



## Terms of Reference for Disciplinary Committee (DC)

Department of Health Professions Education (HPE)

National University of Medical Sciences,  
PWD Campus, Islamabad

Prepared by HPE Disciplinary Committee

Dr. Naushaba Sadiq (Head of HPE-DC)

Dr. Adeela Bashir (Secretary to HPE-DC)

Dr. Nadia Shabnam (Member HPE-DC)

For any query/complaint please contact at [disciplinarycommittee.hpe@numspak.edu.pk](mailto:disciplinarycommittee.hpe@numspak.edu.pk)

## 1. Preamble

NUMS is committed to uphold exemplary behavior and conduct of students which they can achieve by displaying the highest degree of moral and ethical values. In line with the university's expectation, the Department of Health Professions Education believes that the students enrolled in its academic programs should maintain good discipline in ways that uphold the reputation of the university and its programs. This document (Term of Reference) describes the role of the departmental disciplinary committee (DC), Students code of conduct, responsibilities of students, prohibited acts, acts of discipline and procedural matters (hearing, counselling, penalties, appeals and referrals).

## 2. Disciplinary Committee

### Role of Disciplinary Committee

1. The Disciplinary Committee of the department, will operate within the policy established by the university for its enrolled students.
2. Head of the department shall appoint the head and members of the disciplinary committee and the committee can co-opt additional faculty to be part of the committee.
3. The Disciplinary Committee shall consist of at least five members of the faculty, one of them should be head of DC and one secretary to DC.
4. The tenure of the committee will be for two years and may be extended by head of the department.
5. The committee will investigate all allegations of student misconduct in the department.
6. The head of DC will seek approval of the head of department prior to a formal hearing of the disciplinary issues related to students.
7. The DC after investigation will report to the head of the department about the outcome of the hearing of the disciplinary case.
8. There must be a quorum of at least three members of the Disciplinary Committee present for a hearing to proceed.

9. The Disciplinary Committee will normally complete its proceedings within 15 working days unless otherwise directed by head of the department.
10. The committee will meet once in a 6 months at the end of each semester to review its progress and ways to improve its performance

## Responsibilities and function of Disciplinary Committee

### Head of Disciplinary Committee

#### The head of DC shall

1. be an appointed member of DC
2. convene meetings, recommend agenda of the meetings, and ensure transparent and fair proceeding of filed/reported students case of discipline/misconduct
3. report the outcome of the DC decision on the student case to head of the department.

### Secretary to the Disciplinary Committee

#### The secretary to DC shall

1. be an appointed member of DC
2. receive the complaint/allegation reported against the student.
3. circulate agenda and call DC meetings.
4. document minutes of the meeting, case proceeding and maintain the records.
5. Perform as Acting head of DC in absence of the head of DC.

### Members of Disciplinary committee

#### All members of the DC shall

1. be appointed or co-opted member of DC
2. attend meetings and proceedings of the student cases and resolving them
3. participate in voting on decisions to finalize, maintain fairness and transparency.
4. advise the DC on improving its performance and effectiveness

### 3. Students code of conduct

Students, in all circumstances, have to observe the rules and regulations of the National University of Medical Sciences/affiliated colleges and institutes. The following code of conduct is required to be followed by every student in order to maintain discipline and regard to the university disciplinary policies.

1. Punctuality in all academic aspects i.e. attendance, assignments, and academic events.
2. Reasonable and modest appearance/attire should be maintained.
3. Dedication and honesty towards studies.
4. Display of maturity and portraying a positive, respectful attitude towards the seniors.
5. Information and awareness of the university policies with regards to discipline.
6. Cleanliness of self, mind, speech and manners.
7. Upholding moral obligations and regard for the views of others in matters of religion, conscience, customs and conventions.
8. Foremost loyalty to Pakistan and refraining from doing anything that could in any way diminish its honor and prestige.
9. Truthfulness, respect and politeness is expected in dealing with fellow students, academic/administrative staff and teachers.

### 4. Prohibited acts and indiscipline's

Following actions by the students are strictly discouraged and will be penalized according to university's disciplinary policies. Without prejudice, perpetrating any of the below mentioned banned acts, or violating the university laws or undertakings, or failing to meet the deadlines set by University would lead to disciplinary actions depending on the severity of offence (Annexure 1, Table 1)

Academics:

1. Illegal presence in or on University events and premises including Library, academic activities and offices.

2. Violation of the standard operating procedures of the university facilities including but not limited to library and internet facility
3. Misuse of the syllabus or any other piece of information provided to the student.
4. Submission of plagiarized assignments
5. Submission or creation of the fabricated experimental results for report writing, thesis or any other academic assignment, or change in the marks for better grades.
6. Any kind of unbecoming behavior that includes cheating, use of unfair means, verbal abuse or bullying in the exam hall.
7. Forging or altering grades or authorization on university transcripts and degrees.
8. Participating in the activities that unfairly place other students at a problem or disadvantage for example hiding or altering resource material.

#### Moral indecency

9. Direct participation in sexual activity or activities which provoke sexual feelings for example possession/ spread of indecent literature or audio/video content
10. Violating the NUMS dress code rules
11. Taking photos or making videos of a person without prior knowledge
12. Any action/ behavior which is against religious/ moral or cultural norms.
13. Unauthorized social gatherings, proceedings, strikes or demonstrations
14. Any act likely to provoke hatred among various groups/ classes of students.
15. Falsifying, forging or misrepresenting information regarding one's identity.
16. Displaying nefarious politics that can harm the environment of the institute, cause unrest or hinders the smooth operation of the university matters.
17. Any kind of bullying which undermines the student's self-confidence and which may cause the student to suffer stress.
18. NUMS has established a formal committee to spread awareness and deliver trainings to its employees, redress grievances regarding Women Sexual Harassment and effective implementation of Anti-Sexual Harassment Legislation.

[https://numspak.edu.pk/Anti Gender Harassment Policy.php](https://numspak.edu.pk/Anti_Gender_Harassment_Policy.php)

### Health and Safety

19. Any act that cause or likely to cause danger to health and safety
20. Keeping, carrying, hiding any type of weapon or toxic substance in university premises
21. Any act of physical or mental distress on the basis of gender, religion, sect, caste, region and ethnicity
22. Possession or use of any type of drugs, narcotics, cigarettes, alcohol, hashish, or any other such material

### Financial Misconduct

23. Any scam or fraud involving university, its assets, its staff or visitors
24. Stealing or misuse of university assets, or belonging to the university staff, employees or visitors
25. Unauthorized use of university records or documents
26. Act of illegal representation of the university at any platform
27. Unapproved fund raising or requesting financial assistance for the university

### Damage to NUMS assets

28. Damaging NUMS buildings, equipment, transport or any other kind of assets.

## 5. Disciplinary Procedure

The complainant shall file a written complaint against the accused in the office of DC in written. The complainant could be a student, faculty member, administrative staff or visitor to NUMS. The complaint shall be received by Secretary to DC. (The student complaint form can be accessed from the link on the Moodle portal or request to the [disciplinarycommittee.hpe@numspak.edu.pk](mailto:disciplinarycommittee.hpe@numspak.edu.pk))

A. Where the DC, after approval from Head of the Department shall:

1. Convene a meeting after receiving the complaint to discuss the case.
2. Frame a charge and communicate it to the accused/defendant, together with the statement of allegations within three days.

3. Direct accused student to submit a written defense in response to the charges/allegations within a reasonable time, which shall not be less than three days or more than seven days from the day, the charge has been communicated to her.
4. Direct all parties to the case (the complainant, the accused student, the general witnesses, the eye witnesses etc.) to appear before the committee on specified date to be heard in person.

B. The DC shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against her.

C. The DC shall hear the case and will conclude the case within reasonable time and shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.

D. Where the DC, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as committee thinks best suited to do substantial justice.

E. The scope and jurisdiction of the committee to hear the case will depend on the level of offence. The cases of milder nature will be handled by DC; the cases of moderate offences may be handled by DC with approval of HoD. The case which are serious in nature will be directly forwarded to HoD for perusal.

F. For all student disciplinary cases, the permission of HoD shall be sought before DC initiates a proceeding.

## 5. Disciplinary actions

When the breaches of offence are proved against a student, the DC may impose anyone or more of the disciplinary actions given below, depending on the severity of the offence and as per the scope and seriousness of the offence. DC may

1. Recommended counselling of the student
2. Put the student under probation for a specified period of time with mandatory periodic counselling.
3. Impose payment of fine on the offender based on nature and gravity of the offence committed.
4. Forward the case for suspension for a specified period expulsion from the University to HoD
5. Impose any other penalty which the relevant Higher authority of the University recommend to DC.

Penalties for various offence

Annexure 2, Table 2

The following table highlights the list of penalties and the designated personnel who may impose the penalties:

## 6. Appeal System

The appeal against any penalty should be lodged to the following committees:

1. An appeal for review on the decision, against the decision of the DC, shall be referred HoD for perusal,
2. The appeal against the decision shall be lodged within 15 days from the date of decision communicated to the appellant, However, the head of the department may increase the duration citing valid reasons.



3. The HoD may revise the penalties imposed by the DC as the case may be.
4. The DC, having the power of imposing a penalty on minor to moderate level of offences or can refer the appeal for review to the HoD for perusal at university level.

## 7. Confidentiality

The records of the Disciplinary proceedings and related material should be kept strictly confidential and the students will not be entitled to have access to the records and material of the disciplinary proceedings unless otherwise the DC or competent authority grants access.

## 8. Basic Definitions and Terms

**University:** University means the National University of Medical Sciences (NUMS) where these rules and regulations (amended from time to time) are to be implemented.

**University Premises:** University premises means all the lands, buildings, facilities and resources owned, leased, managed, or operated by the NUMS.

**Student:** Shall mean and include any person as a student enrolled at National University of Medical Sciences or any person registered with any other university or institution who has been accepted /approved for enrolment in a course, program of study or training at the NUMS.

**Committee:** Committee means a selected and or nominated group of NUMS officials to carry out or undertake exclusive functions or assigned responsibilities and tasks.

**Disciplinary Committee:** The faculty members appointed by Head of the Department/Competent authority to resolve matters related to student's misconduct/prohibited acts who are enrolled in the Department of Biological Sciences, NUMS.

**Discipline:** The practice of making students obey rules or standards of behavior, and punishing them when they do not.

**Misconduct:** Any on-campus or off-campus act, omission or behavior on part of the students that adversely affects the sanctity and good reputation of institute and / or disrupts the smooth

functioning, proper operations, as well as routine academic, research and administrative business of NUMS shall constitute misconduct under these Rules and Regulations.

**Complainant:** Any person from WUS (student, faculty members or administrative staff) and outsider who files a complaint against another student or group of students on grounds of alleged misconduct.

**Accused/Respondent/Defendant:** A person who is alleged to have violated the NUMS Students Disciplinary Rules and Regulations.

**Witness:** A person who possesses relevant information/evidence concerning the allegation of misconduct and prohibited act within or beyond DBS, NUMS.

**Suspension:** Barring a student completely or partially from the activities of the University for a specified period of time. The student will be allowed or readmitted upon suspension expiry time, and upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the University or any of its members of staff, faculty or officers.

**Rustication:** Rustication, whenever imposed on University student, shall always mean the loss of one academic year so far as his/her Examination is concerned. The period of absence from the University Teaching Department will, however, depend upon the time of the year when the penalty is imposed.

**Expulsion:** means termination of enrolment at NUMS.

**Fine:** A penalty for an offence which NUMS order a student to pay a sum of money to the University and after payment may be allowed to register in a course or sit in an exam.

## 10. Annexure

### Annexure 1

Table 1: Nature of misconducts

Minor Misconduct	Major Misconduct	Extreme Misconduct
<p>1. Illegal presence in or on University events and premises including Laboratories, Library, academic/fun activities, offices.</p> <p>2. Violation of the standard operating procedures of the university facilities including but not limited to library, laboratory and internet facility.</p> <p>3. Misuse of the syllabus or any other piece of information provided to the student.</p> <p>4. Misuse of the syllabus or any other piece of information provided to the student.</p> <p>5. Violating the NUMS dress code rules.</p> <p>6. Any action/ behaviour which is against religious/ moral or cultural norms.</p> <p>7. Submission of copied assignments.</p> <p>8. Defacing or wall chalking in campus.</p>	<p>9. Damaging NUMS buildings, equipment, transport or any other kind of assets.</p> <p>10. Any kind of improper behaviour that includes cheating, use of unfair means, verbal abuse or bullying in the exam hall.</p> <p>11. Participating in the activities that unfairly place other students at a problem or disadvantage for example hiding or altering resource material or laboratory chemical/ equipment.</p> <p>12. Taking photos or making videos of a person without prior knowledge.</p> <p>13. Unauthorized social gatherings, proceedings, strikes or demonstrations.</p> <p>14. Any act likely to provoke hatred among various groups/ classes of students.</p> <p>15. Falsifying, forging or misrepresenting information regarding one's identity.</p> <p>16. Displaying nefarious politics that can harm the environment of the institute, cause unrest or hinders the smooth</p>	<p>18. Submission or creation of the fabricated experimental results for report writing, thesis or any other academic assignment, or change in the marks for better grades.</p> <p>19. Forging or altering grades or authorization on university transcripts and degrees.</p> <p>20. Direct participation in sexual activity or activities which provoke sexual feelings for example possession/ spread of indecent literature or audio/video content.</p> <p>21. Any form of harassment based on sex, race, gender, ethnicity, religion or belief on part of student which causes suffering, pain, immense fear and intense distress amongst others.</p> <p>22. Any act that cause or likely to cause danger to health and safety.</p> <p>23. Keeping, carrying, hiding any type of weapon or toxic substance in university premises.</p> <p>24. Possession or use of any type of drugs, narcotics, cigarettes, alcohol,</p>

	<p>operation of the university matters.</p> <p>17. Any act of physical or mental distress on the basis of gender, religion, sect, caste, region and ethnicity</p>	<p>hashish, or any other such material.</p> <p>25. Any scam or fraud involving university, its assets, its staff or visitors.</p> <p>26. Stealing or misuse of university assets, or belonging to the university staff, employees or visitors.</p> <p>27. Unauthorized use of university records or documents.</p> <p>28. Act of illegal representation of the university at any platform.</p> <p>29. Unapproved fund raising or requesting financial assistance for the university.</p>
--	---	--

Annexure 2

Table 2. The following table highlights the list of suggested penalties and the designated personnel who can impose the penalties:

	Penalty	Competent Authority
1	The Student can be expelled/removed from Laboratory, classroom, internship, workshop for a period which can be no more than 04 consecutive days/ or fined up to maximum of Rs 1000/-	Teacher In charge/Supervisor
2	Can impose a fine of Rs 1000/- maximum Or removed/withdrew from field or games for a maximum of one week.	Game In charge/Sports In charge
3	Removal from sports or internship or educational tour.	Head of Department/ Director Academics
4	Expelled/removed from the department for a period of not more than two weeks.	Head of Department
5	Removed/expelled from the Institute/Department for a period not more than four weeks or can be fined up to maximum of Rs. 5000/-	University Discipline Committee (UDC)
6	Removed/expelled from classes or class for a maximum period of two weeks and/or fined not exceeding Rs. 5000/-	Provost or Chairman of the Department/ to which the student belongs
7	Remove from Library for a period of not more than two weeks and/or fined not more than Rs.5000/-	Librarian
8	Expelled from hostel for a period exceeding not more than four weeks	Resident Warden/Hostel In charge
9	Expelled from the hostel for a duration exceeding not more than one year or maximum penalty of Rs.5000/-	Provost
10	Fined not more than Rs.1000/-	Teacher, Resident Warden, , Superintendent Workshop Staff Advisor of a Club or Society, or Director Sports, Transport Officer & Administrative Officer.
11	Fined up to Rs.5,000/-	HoD/Director (on the recommendation of the Departmental or University Disciplinary Committee and Director Academics/

12	Maximum penalty of Rs. 10,000/-	Provost/Registrar in case of Inter-departmental cases of indiscipline
13	Maximum penalty of Rs.100,000/- or rustication and/or any other penalty the UDC find it deems appropriate.	University Discipline Committee (UDC)
14	Suspension/cancellation of University Scholarship	Provost/ HoD/Provost/Director Academics/ /Head of Financial Assistance
15	Removed from a position of authority in University Sports.	Director Sports
16	Expelled/Rustication from a Department/ Institute/ Faculty	HoD, Provost/Registrar with the approval of the Vice Chancellor
17	Expulsion from a Teaching Department/Faculty /University.	University Discipline Committee (UDC) with the approval of the Vice Chancellor.
18	Disturbing and disrupting normal class conduction and classroom environment; Note: Cases of Unfair means during exam will be dealt by procedure already in place by the Directorate of Examination.	Directorate of examination/Concerned Teacher