office of Accountability	Principal Office
Office of Administrative Responsibility	BDS
Approver	College Academic Council
Scope	Compliance with the National Accreditation Framework For Medical and Dental Schools in Pakistan-2019
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Version	First

The MDC Code of Conduct applies to conduct that occurs within the college premises, at MDC sponsored activities, and to off-campus conduct that adversely affects the Institutional reputation and/or the pursuit of its objectives.

The administrations oversee the code of conduct, discipline, dress code and educational performance. There is Chairperson for Student Affairs. The Principal/**Vice Principal** can be approached as appropriate regarding queries on educational matters, any breach of discipline, and referrals for electives, and advice about leave of absence or leave for medical reasons. Each member of MDC shall be responsible for maintaining all aspects of discipline. Breaches of the university's code of conduct are routinely referred to the committee and disciplinary action is taken as it deems appropriate.

DRESS CODE:

Male students:

1. Casual Trousers
2. Jeans(Plain blue) without an images, graphics and write ups
3. Casual Shirts (Half/ Full sleeves)
4. T Shirts without any messages, images, graphics and write ups
5. Casual shoes or Joggers with socks
6. Shalwar Qameez with shoes (only on Friday)
7. Suit/Combination
8. Coat/ Pullovers/ Sweaters/ Jackets in winter

Female students:

1. Shalwar Qameez
2. Hijab, Abaya, Chaddar etc
3. Full length Jeans with long shirt/ kurta (knee length)
4. Light jewelry and light makeup
5. Shoes, Sandals and Joggers
6. Duppatta/ Scarf is compulsory with all dresses

NOTE: MMC students should wear white coat during classes, hospital rotations and other wise as appropriate.

2. ATTENDANCE:

- Every student shall be required to attend at least 75 per cent of the lectures, seminars, tutorials, practical and clinical classes of each subject in each class failing which his/her name shall not be forwarded to the Controller of Examination, of the University for the purpose of appearing in the concerned examination.
- The margin of twenty-five per cent of absence in theoretical, lectures, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution. A written application should be sent to the head of the institution by the student or his/her parent or guardian, reporting his/her illness or cause of absence.
- Every student is required to attend punctually at the hours notified for lectures, demonstrations, seminars, tutorial classes, practical and hospital wards. Students absenting themselves from college or hospital work shall be liable to a fine imposed by the head of the institution.
- Students have to be present in time at any specified activity of the institution.

3. CLASS ROOM

- Students are expected to extend highest level of courtesy and respect towards their teachers.
- No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
- The roll call will be taken as teacher entered in the class. A student coming late into the class room will be marked absent unless his excuse is accepted by the teacher. Any student misbehaving in the class room shall at once be reported by the teacher to the Head of the Institution, who will take such action as he may deem fit.
- Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

4. HOSPITAL:

- Students attending hospital are required to abide by the hospital rules and while in the hospital they are under the head of the medical/dental institution for disciplinary purpose, who may impose any of the following punishments on any student committing any offence in the hospital

or for neglect or not properly carrying out any duty entrusted to him/her in the hospital.

- a. Debar him/her from attending any or all the departments or hospital for a period not exceeding three months.

OR

- b. Impose such fine not exceeding Rs. 2000/- as he may consider appropriate.

- Applications for leave from students doing duty in the hospital wards or out patients departments must be submitted through their respective medical officers to the Head of the Medical/Dental Institution.
- Every student is required to attend punctually at the hours notified for clinical teaching and ward duty.
- Students may not charge for any material used during clinical work or training and student ship.

5. Class Examination:

- Students are not allowed to take into the examination hall textbooks, notes or manuscript of any kind.
- Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the head of the medical/dental institution who may refer his case for action to the disciplinary committee of the Institution.
- Late comers arriving at the examination hall more than 15 minutes after the start of the paper will not be allowed to enter the examination hall.

6. Leave

- All leaves of absence from the college with the exception of sick leave will be without scholarship.
- Sick leave will only be granted on the production of a medical certificate from an authorized medical officer appointed by the head of the institution except when the student is already on leave out of station.
- In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance.
- Students must not leave the station without the permission of the head of the institution.
- A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

7. Students Medical Certificate and Treatment:

- Non boarders must obtain a medical certificate from a registered medical practitioner.
- For boarders including those on duty in the hospital the medical certificate must be signed by a professor/associate professor of the institution.
- Medical certificate in support of absence must be produced at the earliest possible date and not weeks or months after the absence.
- A medical certificate must specify the nature of the illness and the period with dates of leave recommended on account of that illness.

- Students who fall ill will be provided treatment on outpatient basis by a dental officer, specially assigned for this purpose. Medicines available in the hospital will be provided on the doctor's prescription. Students requiring hospitalization will be entitled to the facilities of the general ward patients.

8. Books, etc.

Every student shall provide himself with all the prescribed textbooks and other necessary instruments etc.

9. Correspondence:

- Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the head of the institution who will forward it if he considers it desirable.
- Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
- Any student wishing to make a representation on any subject has the right of direct access to the head of the institution at any time during the college hours.
- Head of the institution, professors and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

10. Visitors and Guests

Students may be held accountable for the acts of misconduct of their guests while on College premises College-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the College premises.