

**ADMISSION POLICY
GENERAL RULES &
REGULATIONS
AND
CODE OF CONDUCT**



SARGODHA INSTITUTE OF HEALTH SCIENCES

ADMISSION POLICY

General Policy (According to the Affiliated University)

Information

Admission will be notified in the major Urdu / English newspapers.
Admission forms are available with/without prospectus from institute or download from website.
Application form may be filled and submitted online.
Selection of candidates will be on the basis of merit.
Academic session will be commencing according to the Sargodha Institute of Health Sciences.

Instructions for Admission

Each candidate has to submit the application on the prescribed Form.
Separate application is required for each category.
The application should be duly filled in by the candidate his/her own handwriting in BLOCK letters with black ink or ballpoint. Fill all the columns and write "Not Applicable" if column is irrelevant.
O/A candidate should mention equivalent marks obtained and maximum marks in the admission form awarded by the Inter Boards Committee, Islamabad.
If a candidate is admitted on the basis of statements made in the admission form/application and subsequently it is found that any of the statement was false, the candidate shall not be admitted and if admitted, he/she will be expelled from the Institute and all fee and other dues paid by him/her to the Institute up to that time shall be forfeited. The student and his/her father/guardian would also be liable to any further departmental or legal action that the Institute may deem fit to take.

ELIGIBILITY CRITERIA

1. Marks and Qualification

PROGRAM	MARKS	QUALIFICATION
DPT (Doctor of Physical Therapy)	60% (660)	F.Sc. Premedical or Equivalent
BS-MLT (Medical Laboratory Technology)	60% (660)	F.Sc. Premedical or Equivalent
BS-Biochemistry	45% (495)	F.Sc. Premedical or Equivalent
BS-Psychology	45% (495)	Intermediate or Equivalent

2. Age: Maximum 22 years of age on closing date (May extendable up to 24 years of age with special permission from Director/Principal and up to 27 years by Vice Chancellor GCUF). Or according to the affiliated University.

3. Candidates from whole Punjab can apply for open merit only.

4. Requirements:

The following attested copies should be attached with the application form
Four Passport size Photographs
Two attested copies of Matriculation Certificate (or equivalent)
Two attested copies of Intermediate Certificate (F.Sc. or equivalent)
Two attested copies of CNIC / Form-B
Two attested copies of Father's/Guardian's CNIC
Two attested copies of Domicile Certificate

Two copies of Character Certificate
Equivalence Certificate from IBCC/HEC (in case of foreign Qualification)
Two attested copies of Attempt Certificate (if the period between Matriculation and Intermediate is more than two sessions)

Note:- Required before the commencement of classes or on the day of selection interview:

1. All Original Documents
2. An affidavit on stamp paper of Rs.100/-

Final Selection:

- For the final selection candidates will be interviewed at SIHS campus by the admission committee.
- Original documents will be kept with the institution till final examination/completion of degree.
- All candidates selected at the final interview will be examined for medical fitness.
- The candidate medically unfit or of unsatisfactory conduct shall not be eligible for admission.
- The health department government of Punjab, Degree Awarding Body and Sargodha Institute of Health Sciences has full rights to amend the rules & Regulations at any time during the course of studies and the students are bound to observe accordingly.

Note:- SIHS reserved the rights for the amendment/change (in accordance with University/ HEC/ Govt. of Pakistan/ Punjab) in the admission policy at any time without prior notification.

RULES AND REGULATIONS UNDER SEMESTER SYSTEM

Admission Policy/Criteria for Undergraduate 4-Year (BS) and 5-year degree Programs
(According to Affiliated University/GCUF)

1. DURATION OF THE COURSE

The duration for the BS/BBA shall not be less than eight and more than 12 semesters. In case of DPT, D Pharm and LLB (5 years program) the minimum duration shall not be less than 10 and more than 14 semesters.

2. SCHEME OF STUDIES

The subjects of study for the various degree programs are given in (F-Schedule under admission policies) which may be amended from time to time.

3. CREDIT HOURS REQUIREMENT FOR VARIOUS DEGREES

The minimum credit hour requirement for instituting various degree programs shall be as following (as framed by university or by the direction of HEC):

- BS / BSc /BBA (four years) 130 credit hours
- LLB (5 years) 164 credit hours
- DPT (5 years) 176 credit hours
- Pharm-D 193 credit hours

4. TIME FOR ADMISSION

Admissions shall be conducted in the Fall Semester and only once in a calendar year. If a candidate fails to complete enrollment, his/her admission shall be cancelled. In special situation the worthy Vice Chancellor may allow admission to any program in Spring Semester.

5. AUTHORITY OF ADMISSION

1. The admission to a Bachelor degree program shall be made by Admission committee/cell on behalf of concerned Faculty Dean/program in charge or coordinator with the approval of Director/Principal; on the basis of merit list prepared by the said Admission committee/cell.
2. Lists of selected candidates shall be displayed by the office of the Admission committee/cell and if needed subsequent lists shall be displayed till the last seat is filled up. (Explanation: The last list would be displayed keeping in view that 75 % attendance in lectures would not suffer).
3. The competent authority may refuse admission to a candidate without assigning any reason.

6. RE-ADMISSION

1. If a student fails to enroll in any semester(s) without permission of the Competent Authority, the student shall cease to be on the rolls of the University and in case the student desires re-admission, the student shall have to apply for the same in the next coming admissions.
2. The office of the Admission committee/cell on the recommendation of Dean/Coordinator and Principal/Director may re-admit such a candidate subject to the payment of Rs.5,000/- as re-admission fee and full semester fee according to the program (or minimum Rs.35,000/-) as per semester gap fee, if applicable (or allowed).
3. The Dean/Coordinator may refuse the re-admission if the reasons presented are not convincing. Note: The period of gap semester will not be counted towards residential requirements.

A. REVISION OF COURSE REGISTRATION FORM

- 1- A student may be permitted to revise his/her Course Registration Form within 10 days from the commencement of classes. After this period he/she may be allowed to revise Course Registration Form up to 14 days from the commencement of classes on payment of Rs.5,000/- as Course Registration Form revision fee.
- 2-The students of first semester may be allowed to revise his/her Course Registration Form within 30 days of the last date of enrollment.

B. REPEATING/IMPROVING COURSES

1. Whenever a student fails or gets a 'F' grade, he/she has to repeat the course, whenever offered.
2. Student may be allowed to improve the courses in which he/she has obtained Grade 'D'; during the completion of course work i.e. residential period.
3. After the completion of all semesters "if student scores CGPA 2.25 or more but less than 2.5; he/she may be allowed to improve courses in which he/she has obtained grade 'D' within stipulated period.
4. The Institution may define maximum number of courses that student may be allowed to repeat or improve, in special cases.
5. Two chances will be allowed to repeat the subject in the program (maximum three takes per subject).
6. In case a student repeats or improves the course in regular semester, the new grade will be reflected in the respective semester where he/she has passed or improved the course in the DMC / Transcript.
7. In case a student repeats or improves the course in summer semester, the new grade will be reflected under the "summer semester" where he/she has passed or improved the course in the DMC / Transcript.
8. If a student fails to improve the marks, the previous marks will be considered for the calculation of GPA/CGPA.

C. CHANGE OF COURSE AND COURSE WAIVER

1. A student may apply for course waiver. Applications for course exemption must be submitted to the concerned academic department for approval. The application must be accompanied by the supporting documents showing that equivalent courses have been taken elsewhere.
2. Application routing through proper channel will be submitted to equivalence committee of GCUF for approval.
3. The student may be allowed to revise his/her Course Registration Form within first four weeks of the last date of enrollment without any late fee.
4. In case of approval of his/her application for change of courses, the average of the remaining courses will be used to calculate grade point average.

D. CLASS ATTENDANCE

1. A candidate with less than 75% of the attendance in lectures or practical work or equivalent academic activity separately shall not be eligible to sit for the examination and may be dropped from the course. (for all programs)
2. In exceptional cases / hardship cases the following exemptions may be accorded.
 - i. 5% by the Dean of the Faculty on the recommendation of the Chairperson / Coordinator of the department.
 - ii. Additional 5% by the Director/Principal.
3. If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled automatically without any notice.
4. A student may apply for the leave of absence in case of illness, family circumstances and in emergency. The length of leave will have to be mentioned and the circumstances should be explained in the application. The length of leave of absence will be a deciding factor whether he/she can continue his studies for the rest of the semester. If the leave is longer than a specified period, the student may apply for the deferment of the semester.
5. Attendance of individual subject will also be observed.
5. Short leave will effect on the attendance of particular subject.
6. Institute timing should be observed strictly. Late comers will be allowed to enter the institute with only a solid/logical reason. And this late entry will definitely effects on their attendance. Habitual late comers will be discouraged to be late and the case may be referred to Disciplinary committee.
7. Relaxation of attendance will not be availed by the habitual late comer, or by availing number of short leaves.

E. EXAMINATIONS

1. EXAMINATION FEE

University examination fee shall be charged at the time of enrollment of each semester.

2. TESTS AND EXAMINATIONS

1. There shall be two mandatory examinations in each semester i.e. Mid Term and Final Term. Any student absent in the final examination shall be considered as a fail. In addition to these examinations the teacher shall give home assignments and quizzes etc. to the students. The teacher will be solely responsible for deciding the mode, conduct as well as evaluation of examination in his/her course. The grade given by the teacher shall be final.

2. For Distance Learning Programs, a collective final exam will be conducted. Student has to get passing marks in assignment and final examination separately.
 3. The mid-semester examination shall be held during 8th to 10th week of the semester and carry a specific percent of the total allocated marks for the course. This examination shall be held by the concerned teacher who shall proceed according to the University rules.
 4. For the purpose of evaluation, one credit hour will carry 20 marks e.g., a four credit hours will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical (where applicable) for each course.
 5. To pass a deficiency course a student is required to obtain at least "C" grade.
 6. The following weightage shall be given to the examinations, home assignments, presentations and attendance etc. (may be revised at any time according to University guideline)
- | | |
|--|------|
| (a) Mid-semester examination | 50% |
| (b) Assignments / quizzes, presentations etc., | 25% |
| (c) Attendance / overall Conduct | 25% |
| Total: | 100% |

Note: (fraction in total obtained marks of a course will be rounded to the nearest whole number)

7. The scripts of each examination shall be discussed with the students.
8. To qualify a course, it is essential to pass separately the theory and practical (where applicable) examinations with aggregation to be at least 40 percent except for DPT (Doctor of Physical Therapy) and BS-MLT (Medical Laboratory Technology) Degree programs where aggregation pass marks requirement is 50%.
9. The duration of examination shall be as under;
 - Mid-Semester Examination (Two hours)
 - Final Examination (Two to three hours)
10. Question paper for the mid-term examination shall be set by the respective teacher. However, Chairperson/ Principal/ Director/ Departmental Incharge shall ensure the quality and standard of the question paper set by the teacher.
11. The teacher shall send the final award list of the course through the respective Chairperson to the office of the Controller of Examinations or concern admin official within 5 to 10 days after the end of a mid-term exam. The Dean/Coordinator may condone the delay in result submission. A copy of the award list will be maintained by the respective department.
12. On receipt of the award lists, the Controller of Examinations or concern admin official shall notify the results and send copies to the office of the Dean/Coordinator, Director/Principal and the Chairman of the concerned Department.

3. DEPARTMENTAL / INSTITUTIONAL EXAMINATION COMMITTEE

This Committee shall have proper role in supervising and evaluating the conduct of all examinations in the Department/Institute. The Committee may comprise the following:

- i. Chairperson/Incharge/Coordinator of Department/Institute (Convener)
- ii. Two faculty members of the Department/Institute
- iii. Admin Official as Secretary of Committee
- iv. The teacher concerned may be co-opted in case of complaint of a student.

4. CONDUCT OF EXAMINATION

1. All tests and examinations shall take place on the premises specified by the Departmental/Institutional Examination Committee.
2. The schedule of tests and midterm examinations shall be notified by the Departmental/Institutional Examination Committee at the beginning of the Semester or whenever these are announced by the Office of the Controller of Examinations of the concern/affiliated University.
3. Students are responsible for checking the date, time and location of their examinations from the given schedules.
4. For all examinations, the students may be required to show their students ID cards and examination Roll Number Slips for verification purpose. Students, who are unable to present their students ID cards and examination Roll Number Slips, will not be eligible to sit in the examination hall/room or may not be allowed to continue/complete the exam and he/she must have to leave the examination hall/room immediately.
5. Student must write the program title, subject title, course code and title and his/her name, registration number, signature clearly on the front page of answer sheets.
6. The record of question papers/marked scripts/Midterm Examination / Final Examination etc. shall be preserved by the Controller of Examinations or concern Admin Official for two years after the completion of the degree program.
7. Provisional announcement of the result of a program will be made by the Controller of Examinations or concern Admin Official.
8. Final Notification of the results of Final Term Examination shall be made by the Controller of Examinations of University.

5. GRADE POINT AVERAGE

1. Grade point and equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
• A	4	80 – 100	Excellent
• B	3 – 3.99	65 – 79.99	Good
• C	2 – 2.99	50 – 64.99	Satisfactory
• D	1 – 1.99	40 – 49.99	Pass
• I	0	Zero	Incomplete
• F	0	Less than 40 %	Fail
• W	Will not be included in GPA calculation with drawn		

2. If a student fails to obtain prescribed CGPA at the end of each Academic Year (after two consecutive Fall and Spring Semesters) his/her admission shall stand cancelled. However the student may seek fresh admission.
3. The following CGPA is required for secure of his/her admission in a program and successful completion. For Undergraduate Program
 - i. After first Academic Year required CGPA is 1.75
 - ii. After second Academic Year required CGPA is 2.00
 - iii. After third Academic Year required CGPA is 2.25
 - iv. After fourth Academic Year required CGPA is 2.50

A student, who obtains CGPA of 2.25 or more but less than 2.50 upon the completion of entire course work, may be allowed to repeat once courses of the lowest grades (C & D) with in maximum credit hours limit in order to improve the CGPA and to obtain the minimum of 2.50 by the permission from University, failing which the student shall cease to be on the rolls provided that he/she has availed the maximum permissible repetitions.

6. GPA / CGPA CALCULATION

Definitions:

Grade Point Average (GPA): This is a figure ranging from 0 to 4.00 (A=4.00) used as a performance indicator of a student in the semester concerned and is calculated as:

GPA = [Total weighted points of all courses taken in the semester concerned] / [Total number of credits enrolled for in the semester concerned]

Weighted Points = [Grade Points] x [the number of credits of the course concerned]

CGPA = [Total weighted points of all courses taken] / [Total number of credits enrolled for in all semesters]

Pass marks in a course are 40 percent both in the theory and practical separately.

7. REQUIREMENTS FOR THE AWARD OF DEGREE

Within the framework of General Rules/Regulations for the award of a graduate or a postgraduate degree special/specific rules may be applicable to certain degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the candidates. Candidate will be awarded the relevant degree, provided that he /she has

- (a) Undertaken a program of study for a period not less than the prescribed period of study given for that program;
- (b) Completed the total credit hours of courses as stated in the regulations for that degree;
- (c) Passed the prescribed examinations;
- (d) Fulfilled minimum course work and lab work requirements;
- (e) Qualified the comprehensive examination (where applicable)
- (f) In case of thesis; passed the Viva Voce and / any other mode of assessment prescribed by the University.

8. CALCULATION/COMPILATION OF THE FINAL RESULTS

1. The CGPA will be reported up to two decimals but for determination of merit position CGPA will be calculated up to four decimal. In case of a tie merit position will be determined on the basis of the weighted percentage marks obtained.
2. All students obtaining CGPA of 4.0 will be declared on the Honors List.
3. Compilation and notification of the final term results will be made by the Controller of Examinations.

9. SPECIAL EXAMINATION AND INCOMPLETE GRADE

Absence from any scheduled examination is permissible only in extreme situations beyond the control of the student as approved by the Vice Chancellor.

- i. Serious illness of the student or death of the immediate family member is regarded as a legitimate reason for scheduling a special examination. Even in an emergency situation, the student or someone on his/her behalf must inform the Chairperson of the Department in writing before the examination is held. Request for scheduling a special examination must be made by student and submitted to the Chairperson, along with other required documents, within one week of missing the examination. The Chairperson will send the case to Controller of Examinations for notification after the approval of the Competent Authority.

The special examination of the mid semester examination will be managed by the concerned teacher and chairperson of the department before the commencement of the final examination.

Whereas; special examination of the (missed) final semester examination must be held during the next summer break or before the Midterm examination of next semester or as per University rule (if allowed). Such a candidate shall be given Incomplete Grade ('I' Grade). Private arrangements for special examination between a student and the teacher are not allowed.

10. STUDENT GRIEVANCES

All departments should have a 3 member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.

11. SUPERVISORY COMMITTEE

1. The Supervisory Committee for a student shall be proposed by the respective Board of Studies of the Department/Institute before the semester including thesis and/or research projects. For thesis and research project, only one supervisor will be appointed by Chairperson in respective semester.
2. Supervisory Committee shall consist of the 03 members of the department. Therefore, the constitution of the Committee is given as under:

1. Supervisor
2. Member-1
3. Member-2

However, if an outstanding specialist in a major or minor/elective field of study is available outside the department/Institute, he/she may be taken as a member of the Supervisory Committee as "Supervisor-2" on 'ceteris paribus'.

3. Supervisor of the student will act as Chairman of the Supervisory Committee.
4. Supervisory Committee may be revised with the reasons of changed through BOS but not after the submission of thesis to Department. Further all the rules therein laid by University/HEC from time to time will be followed strictly.
5. In case, a student duly recommended by the Chairman/ Director/ Principal is concerned to conduct his/her complete/part of thesis research in other institution/laboratory, is allowed by the office of the Dean/Director; the helping scientist will be taken as Supervisor-2 in the Supervisory Committee of the student. However, the institute will not bear any financial liability in this context.
6. Foreign Faculty members, HEC National Professors/HEC Eminent Scientists may act as Supervisor/Member of the Supervisory Committee with permission from University.
7. Faculty on Tenure Track System (TTS) / Interim Placement of Fresh PhD program (IPFP) will be considered at par with regular faculty for appointment as member of supervisory committee.
8. Contract teachers may act as Supervisor / Member of the Supervisory Committee only in MPhil program, where, there is shortage of regular faculty members.

12. THESIS/RESEARCH REPORT WRITING AND SUBMISSION (as per university criteria)

1. Candidates pursuing a program of study which includes research component must pass the prescribed courses before proceeding with the research work & also fulfill the residential requirements. He/she is required to submit thesis submission form and thesis examination fee before the submission of thesis.
2. For the evaluation of research reports at undergraduate level an examination committee comprising of senior faculty members of the department will be formulated by the respective chairperson of the department.

3. The topic of the Thesis and the panel /list of the External Examiners are to be approved by the Board of Studies of the concerned Department.
4. Thesis/Research report has to be submitted within 60 days (90 days for PhD) after the last day of termination of last semester unless extension has been approved by the Competent Authority.
5. The student who will enroll beyond their stipulated limit of the semesters will have to pay an additional tuition fee of 50% for every semester above the regular fee.
6. The thesis must be prepared in accordance with the guidelines provided by the academic department/faculty concerned.
7. The thesis duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submission shall be sent to the external examiner by the office of the Controller of Examinations (CE) for evaluation. A panel of three examiners per student shall be submitted to the CE office by the Chairman of the respective Board of Studies on or before the submission of thesis.
8. Candidates must submit the required number of the copies of the thesis as determined by the program for the purpose of assessment and examination. Original Plagiarism report along with the certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the respective Directorate. The Directorate shall notify the dates for the semifinal and final thesis submission.
9. The thesis shall be evaluated by a Board of Examiners comprising members of the Supervisory Committee and external examiners appointed by the Vice Chancellor from the panel of names recommended by the Board of Studies. The external examiner/s shall be given reasonable time to go through the contents of the thesis critically. Total marks so awarded will be converted into a letter grade as mentioned under clause mentioned/earlier above and average grades on the basis of course work and thesis will then be worked out to calculate the final CGPA.
10. Supervisor, after consultation with the external examiner shall decide the date, time and venue (in campus) for thesis evaluation.
11. There shall be 120 marks corresponding to 06 credit hours allocated for thesis.
12. The thesis evaluation should be completed within six months from the date of dispatch of thesis by the Controller of Examinations to the quarter concerned. The Controller of Examination shall get the approval of the external examiner from the Vice Chancellor and thesis shall be dispatched to him/her accordingly. In case of regret from the first External Examiner nominee(s), second approval of External Examiner nominee (s) shall be sought within eight weeks from the Vice Chancellor by the Controller Examination. However, the Vice Chancellor may allow extension for thesis evaluation up to one year in hardship cases.
13. The supervisor shall send the award list of thesis examination after counter signature of the Chairperson to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three hard bound copies of thesis.
14. In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner whose decision shall be final.
15. If a candidate fails in the thesis examination, he/she will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. He/she can avail this chance only once.

16. If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted under any circumstances.
17. If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted under any circumstances.
18. To publish an approved thesis or any portion of it, the student must indicate clearly that the said thesis was submitted to the University as fulfillment of requirement for the Degree Program.
19. The University reserves the right to use the thesis or otherwise for teaching and research purposes as and when required.
20. After submission of the thesis, the students will not be allowed to stay in the University hostels.
21. The Convener of the Board of Studies (BoS) shall act as Chairman of thesis examination.
22. Color of the thesis cover for various programs will be as under:
 - Blue for BS
 - Maroon for MA/MSc/LLB
 - Black for MS/MPhil /LLM
 - Dark Green for PhD

Note: Writing on the thesis cover binding will be in golden, engraved, bold, Times New Roman/Ariel form.

23. Office of the University will maintain student record for 3 years after the declaration of final result. After that period, the record may be disposed off with the permission of the Vice Chancellor.

13. CODE OF ACADEMIC INTEGRITY

1. Every member of the Institute community is responsible for upholding the highest standards of honesty at all times. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative staff etc.) of all levels.
2. Cheating, i.e. using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.
3. Plagiarism: using the data, or written material without specific or proper acknowledgment is an academic dishonesty that shall result in disciplinary action.
4. Tempering or an attempt to temper any academic record or transcripts in any manner will result in the termination of the study of the student involved.
5. Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.
6. Any form of unfair means or irregularity by a student or a group of students will be immediately reported to the Departmental/Institutional Examination Committee which will forward it to Discipline Committee (Examinations) for establishing facts and fixing responsibility (ies). Severity of penalty imposed on the student can range from termination or expulsion from the Programs for a specified period or monetary fines or both.

14. EQUIVALENCE COMMITTEE**

For admission of candidates from other Universities, Colleges, Institutes, etc. to this institute whose courses/examinations are different from the corresponding courses/examinations of this university, a standing committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to Vice Chancellor for final approval on behalf of the Academic Council. The members of the equivalence committee shall hold office for two years.

**regarding conversion of grades/marks obtained in Semester system into Annual system or vice versa and course waiver per students under migration, will be permitted and dealt as per university rule.

15. DIRECTOR AS HIGHER AUTHORITY IN SPECIAL CASES

Notwithstanding anything contrary to these Regulations/Rules, the Director shall have the powers conferred by the statutory bodies to issues order, directions or instructions for the smooth working of the Academic affairs of this Institute and on the issue(s) which are not covered under these "Semester Rules", where any rule(s) /Regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Rules, the decision of the Director shall be final.

16. GENERAL

1. All the academic matters shall be routed through proper channel i.e. through the Chairperson/ Incharge/ Coordinator of the Department and Principal/Dean/Director of the Institute.
2. Office of the Director/Principal/Coordinator, Advanced Studies/ Undergraduate Studies or Admin office will maintain student's record for 3 years after the declaration of final result. After that period, the record may be disposed off with the permission of the Director.
3. There should be at least three full time PhD Faculty members in the relevant subject; to launch the PhD program.

Note:- Institute reserved the rights to amend or change the rules time to time or as guided by the university.

SARGODHA INSTITUTE OF HEALTH SCIENCES, SARGODHA

CODE OF CONDUCT

(In the view of GCUF code of conduct)

Conduct is the set of rules & regulations to maintain discipline among the students. This Code of Conduct will be enforced in the Institute and Sub-Campuses. SIHS has emerged as a leading educational Institute in Pakistan. The Institute is fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, academically competent and research oriented productive citizens who are prepared to lead, inspire, and serve humanity. The Institute wholeheartedly commits itself and all its resources to this sacred trust and responsibility. The SIHS community comprises of a diverse population of students in pursuit of academic excellence. It strives to refine the ability of students to reason and to communicate

freely and clearly so as to become responsible, morally equipped and moderate. It is therefore expected that these attributes, in turn, should be reflected in their everyday behavior, attitude and dress. SIHS believes that the regulations, guidelines and safeguards described herein are indispensable features to maintaining an academic environment.

Definition of Terms

Unless there is anything repugnant in the subject or context, the expressions used in these regulations and defined or used in this Code of Conduct shall have the meaning assigned to them respectively. Definitions of different terms are:

1. **Complainant** means a person who makes a complaint or reports a violation of the Institute Code of Conduct or Institute regulations and policies.
2. **Intentional** means deliberate.
3. **Respondent** means a person who has been accused of violating the Institute Code of Conduct.
4. **Student** means any currently enrolled person for whom the Institution maintains educational records, as defined by the Institute regulations.
5. **Reckless** means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal Institute operations exists or can be reasonably foreseen.
6. **Institute Official** is a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position.
7. **Authority** means Director, Principle, Discipline Committee and DSA, as the case may be.
8. **Discipline Committee** means a Committee constituted under rules of the Institute consisting of members and co-opted members.
9. **Punishment**: includes any penalty which Discipline Committee deems fit, defined in the rules.
10. **DSA**: means Director Student's Affairs and includes other officers of the Directorate.
11. **DDC**: means Departmental Discipline Committee consisting of not more than three members out of which one will be the Convener.
12. **Officer**: means Officers of the Institute in academic & nonacademic departments and includes members of vigilance squad.
13. **Fine**: Fine imposed by the Committee or recommended by an officer, member of vigilance squad or by any person approved by the Authority.
14. **Chairperson**: means chairperson of the teaching department.
15. **Institute**: Means Sargodha Institute of Health Sciences, Sargodha.
16. **University** means affiliated university.
17. **SIHS** stands for Sargodha Institute of Health Sciences.
18. **GCUF**: Means Government College University, Faisalabad.
19. **HEC**: Means Higher Education Commission of Pakistan.

Academic Dishonesty:

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination sheet; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.

2. Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

3. Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

4. Plagiarism: Intentionally or knowingly or unknowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.

5. Unauthorized Collaboration: Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

Unfair Means

Use of unfair means generally covers the following:

1. An attempt to have access to the question paper before the test/examination.
2. Use/possession of unauthorized reference material during test/examination.
3. Any form of communication by the examinees with anyone in or outside the test/examination room while the test/examination is in progress.
4. Unauthorized entry into faculty's office or that of his staff with the intention of having access to or tampering with the official record/exam paper etc.

Moral Dishonesty:

Moral dishonesty means act which does not conform to known norms of decency.

Extension of the SIHS Code of Conduct:

The SIHS Code of Conduct applies to conduct that occurs on the Institute premises, at SIHS sponsored activities and to off-campus conduct that adversely affects the Institute reputation and/or the pursuit of its objectives. Each member of SIHS shall be responsible for his/her conduct.

Classroom Standards:

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period and report the matter to the concerned Chairperson/ Incharge, who will forward the matter to DDC/Director Students Affairs. Students must be protected against infringement of their rights and unfair practices.

Identification/Registration Card:

Each member of the Institute community is issued a picture Identification/Registration card or visitor's pass, and must wear it at all times while on Institute premises or at University-sponsored activities. Identification/Registration cards must be presented upon entering Institute buildings and must be worn while on Institute premises. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the Institute if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same. Upon card owner's withdrawal from the Institute, all rights and privileges related to the identification card will automatically cease. If the student withdraws, or is suspended or expelled, from the Institute, the identification card must be surrendered to the Institute as the case may be.

Visitors and Guests:

Students cannot invite any visitor without the permission of Competent Authority. Students may be held accountable for the acts of misconduct of their guests while on Institute premises or at Institute-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 Institute premises.

Acts of In-discipline/Prohibited Conduct

All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

Academic Dishonesty:

Violating the Institute Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, facilitating academic dishonesty of others and unauthorized collaboration.

Abuse, Assault, Threatening Behavior:

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person/student, or oneself, on Institute premises or at Institute-sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to a abusive language and/or physical or verbal intimidation, harassment, coercion etc.

Firearms, Explosives and Other Weapons:

Illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on Institute premises, with or without a license to possess the same has been issued to the possessor.

Violation of Disciplinary Sanction:

Violating terms of any disciplinary sanction imposed in accordance with SIHS Statutes.

Furnishing False Information, Forgery or Unauthorized Use of Documents:

Intentionally furnishing false information to the Institute and its officials; or misusing an affiliation with the Institute to gain access to outside agency/services; or using false information or Institute resources to compromise the name of the Institute. Forgery, unauthorized alteration, or unauthorized use of any Institute document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

Disorderly Conduct or Indecent Behavior:

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or hiring another person to breach the peace on Institute premises or at Institute-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Institute premises without his or her prior knowledge. Theft: Theft, or attempted theft, of property or services on Institute premises or at Institute-sponsored activities.

Damage to Property or its Destruction:

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises or at Institute-sponsored activities.

Non-Compliance with Official Direction:

Failure to comply with reasonable direction of Institute officials acting in performance of their duties.

Violation of Institute Regulations and Policies:

Violating Institute regulations or policies including amendments and additions adopted since the publication date.

Alcohol/Drugs/Intoxicants:

Distribution, possession, and consumption of alcohol/ drugs/intoxicants on Institute premises or at Institute-sponsored activities.

Unauthorized Access to Facilities:

Unauthorized access or entry to, or use of, Institute facilities and equipment. Unauthorized possession, duplication or use of keys to any Institute premises, facilities or equipment; or, unauthorized entry to or use of Institute premises.

Unauthorized, Use of Computer or Electronic Communication Devices:

Theft or other abuse of computer facilities and resources including, but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Interference with the work of another student, faculty member or Institute official.
5. Sending obscene, abusive or threatening messages.

6. Transmission of computer viruses.

7. Interfering with normal operation of the Institute computing system.

8. Unauthorized duplication of software or other violation of copyright laws.

9. Unauthorized access to, or unauthorized, mischievous or malicious use of Institute computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

Provoking Others to Misconduct:

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

Identification/Registration Cards:

Failure to wear, or to produce or surrender the identification card upon the request of a Institute official.

Animals:

Bringing an animal into any Institute building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which express permission has been granted by the Institute Authority.

Demonstrations:

Walking in large groups, shouting and talking loudly near class rooms, aimless sitting in corridors after class timings, demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the Institute community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area (or any Institute sponsored activity).

Political Activities:

Unauthorized use of Institute facilities or equipment for political activities.

Harassment:

Includes the following:

1. Passing remarks, placing visual or written material, aimed at a specific person or group:
 - a. With the intention of causing harm to the person or group; and/or,
 - b. Creating an environment which limits a student's educational opportunity.
2. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.
3. Physical assault.

Gambling:

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

Smoking:

Smoking is prohibited on Institute premises.

Mobile Phones:

Use of mobile phone in the class room is completely banned. It should be switched off during class hours.

No one can bring mobile phone during exams in the examination room/hall.

Abuse of the Student Conduct System:

Abusing the student conduct system including, but not limited to:

1. Failure to obey the notice from an Institute official to appear for a meeting or hearing as part of the student conduct system.
2. Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the Institute.
3. Disruption or interference with the orderly conduct of a hearing proceeding.
4. Causing a violation of Institute Code of Conduct hearing to convene in bad faith.

Indecent Behavior at the Campus/ Disturbing Academic Atmosphere:

Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students. Damage to the Institute fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/ Institute equipment, etc. Use of mobile phone/listening music in classrooms, examination halls, labs and library thus disrupting the calm of the said rooms.

Off-Campus Conduct:

Conduct occurring off Institute premises is such that it should not affect the interest/image of the Institute.

Enforcement of Code of Conduct

Matters of indiscipline would be referred to the Institute authorities, which are authorized to check indiscipline matters and decide as per SIHS rules, regulations and policy, or as per the decision of Discipline Committee it deems fit. Parents of those students who disobey authority and violate the code of conduct will be informed. Students are not allowed to bring their guests at the Campus except their parents.

Punishment or Penalty for Acts of In-Discipline:

Punishment or penalty for acts of in-discipline shall be according to the gravity of the case and may be any one or more of the following:

Minor Punishments

1. Warning in writing: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

2. Probation: Probation for a specific period not exceeding four months.

3. Fine: Fine which may amount up to Rs.5000/-

Fine: Collection of fine is not the way of monetary purpose, it's a minor punishment for the correction of attitude/habit and for remodeling of the students to adopt the discipline. There are few conditions for the charge of a fine:

1. **Late fee fine:** A fine of Rs.100/- per day may be charged after the commitment / due date of dues.
2. **Late comer/entry:** a fine of Rs.100/- may be charged after the morning gate closing timing, although a 15 minutes relaxation will be granted only in hard weather/season.
3. **Absent fine:** A fine up to Rs.100/- per day may be charged for the absent from the institute.
4. **Without proper uniform:** A fine up to Rs.100/- may be charged to students violating the dress code/uniform.

4. Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period, or permanent removal from the residence hall.

5. Withholding of Certificate: Withholding of a certificate of good moral character.

6. Removal of Privileges: Deprivation from the privileges enjoyed by the students.

7. F Grade: Award of "F" grade in a paper/ cancellation of the examination for one paper or more.

Major Punishments

1. Fine: Fine which may amount up to Rs.25000

2. Exam Result: Cancellation of examination result.

3. Ineligibility: for further admission.

4. Rustication: Rustication from the class for a specified period up to two semesters after the expiry of the punishment, the student shall be admitted in the semester where he/ she left.

5. Expulsion: includes expulsion from the Institute for indefinite period, cancellation of studentship and admission, ineligibility for further admission.

6. Degree: Non conferment of degree/transcript.

Other sanctions or a combination of above mentioned punishments as deemed appropriate.

Note: Institute has the right to amend/change the code of conduct at any time.

Discipline in the Hostels

Instructions already issued in this regard by the Administrative Directorate will be followed.

Discipline Process

1. Case referrals: Each case of in-discipline shall be reported to the Chairperson Hall Council of the College/Institute through HOD or the warden of the hostel. Any charge should be submitted as soon as possible after the alleged violation takes place. Chairperson Hall Council depending upon the gravity of the case will decide to award minor punishment or refer the same to SIHS Discipline Committee for decision by senior competent authority for major punishment.

2. Procedure-disciplinary hearing: A disciplinary hearing is a formal process conducted by the SIHS Discipline Committee. This formal process is designed to gather and consider relevant information

regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within reasonable period.

3. Punishments: SIHS Discipline Committee will recommend/ impose a penalty (major or minor) as a punishment according to the gravity of the case after giving full opportunity to the defaulter to give his/her point of view or as the case may be.

4. Appeals: An appeal against the Discipline Committee decision can be filed to the Director/Principal within fifteen days of the notification of the decision.

General

Federal/Provincial Laws and Ordinances:

Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

Gender Mixing: Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.

Littering: It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.

Sports:

1. All individuals and teams involved in sports should participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and Institute staff at all times.

2. Under no circumstances should participants react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

3. Individuals signing the player registration form agree to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the Institute.

4. Persons under the influence of drugs are not permitted to participate in sport activities at the Institute and as such will result in disciplinary action by SIHS.

5. Director Sports, SIHS, Sargodha will be responsible for maintaining discipline in all the playgrounds.

Library:

The Librarian shall be responsible to maintain discipline in the library. He/she may require a student to leave the library on an act of indiscipline or report to DSA.

Parking:

Wrong Parking at the Institute or its parking stands will result in fine Rs.200/- for car and Rs.100/- for motorcycle or as the case decided by the Committee or Incharge Parking Stands.

Dress Code:

In order to maintain academic dignity and sanctity of the Institution, students and staff of the Institute are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of life style at SIHS campus. Purpose of Dress Code is to establish the basic guidelines for appropriate work dress that promotes a positive image of SIHS and also allow maximum flexibility

to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories.

UNIFORM: All the students should wear proper UNIFORM of winter or summer according to the time framed by the Institute in view of the local season/weather. Uniform is compulsory for all the students of each program.

Summer Uniform:

Male: White Shirt, Grey Pants, Blue Neck Tie, Black Socks and Black Shoes.

Female: White Shirt/Qameez and Shalwar, Blue Scarf/Wale/Dupatta, Black Socks, Black Shoes, Blue Gaour/Abaya (if required, will be used along with complete uniform).

Winter Uniform:

Male: White Shirt, Grey Pants, Blue Neck Tie, Black Socks, Black Shoes and Blue Sweater or Coat.

Female: White Shirt/Qameez and Shalwar, Blue Scarf/Wale/Dupatta, Black Socks, Black Shoes. Blue Gaour/Abaya (if required, will be used along with complete uniform) and Blue Sweater or Coat.

White Coat (Lab. coat) is compulsory in winter and summer for all students (males and females) to wear over the uniform during laboratory/clinical rotations and for oral/viva voce/ practical exams.

Note:- SIHS has the right to amend or change the uniform of a specific program/ session /semester at any time.

To abide by the student dress code, student should not:

1. Wear tight or see-through dress.
 2. Wear Shorts, or sleeve-less shirts.
 3. Wear Tee-Shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others, in the case of classes or any practical/clinical rotations/workshops where uniform is not compulsory.
 4. Wear torn clothing.
 5. Wear jogging or exercise clothing during classes, if permitted to wear during specific occasion/event/practical work related to exercise.
 6. Put on excessive makeup or wear expensive jewelry.
 7. Wear untidy, gaudy or immodest dress in classrooms, cafeteria and Institute offices.
 8. Wear unprofessional attire in formal programs, presentations, oral/viva exams and interviews.
- All faculty members and administrative officers, support staff and students will be expected to monitor this code of conduct and report any such disregard or violations to college/institution for taking appropriate action/remedial measures.

NOTE: The Discipline Committee with the approval of the Competent Authority can amend/ reframe/ refresh this code of conduct.

Recommended & Approved by



Dr. Hassan Makhdoom
Director Academics

Sargodha Institute of Health Sciences
Sargodha.



Mrs. Marriam Mubeen
Principal

Sargodha Institute of Health Sciences
Sargodha.