



**THE NIAZI MEDICAL & DENTAL COLLEGE, SARGODHA**  
**Students Manual**



**1. OBJECTIVE OF THIS MANUAL**

NM&DC promotes medical and allied education by providing the admitted students full opportunities for fulfillment of their dreams and aspiration in the medical profession so as to become active partners in the national health management efforts.

**2 PURPOSE OF THIS MANUAL:**

This Manual has been designed to enable the students of the College to clearly understand policy of the College regarding students, their role, duties and responsibilities. It also provides information regarding the interaction with the Faculty and the College authorities in respect of matter connected to their disciplines, to regularize their activities and other institutional arrangement made so as to bring consistency and coherence in the student affairs via-a-viz the faculty and the college administration.

**1.2.1 Admission.**

The admission programme for inland and foreign students is based on gender equality and special conditions, if any, to ensure merit based, transparent admissions as per PM&DC and UHS procedure.

**1.2.2 Eligibility criteria.**

Applications will be invited by UHS through wide publicity in the print media. Only those students who fulfill the minimum requirements for admission as laid down by the PM&DC or other regulatory / examining bodies will be eligible for admission.

**1.2.3 Quotas.**

Generally the admission of eligible candidates will be made on first come first serve basis. However, quota for foreign students as per PM&DC and UHS rules will be permissible. The quotas that remain unsubscribed after completion of exercise for admission will revert to general merit.

**1.2.4 Gender Equity.**

Gender Equality will be maintained in the admission policy.

**1.2.5 Special Conditions:**

Special conditions intended to be made applicable will be decided and made part of the advertisement / application Form for admission for each year.

**1.2.6 Mode of Selection.**

The selection of eligible candidates will be based on merit amongst the responsive applicants for every year through admission committee as approved by PM&DC and

UHS. The admission process will be completed as per direction of PM&DC. As soon as the exercise is completed, the lists of successful candidates will be available on internet/ college notice board. Those successful candidates who do not fulfill admission formalities (including payment of total charges levied at the time of admission) will cease to hold their right to admission after the expiry of the prescribed date. The seats thus falling vacant will go to the applicants next in line.

**1.2.7 Adherence to the standards:**

The NM&DC students and faculty will adhere to academic standards laid down by the PM&DC and UHS or other examining bodies.

**1.2.8. Academic Planner**

The academic year will commence from November to January every year or as allowed by UHS. An academic planner, week-wise, for the entire year for every subject will be drawn and circulated. Adherence to this will be ensured. Any change due to national/local circumstances will be approved by College Academic Council.

**1.2.9 Monitoring**

The academic achievement of the students will be ascertained through internal tests and evaluation for every subject. A schedule for holding such tests will be prescribed at the beginning of the each academic year.

**1.2.10 E-mail Connectivity**

E-Mail will be used as a frequent method of communication with all staff members & students. This will also provide quick connection between students and teachers.

**1.2.11 Academic Achievement**

The academic achievements will be adjudged through a prescribed examination/testing system. The students will be obliged to follow the standards laid by the examining body. Their admission to the next higher class will be allowed on passing the lower professional examination conducted by the University.

**1.2.12 Personality Development**

NM&DC will introduce co / extracurricular, sports, literary and artistic activities for character building so as to help build an atmosphere for overall development of the personality of the students.

**1.2.13 Discipline**

NM&DC will adopt policies and practices to promote good responsible behavior among students. Those not adhering to good conduct generally acceptable in the society may

be made to face disciplinary proceedings. Detailed instructions in this regard will be issued and institutional arrangements of supervision by the academia will be made to implement prescribed standards.

### **1.2.14 Payment of fees /dues and other charges**

Before the admission to a class, the NM&DC will prescribe fees and other charges payable by the students. No student will be allowed to appear in any university examination without clearance of the total dues payable.

## **3. COMMITTEES RELATING TO STUDENTS**

**THESE COMMITTEES WILL FORMULATE THEIR OWN REGULATIONS / PROCEDURES.**

### **3.1.1 College Academic Council**

The Academic Council would be highest forum in respect of Academic matters of all constituent units. It will consist of following:

i.	Principal	Chairman
ii.	All Professors / Heads of the Teaching Departments	Members
iii.	Medical Superintendents of Hospitals	Members

#### **Duties & Responsibilities:**

Main duties & responsibilities of Academic Council are as under:-

- Implementation of curricular and syllabi prescribed by PM&DC and UHS.
- Fractional analysis and detailed distribution including the time table, study hours and teaching manual;
- House tests and schedule of internal examination;
- Recommendations of text books;
- Table of specification of syllabi & courses.
- Recommendation for internal examiners;
- Decision making of running of institution on academic and administrative points of view;
- Decisions on recommendations of Disciplinary Committee; and
- Formation / nomination of member of various College Committees (both academic and co-curricular activities).

#### **Functional Committees**

### **3.2 Students Counseling Committee**

The Committee consists of :-

1.	A Professor nominated by the Principal	Chairman
2.	One Associate Professors	Member
3.	Director Students Affairs	Member/Secretary

Function:-

To provide counseling and guidance to the students on:-

- their academic, financial, personal and interpersonal problems;
- to liaise with the administration for possible the resolution of the students problem.

### **3.3 Disciplinary Committee**

Disciplinary Committee will consist of:-

1.	A senior Professor nominated by the Principal.	Chairman
2.	Two Associate / Assistant Professors	Member

Function & responsibilities of the Disciplinary Committee

- To ensure maintenance of discipline amongst the students
- To call for their explanations and suggest disciplinary action against those students who have been reported against and found guilty of violation of discipline or of improper behaviour.

### **3.4 Admission Committee**

The Committee will consist of :-

1.	Principal.	Chairman
2.	Two Professors.	Members
3.	Rep. of the Chairman BOD.	Member/Secretary

#### **Function & Responsibilities**

- To formulate admission policy
- To take steps such as advertisements for admission, follow up of UHS guidelines
- Processing of applications.

### **3.5 Ethical Committee.**

The Committee will consist of :-

1.	Three (03) Professors nominated by the Principal	Chairman (Senior Professor)
2.	Faculty & peers will also be involved in all deliberations.	Members

Function:-

- To designs policies on ethical issues arising in day to day academic, research and patient handling.
- Propagate ethical issues and guidelines for their proper resolution.

### **3.6 Sports Committee.**

The Committee will consist of:-

1.	One Professor nominated by the Principal.	Chairman
2.	Two Associate / Assistant Professors nominated by the Principal.	Members
3.	At least 3 students representing different sports / gyms.	Members
4.	Director, Physical Education	Member/Secretary

### **Function & responsibilities**

- To organize and promote sports.
- To locate talented students and encourage / groom them for sports events.
- To arrange sports facilities within the college.
- To prepare teams for interclass and inter college's competitions.

### **3.7 Students Literary & Social Committee**

The Committee will consist of:-

1.	One Faculty Member nominated by the Principal.	Chairman
2.	At least three (03) students having aptitude and interest in different fields.	Members One of them Secretary

### **Function & responsibilities**

- To encourage social activities such as debating, mushairas, dramas, singing etc.
- To organize events for participation / projection of these activities.
- To organize inter-class, inter-colleges competitions.
- To take measures for providing social welfare network.
- To organize & publish College Magazine.

### **3.1 Book Bank**

It will consist of :-

1.	An Associate/Assistant Professor nominated by the Principal	Chairman
2.	Two students Reps.	Member
3.	Librarian.	Member/Secretary

Functions:-

1. To collect books
2. To decide which of such books are to be placed in the library.
3. To help the needy students to obtain text books from the book bank.

## **4. REGULATIONS**

### **Disciplinary Regulations**

#### **i. Code of Conduct.**



All the students will have to strictly follow the general rules and regulations of the college which are related to the campus, hospital and hostels. Their violations will be dealt with by Disciplinary Committee with final approval of the Principal for appropriate action.

**ii. Dress Code**

The wearing of prescribed uniform has peculiar importance in medical profession and all the students must take pride in their identity.

**iii. Attendance**

Each student must ensure at least 75% attendance in lectures, practical and clinics which is mandatory for appearing in the university examinations. Absenteeism without plausible reasons will always be taken seriously by the college administration.

**iv. Academic Performance**

The performance records of internal and university examinations of students will continuously be monitored and judged for their requisite suitability for continuation of medical education at the college. Unsatisfactory academic performance leads to appropriate action against the concerned individual.

**v. Class discipline**

Teachers and students maintain a highly professional interaction in the academic sessions. Students must handover at the gate / locker their cell phones before they enter the lecture room, laboratory, library and wards.

**vi. Peaceful Environment**

The maintenance of a safe and secure environment in the campus, hospital and hostels has immense importance in a professional institute. The college accords the highest priority to this vital aspect.

**vii. Correct Attitude & Behavior**

The students are completely facilitated to devote themselves in their professional studies and expected to shun unwanted social trends. The possession and use of weapons and substances of abuse, keeping of objectionable materials and pets, smoking etc. are totally forbidden in the campus, hospital and hostels.

**viii. Politics and Religion**

The involvement of the students in any sort of political, sectarian, ethnic and other such activities in campus, hostels and hospital is viewed with zero tolerance by the college administration.

**ix. Hostel Discipline**

The hostel wardens facilitate the maintenance of a congenial environment and living of students in a disciplined manner. The residents are expected to enjoy their stay without any distraction and disturbance.

**x. Morals and Ethics**

The students must essentially display the highest moral and ethical standards at the college, hospital and hostels with conduct par excellence.

**xi. College Property**

The care and safety of all the property used by students will be ensured by themselves by preventing any willful damage, loss or theft.

**xii. Law and Security**

The laws of country and the common rules about security will be strictly followed by the students. The security officer of college and hospital will be apprising them regarding these laws as the need arises.

**xiii. Disciplinary Actions**

The decisions taken by the Principal and Disciplinary Committee against students for violating the code of conduct will be final and can include immediate rustication or disallowing to apply for university examination roll number etc.

**xiv. College Uniform – Uniform for Boys.**

White shirt with full sleeves  
Grey trousers in Winter and Summer  
College necktie with logo on it when blazer is worn  
Maroon blazer with logo on pocket (in winter)  
White Overall  
Black socks  
Black Oxford or any other shoes

**xv. Uniform for Girls**

Full sleeves kameez of white colour with Maroon dupatta white shalwar  
Maroon blazer with logo on pocket in (winter), Maroon Jersey.  
White overall  
Black shoes & Black socks.

**xvi. Liaison with Parents / Guardians**

Parents / Guardians will be kept informed of the academic performance of the students on regular basis.

**xvii. Disciplinary action.**



Various disciplinary actions taken by the committee according to the nature and degree of violation of rules by the students after due deliberations of committee will be as under

- Withdrawal from College roll.
- Cancellation of hostel allotment.
- Cancellation of leave.
- Cash fines.
- Extra library sittings.
- Ban to visit cafeteria and hostels.
- Formal warnings to students with information to parents / guardians.
- Disallowing to apply for examination roll number.
- Any other suitable action

**xviii. Undertaking.**

Each student & his / her parent will sign an **undertaking** given below, at the time of admission to College:

**UNDERTAKING / AGREEMENT**

I, Mr./Miss. \_\_\_\_\_ S/o/ D/o \_\_\_\_\_ hereby undertake:

1. That the information furnished in, and documents attached with the application form by me are correct to the best of my knowledge and belief and that incomplete or incorrect information shall disqualify me from admission.
2. That any time during the course of study, if it is found that any information is incorrect or any of the documents produced at the time of admission is false, will render me ineligible for admission, under the rules and my name will, subject to any other remedy which the Principal may like to seek, immediately be struck off from the college roll and I shall not be entitled to object or to seek any remedy against aforesaid action of the Principal.
3. In case if my name is struck off under clause (2) above, I shall not be entitled to claim refund of any fee paid by me. In addition I shall pay to the College as liquidated damages at the rate of Rs.50,000/- per year of my studies in the college.
4. I shall attend at least 75% of the lectures, seminars, clinical and practicals of each class (or any other % attendance as decided by the college) till the final examination from the date of admission, failing which my name shall not be sent to the university.
5. I will not be promoted to the next higher class unless/until I have cleared all the subjects under the rules applicable and I hereby undertake that I have read and understood the examination rules applicable to me.
6. I fully understand that hostel accommodation will be provided subject to availability. In case of non-availability I will not ask for any accommodation.
7. I have read the prospectus of the college and hereby agree to conform to the rules and regulations enforced or hereafter to be made by the College or regulatory and accreditation authorities, neither will I go to any court of law against the rules and regulations enforced or hereafter to be made by the authorities nor will do anything inside or outside the college contrary to law.
8. I will not indulge in politics / sectarian activity of any type and will not be member of any political / sectarian party/organization/student federation nor will I attend



- any meeting of such a party/organization/federation. I understand that my failure to observe the above undertaking would result in cancellation of my admission, expulsion from the college and that the decision of the Principal in this regard will be final and shall not be challengeable in any court of law.
9. In case I am reported to be guilty/involved in any of the aforesaid activities during my stay in the college, the college authorities can restate me from the college temporarily or expel me permanently and that I shall not have any claim, neither will I go to any court of law against this decision.
  10. If I am reported to be involved in any of the aforesaid activities and I am restituted, I will not try to create law and order situation or instigate other students of the college or any other institution against the action taken by the College Authorities.
  11. If it is reported that I have not honored the decision of the college authorities as described vide (10) above, I shall be liable to pay Rs.50,000/- per year damages to the College.
  12. In case there is any dispute between me on one hand and administration of the college on the other hand regarding my involvement, in disciplinary or political matter or regarding the imposition of any penalty or damages on me, the matter shall be referred to the Principal as the sole arbitrator and his decision in such capacity shall be final and shall not be called in question in any court of law as provided by Arbitration Act.
  13. That I will abide by the decision of the College authorities in case I am found guilty of indiscipline, defamation, disrespect of the teaching staff and other anti-institution activities.
  14. I will not demand/claim Government job and abide by the rules and regulations regarding the house jobs and service after graduation.
  - 15. It is specially affirmed that the student / guardian mentioned as under has not paid any amount other than the stipulated charges by the college what so ever to anyone on account of donation or any other hidden charges.**
  - 16. It is also undertaken that we have sufficient paying capacity to pay the dues within stipulated time by the college during all five years of education at Niaz Medical & Dental College Sargodha. In this regards we shell accept all relevant rules of the college including fine for late payment.**
  17. I am, (Muslim / Non-Muslim).

**Signature:** \_\_\_\_\_

**Name:**

**Father's Name:**

**CNIC No.**

**Mailing Address:**

**Permanent Address:**

**Dated:**



## **AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_ father/guardian of \_\_\_\_\_ hereby fully endorse the undertaking given by my son/daughter and assure he/she will abide by this undertaking during his/her stay in the college:

1. I also make myself liable to pay Rs.50,000/- per year in case of any breach of the above mentioned undertaking given by my son/daughter,
2. I \_\_\_\_\_ father of \_\_\_\_\_ assure that my son/daughter will not indulge in politics / sectarian activity of any type and will not be a member of any political / sectarian party/organization/students federation nor will he/she attend any meeting of such party/organization or federation. I understand that Principal's decision with regard to admission/expulsion from the college will be final;
3. I take complete financial responsibility of the candidate and assure in time advance payments of full fee and charges as per the prevailing policy of Niazi Medical & Dental College, Sargodha.

Signature of Father of student: \_\_\_\_\_

Full Name:

Father's Name:

CNIC No

Mailing Address:

Permanent Address:

**Witness 1:**

**Witness 2:**



Name:

Name:

Father's Name:

Father's Name:

CNIC No.

CNIC No.

Address:

Address:

### **Hostel Regulations**

- (1) There are separate hostels for boys and girls. These hostels are open only to students on the college roll.
- (2) College authorities are not bound to provide hostel accommodation to everyone. However, accommodation will be provided subject to availability.
- (3) Hostel accommodation will be given only to students domiciled outside sargodha. Day scholars need not apply.
- (4) The Principal on recommendation of the warden may refuse hostel accommodation to a student if he / she is satisfied that he/she is not a desirable person to live in the hostel.
- (5) Seats shall be allocated by the warden in order of seniority and merit, which will be determined by the year of study and by the marks obtained at the last University /promotion examination. Failure in a class will be a discredit.
- (6) In marking the allotment the warden will also take into consideration the status of a boarder as well as his conduct and character.
- (7) Students whose hostel dues are in arrears will not be eligible for allotment.
- (8) No boarder is allowed to change his/her seat or accommodation without permission of a Warden concerned.
- (9) If a student who is allotted hostel accommodation is not personally residing and is found by the administration to be misusing the room i.e keeping unlawful or illegal occupants, his / her allotment will be cancelled and the case will be referred to the Disciplinary Committee for further necessary action.

### **Library Regulations**

1. All books in library have been coded:-
  - (a) Reference books / magazines are for exclusive use within the library hall.
  - (b) A text book can be issued to a student for a period not exceeding 7 days. It will not be re-issued to him if a requisition for it is pending with the librarian.
  - (c) General books can be issued for 15 days.
  - (d) Any book that has been issued can be recalled. The student will have to comply with recall notice.



2. Failure to return the book in time or on recall will entail a fine fixed for the purpose.
3. Photocopies of portion of book or an article in magazine can be supplied on demand, and on payment of charges fixed.
4. Computers provided in the library will be exclusively used for educational purpose.
5. Complete discipline and silence will be expected from students while working in library.
6. The librarian is your guide regarding any information required in use of library. Students are encouraged to consult the librarian.