



Women Medical College Abbottabad

Policy # WMC/Admin/24-25/003
Version 2.0

Women Medical College Disciplinary Policy

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Terms of Reference (TORs) for the Disciplinary Committee

1. Oversee the enforcement of disciplinary policies and uphold the code of conduct for students.
2. Review and investigate cases of academic, behavioral, and policy-related misconduct.
3. Conduct hearings to provide a fair platform for all parties involved to present evidence and statements.
4. Implement appropriate disciplinary actions in accordance with institutional policies and the severity of the offense.
5. Ensure due process, impartiality, and transparency in all disciplinary proceedings.
6. Provide clear communication of decisions and disciplinary actions to the concerned parties.
7. Maintain confidentiality and safeguard the dignity of individuals involved in disciplinary matters.
8. Document all complaints, investigations, hearings, and outcomes for institutional records and future reference.
9. Offer guidance and recommendations for improving institutional policies related to discipline.
10. Facilitate the appeals process for students who wish to contest decisions, ensuring fair reconsideration of cases.



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PREAMBLE

Preamble for the Disciplinary Policy

Women Medical College (hereinafter referred to as "WMC") is committed to fostering an academic and professional environment grounded in mutual respect, integrity, and responsibility. WMC upholds the right of every individual within its community to study, work, and engage in a safe and inclusive environment that promotes academic excellence and ethical behavior.

In alignment with these principles, WMC strictly prohibits any form of academic dishonesty, disruptive conduct, harassment, or actions that compromise the integrity of the institution or the well-being of its members. This policy affirms WMC's dedication to upholding the highest standards of conduct and ensuring fairness and accountability in addressing any violations.

Misconduct, whether academic or behavioral, undermines the values of discipline, respect, and professionalism that WMC seeks to instill in its community. Such actions are incompatible with the ethical standards of a higher education institution and can adversely affect the academic and professional growth of individuals.

To this end, WMC has established a ****Disciplinary Committee**** to safeguard these values and to ensure that allegations of misconduct are addressed promptly, fairly, and impartially. This policy outlines a transparent and equitable process for addressing complaints, providing an opportunity for all parties to be heard, and ensuring accountability through due process.

WMC acknowledges its responsibility to adhere to the principles and laws governing educational institutions, including guidelines established by the Higher Education Commission (HEC) and relevant national laws. The implementation of this policy reflects WMC's ongoing commitment to cultivating a secure, respectful, and thriving environment for its students, faculty, and staff.

Before engaging with this policy or filing a complaint, individuals are encouraged to familiarize themselves with the following key documents:

1. The disciplinary policy of Women Medical College.
2. Relevant rules and guidelines issued by the Higher Education Commission (HEC).
3. Applicable national laws pertaining to academic and professional conduct.

WMC remains resolute in its efforts to preserve the integrity and dignity of all members of its community, ensuring that this policy serves as a cornerstone for maintaining discipline and fostering a culture of mutual respect and excellence.



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Date: 16/9/2024

1. Purpose

The purpose of this policy is to maintain a safe, respectful, and academically focused environment for all students, faculty, and staff at Women Medical College. This policy outlines the procedures and standards for addressing student misconduct to ensure fairness, accountability, and due process.

2. Scope

This policy applies to all enrolled students of Women Medical College and addresses academic misconduct, behavioral issues, harassment, and any violations of college rules and regulations.

3. Code of Conduct

Students are expected to adhere to the following conduct standards:

- Respect for faculty, staff, and fellow students.
- Academic honesty, including avoidance of plagiarism, cheating, and falsification.
- Compliance with all the college rules, including attendance, punctuality, and exam protocols.
- Zero tolerance for harassment, discrimination, or disruptive behavior.

4. Disciplinary Committee

- **Role of the Committee:** The Disciplinary Committee will review cases, determine appropriate actions, and ensure adherence to this policy.

5. Types of Misconduct

The following are examples of behaviors that may result in disciplinary action:

- **Academic Misconduct:** Cheating, plagiarism, forgery, or unauthorized collaboration.
- **Behavioral Misconduct:** Harassment, bullying, physical altercations, and substance abuse.
- **Policy Violations:** Unauthorized use of college resources, damage to property, or any actions that violate college rules.

6. Disciplinary Procedures

6.1 Filing a Complaint

- Any student, faculty, or staff member can submit complaints regarding student misconduct in writing to the Disciplinary Committee.
- Complaints must include a detailed account of the incident(s), any evidence, and the names of witnesses, if available.



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6.2 Preliminary Investigation

- The Disciplinary Committee will conduct a preliminary investigation to determine the validity of the complaint.
- If the complaint warrants further action, the Committee will proceed with formal disciplinary steps.

6.3 Notification of the Student

- The student involved will receive a **written notice** detailing:
 - The alleged violation.
 - The evidence on which the complaint is based.
 - The date and time for a disciplinary hearing or an invitation to submit a written response.
- Notice will be given at least 7 days prior to any hearing.

6.4 Disclosure of Evidence

- Prior to the hearing, the student will be allowed access to all relevant evidence, which may include witness statements, documents, and investigation reports.
- The Committee may redact sensitive information as necessary for confidentiality.

6.5 Opportunity to Respond

- The student has the right to present their response in writing or attend a hearing to discuss the case in person.
- The student may bring a support person, such as a faculty advisor or family member, with prior notice to the committee.

6.6 Hearing

- During the hearing, the Committee will review evidence, listen to witnesses (if applicable), and allow the student to present their case.
- All Committee members are expected to maintain confidentiality and impartiality.

6.7 Decision

- After considering the evidence and the student's response, the Committee will reach a decision and determine any disciplinary actions.
- Disciplinary actions may include:
 - Written warnings or probation.
 - Academic penalties, such as nullification of exam scores.
 - Suspension or expulsion, in severe cases.
- The student will receive a written statement of the decision, including the reasoning behind it and any sanctions imposed.



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6.8 Appeal Process

- Students may appeal the Committee's decision if they believe it was unjust, unsupported by evidence, or procedurally flawed.
- **Appeal Procedure:**
 - The appeal must be submitted in writing within 10 working days of the decision.
 - The appeal will be reviewed by Higher Authorities such as MD, Director of Academics, or the Principal), which may uphold, modify, or overturn the decision.

7. Implementation and Record-Keeping

- **Documentation:** Each case will be documented with all relevant notices, evidence, decisions, and appeals. Records are confidential and stored securely.

8. Policy Review and Updates

- This policy will be reviewed every two years or as needed to incorporate legal or procedural updates. Any changes will be communicated to all students and faculty.



**Principal
Women Medical College
Abbottabad.**