



# ISLAM MEDICAL COLLEGE

KNOWLEDGE HONOUR EXCELLENCE

## CODE OF CONDUCT

### GENERAL DISCIPLINARY RULES

#### **Uniform**

The students must wear the prescribed dress of the institution, and while coast while attending rooms, laboratories, dissection hall and the hospital.

#### **Attendance**

1. Every student shall be required to attend at least 75% per cent of the lectures, seminars, tutorials, practical and clinical class subject of each class failing which his/her name shall not be forwarded to the Controller of Examination of the University for the purpose of appearing in the concerned examination.
2. The margin of 25% per cent of absence in theoretical, lectures, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution. A written application should be sent to the head of the institution by the student or his/her parent or guardian, reporting his/her illness or cause of absence.
3. Every student is required to attend punctually at the hours notified for lectures, demonstrations, seminars, tutorial classes, practical and hospital wards. Students absenting themselves from college or hospital work shall be liable to a fine imposed by the head of the institution.
4. Students have to be present in time at any specified activity of the institution.

#### **Class Room**

1. Students are expected to extend highest level of courtesy and respect towards their teachers.
2. No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
3. Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

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Pasrur Road, Sialkot

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## Hospital

1. Students attending hospital are required to abide by the hospital rules and while in the hospital they are under the head of the medical/dental institution for disciplinary purpose, who may impose any of the following punishments on any student committing any offence in the hospital or for neglecting or properly carrying out any duty entrusted to him/her in the hospital. Debar him/her from attending any or all the departments or hospital for period not exceeding three months or impose such fine as he may consider appropriate.
2. Applications for leave from students doing duty in the hospital wards or outpatient departments must be submitted through their respective medical officers to the Head of the Institution.
3. Every student is required to attend punctually at the hour's notified for clinical teaching and ward duty.

## Class Examination

1. Students are not allowed to take into the examination hall textbooks, notes or Manuscript of any kind.
2. Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the head of institution who may refer his case for action to the disciplinary committee of the institution.
3. Late comers arriving at the examination hall more than 15 minutes after the start of the paper will not be allowed to enter the examination hall.

## Leave

1. Sick leave will only be granted on the production of a medical certificate from an authorized medical officer appointed by the head of the institution except when the student is already on leave out of station.

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2. In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance.
3. A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

## Books, Etc.

Every student shall provide himself with all the prescribed textbooks and other necessary instruments etc.

## Correspondence

1. Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the head of the institution who will forward it if he considers it desirable.
2. Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
3. Head of the institution, professors and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

## REGULATIONS FOR INTERNAL ASSESSMENT

1. The weight-age of internal assessment shall be 10% in all subjects. 5% internal assessment marks shall be added to the aggregate score of Theory and 5% Internal assessment marks to aggregate score of Oral and Practical Examination and not to an individual component like MCQS, SEQs Paper or Oral /Practical / Clinical Examination.
2. Continuous internal assessment shall consist of evaluation at the end of each assignment. E.g. stages/sub-stages, class tests etc., attitudinal assessment from educational and or clinical supervisors, clinical skill assessment from clinical supervisors, and Year's work books.

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3. Assessment of Knowledge, skill and Attitude shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions of one - best type, short essay questions, Oral/ Viva, and Practical Clinical Examination.
4. The score of internal assessment shall contribute 10% to final examination and final university examination of each subject shall contribute 90% to total score and the candidate shall pass in aggregate.
5. Awards of internal assessment in all the subjects of all the candidates shall be submitted to the Controller of Examination along with Admission Forms for the annual examination.
6. The marks of internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations.
7. Internal assessment awarded in particular year may not be decreased subsequently detrimental to candidate.

Principal  
Islam Medical College, Sialkot

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