

# Code Of Conduct (RCoD)



**RAHBAR COLLEGE  
OF DENTISTRY**

**PRINCIPAL  
PROF. DR. MUHAMMAD NASIR SALEEM  
RAHBAR COLLEGE OF DENTISTRY**

No.102/RCoD/P/84 Dated: 22 July 2024

To: Director Admin

Info: Medical Branch

**Prof. Dr. Muhammad Nasir Saleem**  
BDS (Hons), FCPS, MSc, ICMT,  
FDS RCPSC, PhD (Scholar),  
Principal  
HOD Operative Dentistry,  
Rahbar College of Dentistry, Lahore

## **CODE OF CONDUCT**

### **(Rahbar College of Dentistry)**

#### **INTRODUCTION:**

All students of Rahbar College of Dentistry are to carefully read the rules and abide by the rules as envisaged in the prospectus, college notification, student guide, and their modifications as and when issued. Violation of these rules is tantamount to breaching college discipline. The case as may be will be investigated by the designated inquiry committee and forwarded if needed to Disciplinary Committee for further action. The recommendations will be forwarded to the Principal/Dean of RCoD for necessary further action.

#### **GENERAL RULES:**

- a. The students must display their identification cards at all times while on the college premises and hospital.
- b. All students must maintain the decorum of the college through decent and respectable behavior. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight and indulge in any unseemly behavior or activity on the college premises at any time.
- c. No student is allowed to loiter and move aimlessly in and around college premises or waste his/ her time in the college cafeteria extensively.
- d. Students have to be present on time, at any specified activity of the college.
- e. Student notices/messages will only be displayed on the notice board placed by the college authorities with the approval of the Principal.

#### **ACADEMIC REGULATIONS:**

Mandatory compliance is expected of the rules and regulations vide- Undertaking given on admission. All fines imposed and disciplinary actions taken will be mentioned on the college leaving certificate.

##### **1. Attendance**

The Attendance should be 100% in all lectures / practicals / clinical sessions.

As per requirements of UHS & PM&DC, a minimum attendance of 75% is MANDATORY "individually" in each subject being taught in that year (in lectures / practicals / clinical sessions), in order to qualify for appearing in UHS annual exam.

**This will be strictly enforced: -**

- a. The margin of 25% of absence in lectures, practicals, tutorials, demonstrations and clinical wards is desired to cover absence only on account of sickness or any emergency if considered justifiable by the Principal.
- b. Repeated absence from lectures, practicals, tutorials, demonstrations and hospital clinical wards, without any justified reasons, will make a student liable for punishment.
- c. The students must periodically check their attendance record from concerned department.
- d. For leave or absence, the students must apply in writing and get it countersigned by all HODs before submitting at the Principal office. The reasons for his/her request should be clearly mentioned. In all cases, leave taken will be at the students own risk as far as the percentage of the attendance is concerned; even the medical certificate will not condone for any deficiency in attendance.

**2. Academic Performance Assessment**

Attaining of 50% marks individually in each subject in Class tests / Module test / Mid term / Final term / Pre-Annual examination is MANDATORY. A student can be dropped from appearing in University Exam by the Principal on account of poor academic performance.

**DISCIPLINARY REGULATIONS:**

- a. Ragging is strictly prohibited. Anyone found guilty will be imposed a heavy fine and other disciplinary actions including rustication/ expulsion from college/ hostel.
- b. The students should wear a white coat and their I.D tags all the time during academic hours.
- c. Roaming on college premises is prohibited.
- d. The appearance and dress code must be by the accepted norms and dignity of the profession. The following are not allowed:
  - I. Extreme hairstyles
  - II. Revealing clothes
  - III. Body and face jewellery (except small ear studs, necklace, and simple ring)
  - IV. Untidy dress
  - V. Slippers
  - VI. Track Suite Trousers
- e. Pasting/ hanging posters, graffiti, and promotion material of any kind is prohibited.
- f. Any type of political activity, demonstration, protest, or procession is strictly prohibited. Offenders/ abettors will be expelled from college.



- g. Any damage whatsoever caused by the student will be recovered/ repaired 'as per actual' from him/ her. A fine may also be imposed.
- h. All students must provide their and parents' / guardians' correct mailing addresses e.g., phone numbers and emails. Any falsification in this regard will be considered a breach of discipline and any loss to college consequently, will be recovered from the student in addition to fine.
- i. Use of Alcohol and drugs and keeping of arms of all types are strictly prohibited. The offender will be expelled from college.
- j. Falsification/ abuse of college record/ data shall be considered a serious offense, resulting in strict disciplinary action.
- k. Any misconduct/ negligence on the part of a student which endangers the life, health, and safety of other students and/ or staff or brings disrepute to the college shall be considered a serious offense and will be punished accordingly.
- l. Violation of morals, such as the use of indecent language, inappropriate remarks, and gestures, abusive quarrelling, fighting, and insolence towards fellow students, faculty, or staff.
- m. Impersonation of any academic, financial, or otherwise gain shall be considered a serious offense and will be punished accordingly.
- n. Theft and fraud will bring severe punitive action to the offender.
- o. Any intimidation/ harassment for the reasons of age, gender, race, disability, or religious belief shall result in expulsion from college.
- p. College and Hostel premises are strict 'NO SMOKING' zones. Non-compliance in this regard will result in a fine of Rs.1000/- and a warning. The parents will also be intimated. On the next violation, rustication of students will result. The third violation will result in expulsion from college.
- q. Any kind of press conference, interview, writing articles, etc. in media (print and electronic) are strictly prohibited violation shall be seriously punished.
- r. Parking of vehicles of students inside college premises is not allowed.

#### **DISCIPLINARY COMMITTEE:**

The college Disciplinary Committee keeps effective watch over maintenance of discipline and enforces the code of conduct in routine daily matters. A team nominated by the Principal, will comprise the committee. In cases of any breach of discipline, the decision taken by the Principal will be final and can't be challenged. The committee will meet on quarterly / required basis.

Composition of the committee will be as under;

President: -

Principal / Dean, RCoD (Prof. Dr. Muhammad Nasir Saleem)

Members: -

- (1) HOD Prosthodontics (Prof. Dr. Hina Zafar Raja)
- (2) HOD Oral Pathology (Dr. Muhammad Behzad Salahuddin)
- (3) HOD Behavioral Sciences
- (4) HOD Dental and Medical Education
- (5) AD Student Affairs

Principal  
RCoD

(Prof. Dr. Muhammad Nasir Saleem)

No.102/RCoD/ dated 19 July 2024

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