

Institutional Disciplinary Policy

Sheikh Zayed Medical College

Rahim Yar Khan



Ref. No. 69/18-55 /SS/SZMC.

Dated 13 - 09 /2024.

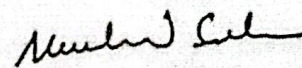
OFFICE ORDER

In supersession of all previous orders issued from time to time this office a "Institutional Disciplinary Committee" consisting of the following officers, is hereby constituted at Sheikh Zayed Medical College/ Hospital Rahim yar Khan with immediate effect till further order:

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| 1. Prof. Dr. Mazhar Rafi
Professor/HOD of Paediatric Surgery | Convener |
| 2. Prof. Dr. Shazia Majid Khan
Professor & Head of Obst. & Gynae | Member |
| 3. Prof. Dr. Mazhar Hussain
Professor/HOD of Pharmacology | Member |
| 4. Dr. Ummara Munir
Associate Professor/HOD Forensic Medicine | Member |

This Committee shall look into all matters regarding Discipline of the Sheikh Zayed Medical College/Hospital, R.Y. Khan. H.II. Sheikh Khalid Khalifa. (Allied Health Science), and College of Nursing, SZH. Rahim Yar Khan.

Committee will submit its report alongwith recommendations to the undersigned within (07) seven days positively.


Prof. Dr. Muhammad Saleem,
Principal,
Sheikh Zayed Medical College/ Hospital,
Rahim Yar Khan

copy is forwarded for information and necessary action to:

1. The Medical Superintendent SZH, Rahim Yar Khan.
2. The Principal College of Nursing SZH, Rahim Yar Khan.
3. The Coordinator H.II. Sheikh Khalifa (Allied Health Sciences). R.Y. Khan.
4. All Concerned Officials/Officers.



Ref. No. 38313 /ADMN/SZMC

Dated: 02/05/2026

OFFICE ORDER

INSTITUTIONAL DISCIPLINARY POLICY

In pursuance of the directions of the Government of the Punjab and in compliance with the regulatory framework of the Pakistan Medical and Dental Council, the following Institutional Disciplinary Policy is hereby notified for implementation at Sheikh Zayed Medical College, Rahim Yar Khan, with immediate effect.

1. SHORT TITLE AND COMMENCEMENT

This policy shall be called the "Disciplinary Policy of Sheikh Zayed Medical College, Rahim Yar Khan" and shall come into force forthwith.

2. SCOPE OF APPLICATION

This policy shall apply to all undergraduate and postgraduate students, faculty members, and administrative and supporting staff within all institutional domains, including academic and clinical settings, attached teaching hospitals, hostels and affiliated facilities, as well as digital and online academic platforms.

3. OBJECTIVES

The policy aims to ensure discipline, professionalism, and ethical conduct; maintain a safe and respectful institutional environment; provide a fair and transparent mechanism for handling misconduct; and align institutional practices with regulatory requirements and professional standards.

4. ESTABLISHMENT OF INSTITUTIONAL DISCIPLINARY COMMITTEE (IDC)

In continuation of institutional efforts to maintain a professional, safe, and ethical academic and clinical environment, the Institutional Disciplinary Committee (IDC) shall be constituted. The Committee shall be responsible for ensuring discipline, professionalism, and ethical conduct within the institution, addressing violations of institutional rules, and promoting a respectful academic environment.

The scope of the IDC extends to all students and employees in matters relating to academic dishonesty, harassment, negligence, and behavioral misconduct. The Committee shall receive and review cases forwarded from the head of institution / Principal, conduct fair and confidential inquiries, recommend appropriate disciplinary actions, maintain proper records, and coordinate

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with other institutional committees where necessary. The procedure for handling cases shall include submission of complaints, preliminary review, formal inquiry, hearing of concerned parties, and issuance of recommendations based on evidence.

Depending upon the nature and severity of misconduct, disciplinary actions may include warning, fine, suspension, or expulsion/termination in serious cases. All proceedings of the IDC shall be guided by the principles of fairness, confidentiality, impartiality, and timeliness. The Committee shall meet on a quarterly basis or as required.

5. CLASSIFICATION OF MISCONDUCT

Misconduct shall include, but not be limited to, academic misconduct such as cheating, plagiarism, and falsification of records; professional misconduct including breach of patient confidentiality and violation of medical ethics; behavioral misconduct such as harassment, bullying, violence, or intimidation; administrative misconduct including non-compliance with institutional rules and unauthorized absence; and serious misconduct including sexual harassment, substance abuse, and criminal acts.

6. PROCEDURE FOR DISCIPLINARY ACTION

All disciplinary matters shall follow a structured process including receipt of complaint or report, preliminary scrutiny, formal inquiry by the IDC, provision of opportunity of hearing to the respondent, decision based on evidence, and submission of recommendations to the competent authority. All proceedings shall adhere strictly to the principles of natural justice, fairness, and confidentiality.

7. DISCIPLINARY PENALTIES

Depending upon the nature and gravity of misconduct, penalties may include warning, fine, suspension, withholding of privileges, or expulsion in case of students, and warning, censure, withholding of increments, suspension, or termination in case of employees, in accordance with applicable rules.

8. APPEAL MECHANISM

Any aggrieved party may file an appeal within fifteen (15) days of the decision before the competent appellate authority. The decision of the appellate authority shall be final.

9. PMDC COMPLIANCE

All disciplinary matters shall be handled in accordance with the standards prescribed by the Pakistan Medical and Dental Council, including maintenance of professional ethics, ensuring fitness to practice, and safeguarding patient safety and confidentiality. Serious cases of professional misconduct may be reported to PMDC through the Principal.

10. CASES OF HARASSMENT

All cases of harassment shall be dealt with strictly in accordance with the Protection Against Harassment of Women at the Workplace Act, 2010, and referred to the relevant inquiry committee constituted under the law.

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11. CONFIDENTIALITY AND RECORD KEEPING

All disciplinary proceedings shall remain confidential, and proper records shall be maintained for audit and regulatory purposes. Such records may be presented during inspections by regulatory authorities.

12. CAPACITY BUILDING AND PREVENTION

The institution shall conduct regular training on ethics and professionalism, promote awareness regarding disciplinary standards, and integrate behavioral and ethical training into academic programs.

13. IMPLEMENTATION

All Heads of Departments, Administrative Officers, and relevant authorities are directed to ensure strict compliance with this policy.

Muhammad Saleem

(Prof. Dr. Muhammad Saleem)

Principal

Sheikh Zayed Medical College/Hospital

Rahim Yar Khan

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