

# FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3511 /FJIDS, LHR

Dated 14/10 /2025



## CODE OF CONDUCT

**Prof. Dr. Armaghan Israr Mirza**

FCPS (OMFS), FFD RCS (Ireland)

**Dean**

Fatima Jinnah Institute of Dental Sciences,  
Lahore

# Fatima Jinnah Institute of Dental Sciences, Lahore

## Code of Conduct and Academic Regulations for Students

### Introduction

All students of **Fatima Jinnah Institute of Dental Sciences (FJIDS)** are hereby directed to thoroughly read, understand, and strictly adhere to the rules, regulations, and policies prescribed in the College Prospectus, Official Notifications, Student Handbook, and any subsequent amendments issued from time to time.

Violation of these rules shall constitute misconduct and will be considered a breach of college discipline. In such cases, the matter will be referred to the Designated Inquiry Committee, and if deemed necessary, forwarded to the College Disciplinary Committee. The recommendations of the committee will subsequently be presented to the Dean, FJIDS, for final action.

---

### I. General Rules

1. All students must carry and display their official college identification cards at all times within the college and hospital premises.
  2. Students are expected to maintain proper decorum and uphold the dignity of the institution. The following activities are strictly prohibited:
    - ❖ Singing, whistling, hooting, or creating unnecessary noise
    - ❖ Use of abusive or derogatory language
    - ❖ Fighting, quarrelling, or engaging in disruptive behavior
    - ❖ Any form of unseemly conduct on college premises
  3. Students are not permitted to loiter or move aimlessly in or around the campus or spend excessive time in the cafeteria.
  4. Punctuality is mandatory for all academic, clinical, and institutional activities.
  5. Official notices and announcements shall only be displayed on college notice boards with prior approval from the Principal.
- 

### II. Academic Regulations

#### 1. Attendance

- Students are required to maintain **100% attendance** in lectures, practical sessions, tutorials, and clinical postings. As per the requirements of the **University of Health Sciences (UHS)** and **Pakistan Medical & Dental Council (PM&DC)**, a **minimum of 85% attendance in each subject is mandatory** to qualify for the annual university examinations.

### **Important Guidelines:**

- Repeated absences without valid justification may lead to disciplinary action.
- Students are responsible for periodically reviewing their attendance records with the concerned departments.
- Leave Applications:
  - ❖ All leave requests must be submitted in writing, duly countersigned by the concerned Heads of Departments (HODs) before submission to the Principal's Office.
  - ❖ Approval of leave does not exempt a student from meeting the minimum required attendance percentage.
  - ❖ Medical certificates may be submitted but cannot compensate for attendance deficiencies.

### **2. Academic Performance Assessment**

- The minimum number of marks required to pass the professional examination for each paper shall be fifty-five percent (55%) in Written and fifty-five percent (55%) in the "Oral/Practical/Clinical" examinations and with an overall aggregate of five percent (65%) at one and the same time.
- The Dean/Principal reserves the right to bar a student from appearing in the UHS annual examinations in cases of consistently poor academic performance.

---

## **III. Disciplinary Regulations**

### **1. Prohibited Activities**

- Ragging in any form is strictly forbidden. Offenders shall face severe disciplinary action, including heavy fines, suspension, or expulsion from the college and/or hostel.
- Students must wear white coats and display their student ID card at all times during academic and clinical hours.
- Roaming aimlessly within college premises during academic hours is strictly prohibited.

### **2. Dress Code**

Students are expected to dress in a manner that reflects the dignity of the dental profession. The following are not permitted:

- Extreme or unconventional hairstyles
- Revealing, untidy, or inappropriate clothing
- Body and facial jewelry (except small ear studs, a simple necklace, and a plain ring)
- Slippers, track pants, shorts, pajamas, or any casual attire unsuitable for an academic environment.

### 3. Conduct and Behavior

1. Pasting posters, graffiti, or promotional material within college premises is prohibited.
2. Political activities, demonstrations, protests, or processions within or outside the campus are strictly forbidden. Violations will result in immediate expulsion.
3. Any damage caused to college or hospital property shall be recovered at actual cost, and additional fines may be imposed.
4. Students must provide accurate personal and parental contact details (e.g., addresses, phone numbers). Submission of false information shall be treated as misconduct.
5. Use, possession, or distribution of alcohol, narcotics, or weapons of any kind is strictly prohibited. Violators will be immediately expelled.
6. Tampering with, falsifying, or misusing college records or data will result in severe disciplinary measures.
7. Any behavior that endangers the safety, health, or well-being of fellow students, faculty, or staff, or brings disrepute to the college, shall be dealt with strictly.
8. Use of indecent language, offensive gestures, objectionable physical contact, quarrelling, or insolence towards students, faculty, or staff is strictly prohibited.
9. Impersonation for academic, financial, or other gains is a serious offence and will invite strict punishment.
10. Theft, fraud, or misappropriation of college or hospital property will lead to severe punitive action.
11. Harassment or intimidation on the basis of age, gender, religion, disability, or ethnicity shall result in immediate expulsion.
12. Smoking within college and hostel premises is strictly prohibited:
  - ❖ First violation: Fine of Rs. 1,000 and warning (parents notified)
  - ❖ Second violation: Rustication from the college
  - ❖ Third violation: Permanent expulsion

### IV. Media and Public Communication

- Students are not permitted to hold press conferences, give interviews, or publish articles in print, electronic, or social media without prior written approval from the Principal.

Unauthorized communication with the media will invite strict disciplinary action.

**Note:** While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.