



# Informatics College of Allied Health Sciences Gujrat Campus

**ICAHS**

Address: Opposite Bashir Hospital, Railway Road, Gujrat PH: 053-3536711, 0334-9934355

Teaching Hospital: Ayesha Bashir Hospital, Julyani, Gujrat

Teaching Hospital: Bashir Hospital, Railway Road, Gujrat

## STUDENT GENERAL AND DISCIPLINARY RULES

All Students must abide by the College Rules, Regulations, Policies and Guidelines as may be promulgated by the College Administration from time to time. Breach of these Rules, Regulations, Policies and Guidelines shall render them liable to disciplinary, administrative and legal action including but not limited to imposition of fine, suspension or expulsion (both provisional and permanent) from the College.

1. All students are expected to show a high sense of dignity, courteousness and decency in behavior.
2. Students must keep their college identity cards with them.
3. Students are advised to visit the notice board regularly.
4. No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in or outside the College premises without prior permission from the principal.
5. Use of mobile phone is strictly prohibited in the College premises and also during the College Functions. Confiscated mobiles shall only be returned if disciplinary committee permits.
6. Smoking in the College premises is strictly prohibited. Special fines, suspension from the college or both penalties can be given to the defaulters.
7. Students can apply for the leave only on the prescribed format along with CNIC of any one of the parents and other required documents in case of sick and medical leave.
8. Application forms are available at the College Book Shop for a cost of **Rs. 30/-**. Only applications submitted on the provided form will be accepted.
9. For short leave, students must fill out an application on the designated "Application Form" and submit it to the Campus Coordinators for verification. Upon verification, the application will be forwarded to the Principal/Director for approval.
10. For full leave, students must submit an application on the "Application Form" either before the leave day or the very next day. Applications submitted beyond this timeframe will not be accepted. The same procedure as outlined in point (9) applies for full leave applications.
11. Students are allowed one leave per month after submitting a proper application. More than one leave will be considered as absent, and a fine of **Rs. 250/-** will be imposed per absence.
12. No student is allowed to leave the class without the permission of his/her teacher or until the class is over.
13. Late-comers in the class shall be marked absent. Fine of **Rs. 100/-** or more will be charged from late-comers.
14. Warning Letter-I will be issued for three absences in a month. Warning Letter-II will be issued for five absences in a month. Upon the sixth absence, the college will issue a Struck off Letter to the student. Re-admission will require a fee of **Rs. 10,000/-** along with an affidavit ensuring non-repetition of such behavior
15. Students must achieve a minimum attendance of 80% to be eligible to sit for Internal Examinations (Send Ups / Mid Terms/ Revision & Test Session/ Pre Board Examination). Students failing to meet this attendance requirement will not be allowed to take part in Internal Examinations.

16. A minimum attendance of 75% is mandatory for students to appear in Board/Faculty/Council examinations. Failure to meet this attendance requirement will result in the college not sending their admission forms to the respective Board/Faculty/Council.
17. Any student misbehaving in the classroom/College shall at once be reported to the principal by the teacher. The principal will take such action as he/she may deem proper. The teacher can recommend a penalty as well.
18. Any political or religious activity without prior permission is strictly prohibited in or around the College premises.
19. Students must keep the College identity Card during their stay in the College premises and during college functions.
20. Parking outside the college premises shall not be the responsibility of college. The college shall not be responsible for any type of loss to the bikes or vehicles.
21. The College is not responsible for any loss/damage regarding the students' belongings.
22. The College reserves the right to make, amend and introduce any rule as and when deemed appropriate.
23. Submission of college fee after the due date shall be made along with the late fee fine amount **(10% of The Fee Voucher Amount)** till one month. In case of fee default after one month, the name of student shall be struck off from the college roll and can be reinstated after paying the readmission fine **(10,000/-)** along with the outstanding dues.
24. Compliance of the dress code/uniform is compulsory in any case. Defaulters shall have to pay fine **Rs. 500/-** Per day.

### **UNIFORM POLICY**

BOYS	GIRLS
<b><u>Regular Days:</u></b>  <b>Bottoms:</b> Cotton Pants or Jeans (Casual). <b>Tops:</b> Dress Shirt or Casual Shirt (No T-Shirt) <b>Footwear:</b> Closed Shoes (Formal or Casual) in Black or White. <b>Lab Coat:</b> Mandatory.	<b>Attire:</b> Shalwar and Kameez (Traditional). <b>Lab Coat:</b> Mandatory. <b>Footwear:</b> Closed shoes (Formal or Casual) in Black or White. <b>Restrictions:</b> No Party Wear, Ornaments or Heavy Makeup Allowed.
<b><u>Friday Uniform:</u></b>  Shalwar and Kameez. <b>Lab Coat:</b> Mandatory.	

**Note:**

Lab Coat is mandatory in all college premises including practical classes and in hospital related activities. **Failure to wear a lab coat will result in serious action and a fine of Rs. 200/- per Day.**

25. No student is allowed to be absent from the college without any leave application. After 6 continuous absentees, student's name shall be struck off the college rolls and shall only be reinstated after the written assurance from the parents and also the payment of readmission fine.
26. 100 % presence is a must during Assessments/Tests no leave shall be entertained during these days.
27. The College, in its sole discretion, shall have the right to take any disciplinary, administrative and legal action against a defaulting student committing breach of any of the College Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of Examination Admission Forms of the Board/University, release of the Examination Roll No. Slips or withholding the examination result card issued by the Board/University particularly due to any of the following.
- Poor Attendance
  - Non-payment of College Dues
  - Poor overall Academic Record
  - Default in Transport fee payment
  - Failure in the College Examinations
  - Misconduct
  - any other reason not specifically mentioned herein
28. If the College Administration pays any amount to any Authority, Board, Government Department etc. on behalf of any Student (s), all such amounts shall remain recoverable from such Student(s) as outstanding College Dues.
29. Sections/Roll Numbers once allotted to the students shall not be changed in any case.
30. NOCs and College leaving certificates can only be issued if the student pays his/her all dues till the submission date of his/her application for the issuance of these.
31. Despite all the necessary arrangements, the college is not responsible for any kind of mishap during college tours and functions.
32. During each hospital visit, it is imperative that every student maintains a logbook. Ensure that it is signed by the relevant department head, Hospital Manager, or Medical Director as proof of your presence.
33. At the end of each month, the total number of hospital duties and your attendance will be meticulously recorded. This information will be presented during Parent-Teacher Meetings (PTM).
34. Non-compliance with hospital duties or absence will incur a fine of **Rs. 500/-** per day. It is crucial to fulfill your hospital duties consistently.
35. Daily attendance reporting is mandatory. All students must report their attendance to Dr. Usama Qasim for proper record-keeping.
36. Each batch will do duty at its own station for a month and after a month the duty will change.
37. Hospital Ward Rotation will start at 1:00 pm and end at 08:00 pm. No student is allowed to leave the hospital without prior permission from the Medical Director or College Principal.
38. Students are not allowed to change their duty station or leave their duty station without permission from the Hospital Ward Rotation Supervisor.
39. Students are strictly prohibited from bringing any food material into the hospital premises.
40. Students must mark their biometric attendance.
41. Mobile phones are strictly prohibited within the college premises. If any student brings a mobile phone, it must be submitted to the admin office upon arrival. The mobile phone must be clearly labeled with the student's name.

42. Parents are advised to contact their children through the official college numbers: Mobile: 0334-9934355 or Landline: 053-3536711.
43. If a mobile phone is found in possession of any student within the college, it will be confiscated, and a fine of Rs. 5000/- will be imposed. The parents will be informed of the violation.
44. Mobile phones are also strictly prohibited during Hospital Ward Rotations. Phones must be submitted at the reception. Parents can contact during hospital hours at 0333-8488891 or 053-3730383.
45. Any form of communication between male and female students, either in person or virtually, is strictly prohibited.
46. If any male and female students are found communicating, both students will be immediately rusticated from the college without any prior warning.
47. Students are prohibited from creating class WhatsApp groups or groups including staff members. Any such groups found will be strictly scrutinized and dealt with accordingly.
48. WhatsApp groups between students are strictly prohibited. If any such group is discovered, all students involved will be rusticated from the college without any warning.
49. No student is permitted to directly send messages or call any teacher. All communication with teachers must be through official college channels.
50. Smoking, use of electric vapes, or possession of any other drug-related items are strictly prohibited within the college premises. Violators will face heavy fines or expulsion from the college.
51. Students are not allowed to form groups within the college premises. Joining external student groups engaged in fighting or disruptive behavior is strictly prohibited. Offenders will face disciplinary action.
52. Political or religious sectarian activities are strictly prohibited within the college premises. No stickers or materials promoting political parties or religious sects are allowed to be displayed within the college.

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**Student Signature**

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**Parent Signature**