

FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 3507 /FJIDS, LHR
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DISCIPLINARY POLICY

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Dean

Fatima Jinnah Institute of Dental Sciences, Lahore

To: Admin Officer

Fatima Jinnah Institute of Dental Sciences, Lahore

Mechanism for Addressing Disciplinary Issues of Students

1. Purpose

The purpose of this policy is to maintain discipline, uphold professional ethics, and ensure a safe and conducive learning environment within FJIDS. This mechanism defines the procedures for addressing student misconduct in a transparent, fair, and consistent manner.

2. Scope

This policy applies to all students enrolled in the Bachelor of Dental Surgery (BDS) program at FJIDS.

3. Policy Statement

FJIDS upholds high standards of professional, academic, and ethical conduct. Any act of misconduct, indiscipline, or violation of institutional rules will be addressed through a structured disciplinary mechanism under the supervision of the Dean.

4. Types of Misconduct

Misconduct may include but is not limited to:

1. Academic dishonesty (cheating, plagiarism, falsification of records).
2. Disruption of academic or clinical activities.
3. Damage to institutional property.
4. Harassment, bullying, or discrimination of any kind.
5. Possession or use of prohibited substances.
6. Violation of hostel rules, if applicable.
7. Any conduct unbecoming of a dental student or contrary to professional ethics.

5. Disciplinary Mechanism

5.1 First Level: Faculty / Departmental Reporting

- Any case of misconduct shall first be reported to the concerned faculty member or Head of Department (HoD).
- The HoD shall attempt to resolve minor issues through counseling, warning, or mediation.
- If the matter is serious or unresolved, it shall be referred to the Disciplinary Committee.

5.2 Second Level: Disciplinary Committee

- A Student Disciplinary Committee (SDC) shall be constituted by the Dean.
- Composition:
 - One senior faculty member (Chairperson)
 - Two faculty members (members)

- One administrative officer (secretary)
- One student representative (non-voting, advisory role)
- Functions:
 - Conduct inquiry into reported cases.
 - Provide the student an opportunity to explain in writing and/or appear in person.
 - Submit recommendations to the Dean.

5.3 Final Level: Dean's Authority

- The Dean shall be the final authority for decisions regarding student discipline.
- The Dean may:
 - Issue a warning.
 - Impose fines.
 - Suspend privileges (e.g., hostel, library, clinical rotations).
 - Place the student on probation.
 - Suspend or expel the student in severe cases.

6. Confidentiality

All disciplinary proceedings shall be conducted with confidentiality and fairness. Records shall be maintained in the student's file but shall not affect academic transcripts unless expulsion occurs.

7. Preventive Measures

- Orientation sessions on rules and professional ethics will be held annually.
- Counseling services will be made available to support students facing difficulties.
- Awareness campaigns on harassment, drug abuse, and ethical behavior will be conducted regularly.

8. Effective Date

This mechanism shall be effective from the academic year 2025–26 and reviewed periodically by the Academic Council.

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.