



Multan Medical and Dental College

Disciplinary Policy & Terms of Reference

1. Introduction

To ensure discipline, maintain decorum, and uphold the institutional code of conduct, MMDC has constituted a Disciplinary policy.

This Policy sets out the composition of the Disciplinary Committee, its meeting procedure, the Standard Operating Procedure to be followed when a complaint of misconduct is received, and the sanctions that may be imposed, so that every case is handled fairly, consistently, and in a timely manner.

This Policy is issued under the authority of the Principal, Multan Medical & Dental College (MMDC), and applies to all students enrolled in the MBBS and BDS programs. It operates consistently with MMDC's affiliation with the University of Health Sciences (UHS), Lahore, and its recognition by the Pakistan Medical and Dental Council (PMDC).

2. Scope & Applicability

This Policy applies to the conduct of MBBS and BDS students of MMDC within College premises, affiliated teaching hospitals and clinical placement sites, examination venues, hostels, and College-organised activities off campus. It also extends to conduct on digital or social media where it affects the College's academic environment, reputation, or the safety and dignity of its students, faculty, or staff.

This Policy applies for the duration of a student's enrolment at MMDC, including the period between completion of final examinations and formal graduation.

3. Definitions

- "Accused" means a student against whom a complaint of misconduct has been made.
- "Complainant" means the student, faculty member, staff member, or other person who has raised the complaint.

- “Complaint” means a written allegation of misconduct or breach of the MMDC Code of Conduct.
- “Committee” means the MMDC Disciplinary.
- “Working Day” means a day on which MMDC is open for regular academic activity, excluding weekends and gazetted holidays.

4. Composition of the Disciplinary Committee

- Chairman
- Member (Basic Sciences)
- Medical Superintendent
- Additional members may be co-opted by the Chairperson as required by the nature of a case, including a female faculty member for cases involving a female student or an allegation of harassment.
- Conflict of Interest: A member with a personal interest in a case, or who is a close relative of the accused or the complainant, shall recuse themselves from that case.

5. Acts of Misconduct Liable to Disciplinary Action

The following acts, without limitation, may attract disciplinary action under this Policy:

- Cheating, plagiarism, or use of unfair means in examinations or academic assessments.
- Disruption of teaching, examinations, clinical training, or administrative work.
- Ragging in any form, or bullying of junior students.
- Harassment of any kind — physical, verbal, or online — including on grounds of gender, religion, sect, or ethnicity.
- Damaging or defacing College, hospital, or clinical-site property.
- Breach of patient confidentiality or professional conduct standards during clinical postings.

- Possession of weapons, narcotics, or contraband within College or clinical premises.
- Forgery, impersonation, or submission of fraudulent documents.
- Unauthorised absence from mandatory clinical duties or examinations without valid cause.
- Any act of moral turpitude, or conduct otherwise prejudicial to the good name of the College or the medical/dental profession.

6. Frequency of Meetings

The committee will meet based on the nature cases and urgency of cases.

- On receipt of a complaint requiring formal action, the Chairperson shall convene a meeting within seven working days.
- Members shall be given at least three working days' notice of a meeting, except in urgent cases where a shorter notice period may be given by the Chairperson.

7. Complaint Intake & Initial Screening

A complaint may be lodged by any student to the Member of the Committee, in writing, describing the alleged misconduct and, where available, supporting evidence.

The Member shall place the complaint before the Chairman within three working days for an initial screening, to determine whether the matter should proceed under the Standard Operating Procedure, be resolved informally, or be dismissed for lack of substance.

8. Reporting & Documentation

- All proceedings and outcomes are to be documented and archived.
- Documentation retained shall include the original complaint, the show-cause notice, the accused's written response, records of the hearing, the Committee's decision, and any appeal correspondence.
- Records shall be retained for the duration of the student's enrolment at MMDC and for at least three years thereafter, for inspection-evidence purposes.

- Access to disciplinary records shall be restricted to the Principal, the Committee, and persons.

9. Standard Operating Procedure (SOPs)

1. Notice shall be served to the accused, with evidence of breach of code of conduct when applicable.
2. The accused shall be provided an opportunity to respond in writing against the allegations, with any evidence to support his / her claims.
3. The accused shall be provided with an opportunity of personal hearing by the committee.
4. The decision of the committee shall be communicated in writing.
5. There shall be an opportunity for appeal against the decision to the Principal, which can be availed once.
6. Decision on appeal by the Principal shall be final.
7. The entire process, from service of notice to communication of the Committee's decision, shall ordinarily be completed within thirty working days.

10. Disclosure of Evidence

1. If new evidence arises during the hearing, the respondent will be given adequate time to review and prepare a response before proceedings continue.
2. All disclosed material shall be kept confidential and used strictly for inquiry purposes.
3. The accused shall be given at least three working days to review any new evidence and prepare a response before the hearing resumes.
4. Evidence relating to third parties (such as other students or patients) shall be redacted or anonymised where possible, consistent with patient confidentiality and data-protection principles.

11. Right to Respond

1. The student will be given a reasonable opportunity to respond to the disciplinary notice in writing and/or in person.
2. The student may also request a personal hearing before the Disciplinary Committee to present their case.
3. The student is allowed to submit evidence, documents, or witness statements in their defense.
4. An extension of time may be granted upon written request if justified.
5. The committee shall ensure no decision is made without hearing the student's side, except in cases where the student fails to appear or respond without valid reason.
6. The student may be accompanied by a support person (such as a parent, guardian, or fellow student) during the personal hearing, though not by external legal counsel, unless the Committee determines legal representation is warranted given the nature of the case.

12. Confidentiality & Non-Retaliation

All parties to a disciplinary proceeding — including the complainant, the accused, and any witnesses — shall be protected from retaliation of any kind for participating in good faith in the process.

Information relating to a disciplinary case shall be shared only with those directly involved in investigating, deciding, or reviewing the matter, and shall not otherwise be disclosed.

13. Appeal Process

1. Any student aggrieved by the decision of the Disciplinary Committee has the right to appeal within 7 working days of receiving the written decision.
2. Appeals must be submitted in writing to the Principal, clearly stating the grounds of appeal, such as:
 - Procedural irregularities
 - New evidence not available during the original inquiry
 - Disproportionate punishment

3. The Principal shall decide the appeal within fifteen working days of receipt, and may uphold, reduce, or increase the sanction, or remand the matter to the Committee for reconsideration.

4. An appeal shall ordinarily be decided on the existing record; new evidence shall only be considered where it was not reasonably available to the accused during the original inquiry.

14. Penalty

- (a). Issuance of written warning.
- (b). Keeping the accused under strict vigilance for a period not exceeding Six months.
- (c). Suspension from the rolls of the University / institution for a period not exceeding six months.
- (d). Expulsion from the University / institution.

“Strict disciplinary action” under the Fourth episode of misconduct includes, depending on the severity and pattern of conduct, suspension from the College for a defined period, rustication for up to one academic year, or expulsion. Any expulsion shall be reported to the University of Health Sciences (UHS) and the Pakistan Medical and Dental Council (PMDC) for cancellation of the student's registration, as required.


Principal
Multan Medical & Dental College,
Multan