



SUPERIOR
UNIVERSITY

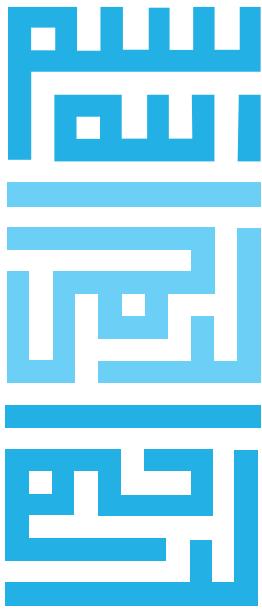


ANDC STUDENT OFFICE HANDBOOK



SUSTAINABLE
DEVELOPMENT
GOALS





In the name of Allah, the most merciful, the
most beneficent

TABLE OF CONTENTS

PARTICULARS

Introduction of College
Vision, Mission, Values
Chairman's Message
Message from Rector
Message from Dean
Message from Principal
Message from Vice Principal
Message from Director Department of Student Affairs
Introduction of Student Office
Department of Student Affairs Work Flow
Academic Process
Attendance
Student Application Process

PAGE

01
03
05
07
09
10
11
12
13
19
20
22
24

Examination Department	26
Account Office	28
Admission Office	30
Discipline	31
Health & Safety	34
Transcript/Degree Process	36
Co-Curricular and Extra-Curricular Events	38
Student Residence at Campus	41
Hostel Rules & Regulations	42
Transportation	43
Parking	44
Academic Discipline	45

AZRA NAHEED DENTAL COLLEGE

Azra Naheed Dental College, a constituent college of The Superior University, is located at Main Raiwind Road; 17-km from Thokar Niaz Baig Lahore. The College has magnificent building spread over 9.4 acres with beautiful landscaping and pleasant environment. The campus has excellent infrastructure with all the facilities of sports, hostels (boys & girls), cafeteria (for the faculty & students) and auditorium etc. Chaudhry Muhammad Akram Dental Hospital comprising of 75 dental units has been commissioned in the campus. The purpose built hospital provides a wide range of treatment facilities, all under one roof, to patients visiting the hospital from near & far. It is fully equipped with all the modern facilities that ensure the best training of our graduates. We enable our students to become aspiring dental professionals to face the rigors of modern times & to make a mark in the communities of the developing world. Chaudhry Muhammad Akram Teaching & Research Hospital also exists on campus for teaching & training of BDS students. The Management of The Superior University has extensive experience in various fields of education and has embarked upon in the field of Dental Education to hone the skills of future health care professionals in line with the international standards. The Faculty at Azra Naheed Dental College is one of the best, comprising of highly qualified, experienced, dedicated & hardworking research oriented professionals.

In a nutshell, Azra Naheed Dental College has all the fundamental constituents of a fastest growing institute and we continue to strive being counted as one of the top most dental institution of the country.



VISION

To be a leading healthcare institution driving excellence in learning, innovation and research in line with national and international standards.

MISSION

To provide an innovative and evidence based learning environment to create socially accountable competent professionals, addressing local and global healthcare needs; actively promoting community health, teamwork, leadership, lifelong learning, research and entrepreneurship.

Values

- **Student Success**
- **Innovation**
- **Fairness**
- **Sustainability**
- **Excellence**
- **Teamwork**
- **Agility**

“MAN GETS WHATEVER HE STRIVES FOR”

- Surah Najm: 39 -

Exploring new horizons has been the focal point of The Superior Group. We believe that facilitating superior human beings is our utmost responsibility to change Pakistan's fate. We feel that Pakistan needs competent dental professionals who will take up the challenge to create miracles in health sciences. Azra Naheed Dental College is our new endeavor which will change the mind set and will provide innovative high quality education by using multiple teaching methods and research which will benefit the dental students. We have designed courses according to need of the time which will be taught by true stalwarts of the dental profession. The College has been named after my late mother who wished to see Pakistan a country with excellent medical & dental resources. I have tried my best to fulfill her dream and hope that Azra Naheed Dental College will produce dentists of high caliber.

PROF. DR. CH. ABDUL REHMAN

Chairman | The Superior Group

Chairman | APSUP (Association of Private Sector Universities Pakistan)

President | PAMI (Pakistan Association of Medical and Dental Institutions)

Director | PBA (Pakistan Broadcast Association)

“WE TAKE INITIATIVES EITHER WE WIN OR WE LEARN”





Leading with a **VISION**

Prof. Dr. Sumaira Rehman

Rector Superior University Lahore

Member HEC (Higher Education Commission Islamabad)

Member PHEC (Punjab Higher Education Commission)

Member Accreditation Committee Government of Punjab

Convenor Steering Committee on Entrepreneurship (PHEC)

Project Leader COMSTECH-Superior University 3U1M Program for OIC Country

Director Chaudhry Muhammad Akram Center for Entrepreneurship Development (CMACED)

Dear Students, Welcome to Azra Naheed Dental College (ANDC), an esteemed constituent college of Superior University Lahore!

It is with great pleasure and anticipation that I extend this heartfelt message to each one of you as you embark on your journey at ANDC. Here, within our transformative environment, we are dedicated to nurturing passionate dental professionals who not only excel in their field but also bring joy and transformation to people's lives through their work.

At ANDC, our philosophy revolves around empowering students to shape their destinies. Through a blend of exploration, innovation, and mentorship, we aim to unlock your true potential, guiding you towards a path of excellence that extends far beyond the confines of traditional education. With a strong emphasis on clinical exposure, you will find yourself at the forefront of dental practice, equipped with practical skills that set you apart. Our comprehensive ecosystem and services are meticulously designed to provide you with a holistic understanding of your profession, ensuring that you not only grasp the 'what' and 'how' but also the 'why' behind every aspect of your field. Communication at ANDC is always accompanied by smiles, reflecting our commitment to fostering a positive and collaborative environment. Our curriculum, anchored in project-based learning, nurtures an entrepreneurial spirit, empowering you to identify opportunities and tackle challenges with confidence and excellence. Rest assured, you will be mentored by the finest professionals in the industry, individuals who are dedicated to broadening your perspective and enhancing your dental acumen, knowledge, and skill set, thus preparing you for success on a global scale. Beyond academics, ANDC champions a culture of entrepreneurship, encouraging you to explore career paths that transcend borders, thereby contributing to the growth and prosperity of our beloved Pakistan. As you embark on this remarkable journey, may you carve out your own path to excellence and become synonymous with success. I eagerly anticipate the next 1825 days, filled with learning, innovation, and personal growth, fueled by a wealth of knowledge, emotional intelligence, and design thinking.

May Allah Almighty guide you towards realizing your dreams with distinction. Amen!

Message from Dean



PROF. DR. M. AKBAR CHAUDHRY

Dean

Faculty of Medical Science, Superior University

It is indeed a matter of immense pleasure for me to introduce Azra Naheed Dental College Lahore. The College is a constituent college of "The Superior University Lahore". Azra Naheed Dental College has been established at Raiwind Road in 2017 with its magnificent building and very pleasant environment. "Reward for work well done is the opportunity to do more". This quote suits best the mission of Superior University. With an excellent history of educational success, Superior has proved its worth in the educational sector and is now unveiling new frontiers to benefit the people of Pakistan. It is believed that Dream masters create a masterpiece of life as they control the dream by making best choices. Superior has taken up another staunch initiative to create a difference in the field of health sciences. The Azra Naheed Dental College is our new project which aims at changing the mindset and enhancing a specialized research culture in Pakistan. We are destined to bring a change through this innovative program in which research will be given more importance rather than the routine curriculum. The students will get a chance to experience international exposure and they will turn out to be excellent practitioners through our co-curricular activities and friendly learning environment. InShaAllah Azra Naheed Dental College will prove itself to be an institute which will provide best facilities to its students. The international collaborations along with the context-based research are our strength which will definitely make our name & fame in the forthcoming years. We are going to start Postgraduate programs in basic and clinical subjects and undergraduate students will be involved in research. Our innovative Postgraduate courses will also cater to the dire need of today's world. I strongly believe that graduates of this great institution shall prove themselves to be ethical, competent, true professionals and contribute tremendously in providing health facilities of international standard to society and humanity. I pray to Allah Almighty that He should give us the courage to fulfill our responsibilities towards the youth of Pakistan (Ameen).

It is indeed a matter of immense honor and privilege for me, as the Principal of Azra Naheed Dental College, a constituent of The Superior University Lahore, to welcome you to an institution that was established with the vision of being a leading & premier institution in the region imparting high quality dental education & driving excellence in learning, innovation and research. It is now my pleasure to state that Azra Naheed Dental College is currently among the renowned private dental institutions in the country. ANDC is a highly ranked institution offering opportunities that few others can match. The academic atmosphere is conducive to learning and our focus on excellence in education, research and students' development is unparalleled. The highly qualified, experienced and skilled faculty delivers evidence based and quality education using an array of methods including haptic, blended learning and small group discussions to complement the traditional lectures. This breadth creates a platform of an exceptionally diverse clinical experience for students ranging from simplest disease prevention techniques to the most complex treatment on patients from an array of cultures and backgrounds. I strongly believe that the unique academic atmosphere and strong commitment of the management have all made it possible to achieve this institution a recommendable position among dental colleges in Pakistan and its steady progress and pursuits will enable this college to exceed further in days to come. We are working hard to bring a remarkable change through our innovative curriculum in providing early clinical exposure with students' centered teaching and fostering research environment. Along with BDS, the institution is currently working for postgraduate programs in basic and clinical Dental Sciences. I pray to Allah SWT to grant us the strength, dedication and commitment to attain our aims and obligations regarding our students as qualified, ethical, competent and responsible dental surgeons so that they could contribute towards an economically Superior Pakistan. (Ameen)

Message from Principal



PROF. DR. MUHAMMAD ASIF SHAHZAD

Principal, ANDC

Professor & HOD Oral & Maxillofacial Surgery

Message from Vice Principal

Carving the opportunity to welcome the new entrants to the Azra Naheed Dental College; the frame of reference is the enunciation to ensure excellent teaching through our experienced and highly qualified faculty. We are fully committed and devoted to evolve the students to achieve the desired objectives. Our fundamental task is to provide firm foundations for better interpersonal and leadership skills; making them human beings to serve mankind. Our goal is not only to produce "Dental Graduates" of outstanding professional caliber but also to produce such dentists who really take care of the society and humanity. I therefore, confidently acknowledge that Azra Naheed Dental College bears the hallmark of bright future with a tradition to serve the nation.



PROF. DR. AYMA SYED
Vice Principal, ANDC / Medical Superintendent
CMADH
Professor & HOD Community & Preventive
Dentistry

As the Director of the Student Office, it brings me great pleasure to connect with each of you and extend a warm welcome to all new and returning students. Student office of Azra Naheed Dental College (ANDC) in Superior University, not only caters almost all essential student related issues but also aims to nurture the psycho-social along with academic growth of students. It focuses on student extra and co-curricular activities in developing emotionally intelligent dentist. In 2024, "Student Support" and "Mentoring" programs have also been initiated to see a healthy and flourishing Pakistan.

All student support services are operated by One-window operation, whose canvas encompasses areas related to accounts, admissions, examination, transport, health, hostel, academics, sports, clubs, and societies.

In ANDC and Superior University, all activities are linked with UN-Sustainable Development Goals (SDGs), which marked our recognition globally as only university from Pakistan to be selected by UN in 2023 among top 25 universities of the world. Before this Superior University has already been ranked among "Times 500" impact ranking.

Social Entrepreneurship Program (SEP), Active Citizenship program (ACP) and Healthcare Entrepreneurship are distinctive and unique initiatives of ANDC and Superior University which nurture, grooms and guarantee successful future professionals and in society ahead here and abroad. "Soar to Roar" is a vision of the Chairman and the Rector of the University, which has paved the vista for research and global marking.

ANDC Student Office warmly welcomes all students whom we call our super heroes and ensures its continuous support and facilitation for their bright future pursuits ahead.

Message from Director Department of Student Affairs



PROF. DR. RIZWAN SAEED
Director Students Affairs Department
HOD, Community Medicine Department

Introduction of Students Office

The Student Office stands as a dedicated hub committed to the holistic well-being, success and growth of every student. We're here to support you throughout your academic journey, offering an array of services and resources tailored to enrich your experience on campus.

What we offer is a single window provider support service. In first phase, here in ANDC, a student only needs to connect with student office regarding any task. The office provides the best direction, guideline and facilitation possible for the solution of their problem.

Single Window Provider



Contact Details:

Email:
iso.andc@superior.edu.pk

Academic Support

Our team of advisors is readily available to assist you with academic planning, course selection and navigating university policies. We aim to empower you to make informed decisions about your educational path.

Student Engagement

Dive into a vibrant campus life! Discover and participate in various clubs, organizations and events that cater to diverse interests, fostering connections and personal growth beyond the classroom.

Resource Access

Access to resources is key. From library facilities to study spaces, career development programs and technology support, we strive to provide the tools you need for success.

Community Building

Creating a welcoming and inclusive environment is a priority. We work to cultivate a sense of belonging, celebrating the diversity and unique perspectives each student brings to our university.

How we can Help You

Guidance

Have questions or need assistance? Our team is here to guide you through any challenges you may encounter during your academic journey.

Opportunities

Explore a multitude of opportunities for personal and professional development, enabling you to maximize your potential during your time at Azra Naheed Dental College.

Supportive Network

Our office serves as a support network, encouraging open communication and collaboration among students, faculty and staff.

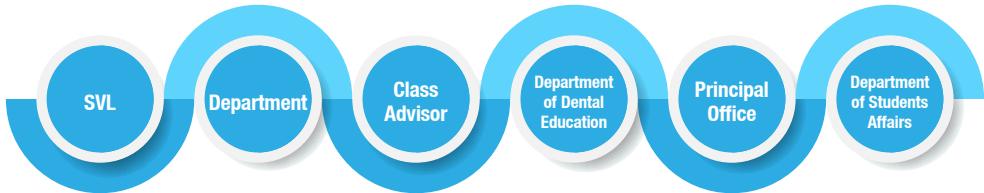
“Your Success Is Our Priority”

At the Student Office, our primary focus is on YOU. We are dedicated to fostering an environment where your aspirations can thrive, where challenges can be overcome, and where your university experience is both fulfilling and memorable.

Feel free to stop by our office, [reach out via email iso.andc@superior.edu.pk](mailto:iso.andc@superior.edu.pk) or connect through our various [online platforms](#). We are here to assist you, advocate for you, and ensure that your journey at Azra Naheed Dental College is as rewarding as possible.

Department of Student Affairs Work Flow

Academic Process



Class Student voice Leader (SVL)

SVL acts as a liaison between students and faculty, ensures classroom discipline, forwards the information among their classmates and assists in organizing academic activities within the class.

Departments

Department ensure academic activities, smooth teaching & learning process and surveillance regarding teachers and their faculty. They monitor and forward academic documents to Class advisors.

Class Advisor

The class advisor (provides mentorship, monitors student progress and offers guidance on academic and personal matters) reviews and forwards academic documents to department of Medical education.

Departmental Functions

Department of Dental Education

This department designs curriculum, schedules classes and coordinates clinical rotations to ensure a comprehensive learning experience for aspiring dental professionals. It sends academic documents to the Principal Office for further verification and implementation.

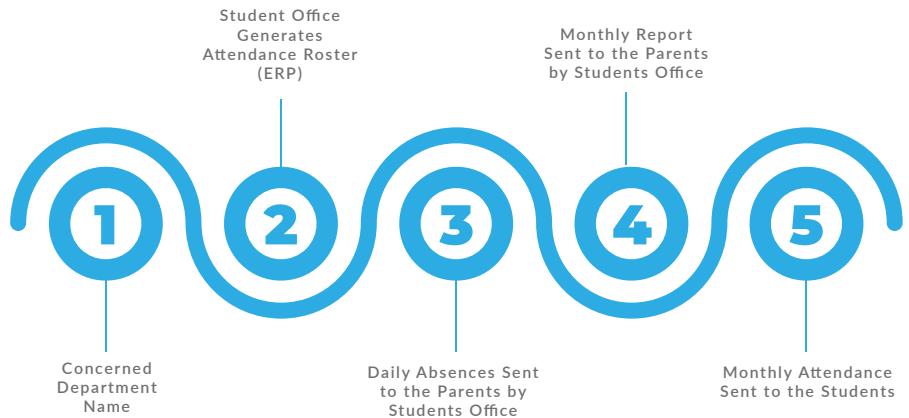
Principal Office

The Principal Office (looks after institutional administration, implements policies and manages the overall functioning of the academic institution) validates and forwards academic documents from Department of Medical Education to student office for implementation.

Department of Student Affairs

This department (manages student records, enrollment and administrative tasks while offering support services and resources for academic and extracurricular activities) distributes endorsed academic documents to students and concerned departments.

Attendance



Attendance Generation (ERP)

The attendance process commences with the generation of a comprehensive Attendance Roster through our integrated Enterprise Resource Planning (ERP) system by the concerned subject Department/ Teacher (duly facilitated by student office) This system allows for efficient tracking and recording of daily attendance data for all students. Teacher of each course is responsible for updating the attendance of students on ERP for each course. Students must maintain their attendance at the minimum up to 75%.

Daily Absence Notifications to Parents by the Student Office

In cases of daily absences, the Student Office takes the initiative to notify parents / guardians through digital communication process. This immediate communication ensures that parents are informed about their child's absence, allowing for timely intervention and collaboration between the institution and families.

Monthly Attendance & Performance Reports Sent to students and Parents by the Student Office

To maintain a transparent and ongoing dialogue with parents/students, the Student Office compiles and sends monthly attendance & performance reports (through digital communication) to them. These reports provide a holistic view of their child's attendance & performance patterns and serve as a proactive measure to address any emerging attendance-related issues. This empowers students to actively monitor their attendance and take appropriate actions if needed. This attendance process is designed to strengthen communication channels among the Student Office, teachers, parents, guardians and students.

MANDATORY ATTENDANCE

Regularity and punctuality are one of the fundamental requirements of students' learning process. It covers the presence of the student as well as it focuses on the delivery of course content in the classroom.

Following are the features of attendance policy:

- Azra Naheed Dental College strives to ensure 100% attendance; however, a minimum of 75% attendance is compulsory to make the student eligible for appearance in final term exams..
- Attendance is counted from the date of start of regular classes; therefore, no leverage can be extended for late enrollment or registration.
- There is no concept of leave. Medical or other absences have already been compensated under 25% leverage as explained in, clause No.1.
- Objective of the University is to ensure 100% attendance and course coverage. Therefore, to reflect the seriousness of the purpose.
- If any student feels aggrieved that his/her attendance has not been marked on the relevant software, he/she should apply to the Head of the Department concerned within 24 hours for correction of record. After this time limit, no one is authorized to correct the same.
- Percentage of attendance is calculated on the basis of classes held, which should not be more than required number of lectures.



Process

1. Application Form Acquisition from the Book Shop

Prospective students can acquire the official application form from our designated Book Shop, serving as the initial step in the student application process.

2. Attach Relevant Required Documents

Throughout the application process, attaching relevant documents is crucial and aligns with our requirement for a thorough application submission

3. Signature from Class Advisor

As part of the application process, the application form requires the signature of the respective Class Advisor, indicating their acknowledgment of the student's application.

4. Approval Process by the Principal's Office

The completed application undergoes a thorough review by the Principal's Office to ensure it includes all required information and meets our criteria.

5. Submission at the Student Office

Upon obtaining the necessary approvals and signatures, applicants submit their completed application packages to the Student Office. This finalizes the application process for consideration.

6. Distribution to Concerned Departments after Approval

After successful approval, the Student Office takes the responsibility of distributing copies of the approved application to all relevant departments. This step ensures that concerned departments are informed and prepared for the prospective student's potential enrollment.

Examination Department



1. Date Sheet

The first step in the examination roll number slip issuance process is the release of the examination date sheet. This crucial document outlines the schedule for each examination, enabling students to plan their study preparations accordingly. The date sheet is typically communicated through official channels, such as notice boards, the institution's website, and other relevant platforms.

2. Notice from Principal's Office

A formal notice is issued from the Principal's Office, announcing the commencement of the examination process. This notice includes important information, such as the timeline for examination form distribution, submission deadlines and any specific instructions or requirements for students participating in the examination.

3. Examination Forms

Following the notice, examination forms are distributed to students. These forms contain essential fields for personal details, choice of subjects and any other pertinent information required for examination registration. The distribution process is organized to ensure that all eligible students have access to the necessary forms within the stipulated timeframe.

4. Accounts Office

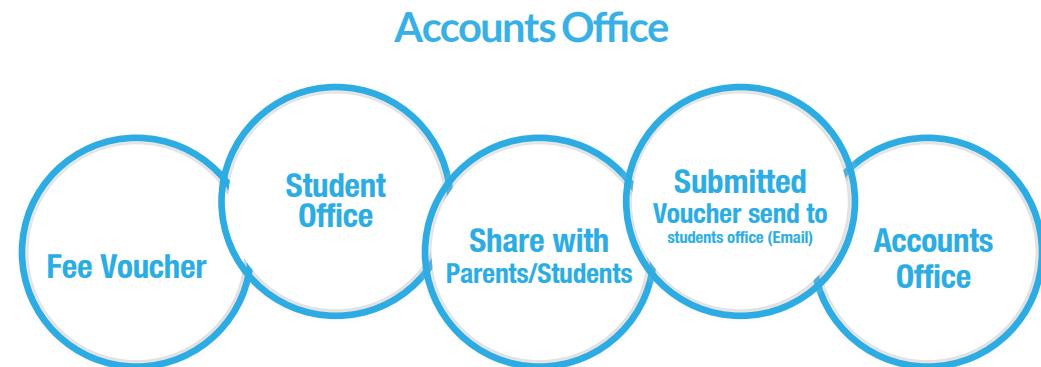
To complete the examination form submission, students are required to confirm their fee payments with the Accounts Office. This step ensures that students have fulfilled the financial obligations associated dues clearance with the examination process and it helps streamline the subsequent steps in the issuance of roll number slips.

5. Submission of Examination Forms

Upon confirmation of fee payments, students are instructed to submit their duly filled examination forms to the Student Office. This step is critical in compiling accurate information for the generation of roll number slips. The Student Office verifies the completeness and accuracy of the submitted forms before proceeding to the next stage.

6. Issuance of Roll No. Slips

After thorough verification, the institution initiates the process of generating and distributing roll number slips. These slips contain essential information, including the student's name, photograph, examination schedule and assigned roll number. Roll number slips are distributed to students through a secure and organized system, ensuring that each student receives the document well in advance of the examinations.



1. Fee Vouchers

Fee vouchers are generated and issued by the Account Office, detailing the amount and payment instructions for each student.

2. Student Office

The Account Office dispatches these vouchers to the Student Office, initiating the distribution process.

3. Share with Students/Parents

The Student Office shares the fee vouchers with students/parents, providing necessary details for payment.

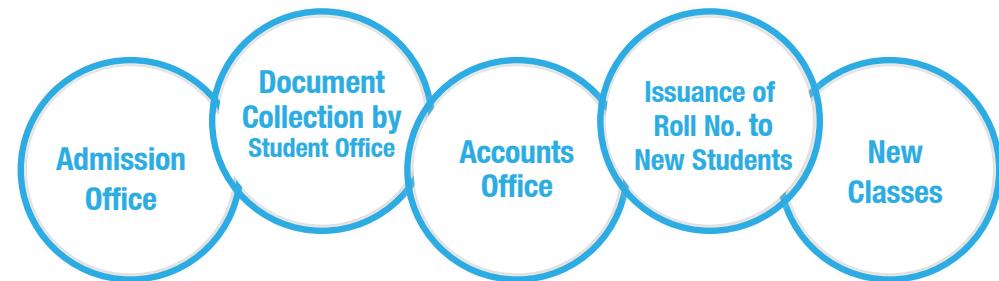
4. Submission Vouchers Sent to Student Office

Students/parents submit paid fee slips either in hard copy to the Student Office or electronically via email.

5. Accounts Office

The Student Office forwards the collected fee slips to the Accounts Office for software updates, ensuring accurate records of payments.

Admission Office



1. Admission Office

The Admission Office confirms student enrollment through a comprehensive admission process, ensuring eligibility and compliance with admission criteria.

2. Document Collection by Student Office

After admission confirmation, students submit their academic documents to the Student Office for record-keeping and verification.

3. Accounts Office

The Student Office forwards the details of submitted academic documents to the Accounts Office for further processing.

4. Roll No. Issuance by Accounts Office

The Account Office, having received and verified the academic documents, issues roll numbers to the newly admitted students.

5. Start of Classes

With the receipt of roll numbers and confirmation of the admission process, students commence their classes.



1. Principals Office

Instances of student misbehavior are reported to the Principal's Office through formal complaints submitted by the student himself/Student Office.

2. Disciplinary Committee

The principal reviews the complaint and, if warranted, forwards the case to the Disciplinary Committee for further investigation. The discipline committee is headed by the Senior Professor.

3. Hearing

The Disciplinary Committee conducts a thorough and impartial hearing, allowing the accused student to present their perspective and providing an opportunity for witness testimonies, if applicable.

4. Decision

After careful consideration, the Disciplinary Committee reaches a decision. The outcome is communicated through a formal notice, outlining the decision and any associated consequences.

5. Penalties

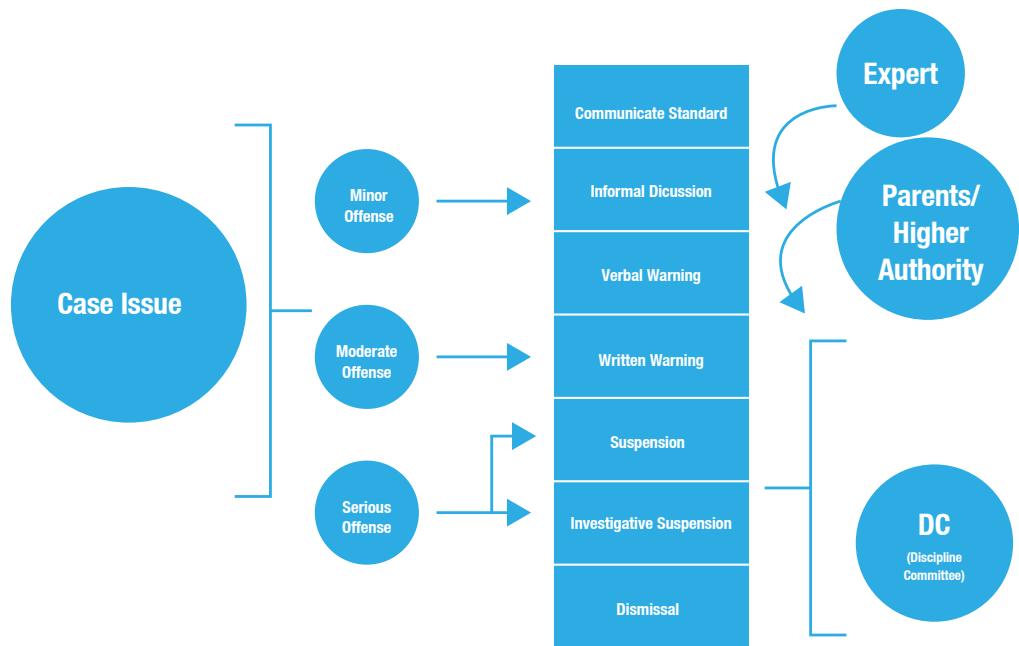
The Committee may award following penalties keeping in view the severity of the cases:

- i. Censure and Rs. 500 fine
- ii. Portal blockage and Rs10, 000 fine.
- iii. Suspension for minimum one semester.
- iv. Forced cancellation of examination.
- v. Rustication or expulsion for the rest of the life in superior University.
- vi. Rustication with intimate to other Universities debarking for the studies in case of moral turpitude and grave offenses.

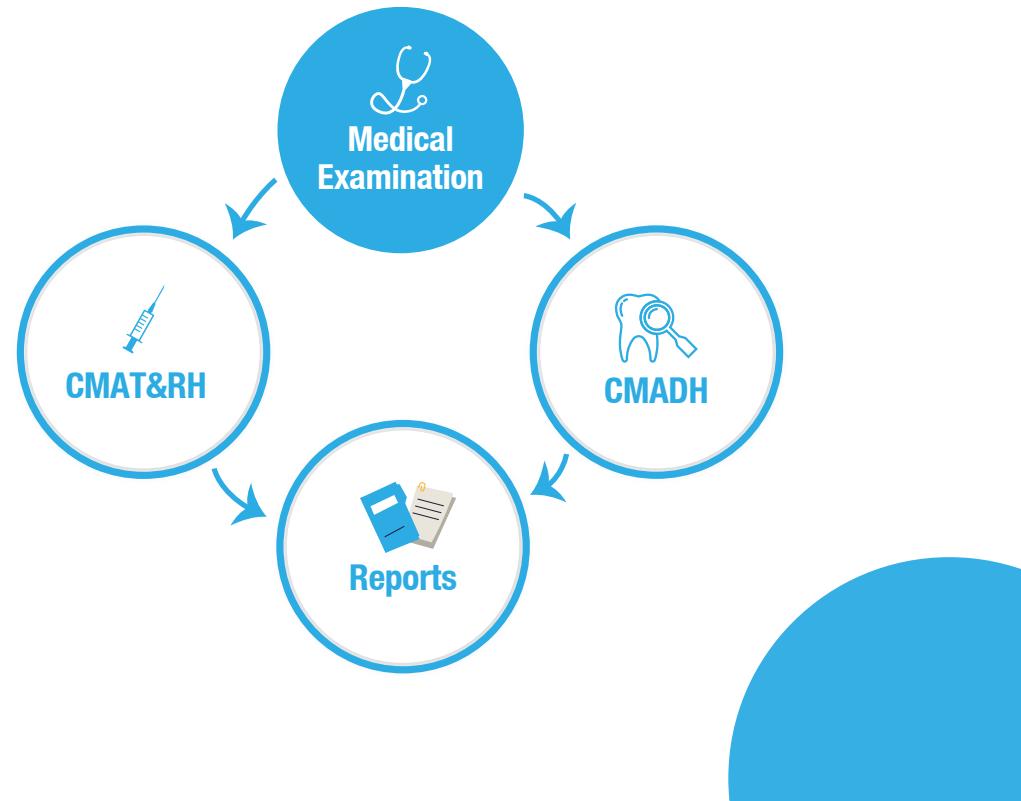
6. Implement

The decisions made by the Disciplinary Committee are implemented promptly, ensuring that any specified actions or penalties are carried out in a fair and consistent manner.

Disciplinary Process



Health and Safety



1. Medical Examination

All incoming students undergo a mandatory medical examination upon admission. This examination is conducted by qualified healthcare professionals to assess the overall health status of each student.

2. CMAT&RH (Campus Medical Assistance Team & Response Hub)

The institution has established a dedicated Campus Medical Assistance Team & Response Hub (CMAT&RH). This unit is equipped to respond promptly to health emergencies, providing immediate assistance and coordinating necessary medical interventions.

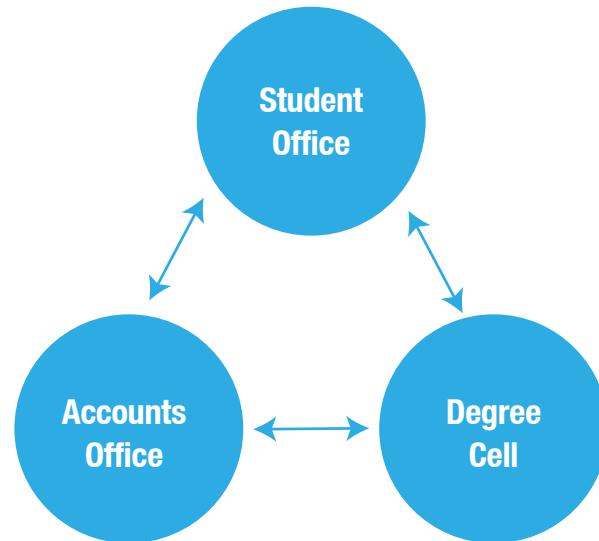
3. CMADH (Chaudhary Muhammad Akram Dental Hospital)

Our Dental Hospital evaluates the oral health status of the newly inducted students and is fully equipped to render dental care required after their dental/oral screening.

4. Reports

Comprehensive health reports are maintained for each student. These reports include medical examination results, records of any health-related incidents, diagnosis of oral health status and follow-up actions taken. The reports are confidential and serve as valuable references for future health assessments.

Transcript/Degree Process



Application To Request A Transcript/Degree

Azra Naheed Dental College students have to adhere to the following procedures for acquiring his/her transcript/degree:

- Application form can be availed from the Department of Students Affairs Azra Naheed Dental College.
- While filling the form, students must ensure to write his/her correct spelling of the name to avoid any inconvenience.
- Use the Blue ball point to fill the form for transparency.
- Write information in BLOCK LETTERS and avoid to use the edges of the box.
- Avoid overwriting in the form.
- Incomplete and incorrect forms are not acceptable.

Following Documents are required to be attached with the Form:

- 1.Copy of Result Card of Matriculation
- 2.Copy of Result Card of F.Sc.
- 3.Copy of Result Card of BDS (1st to 4th Year)
- 4.Provisional & Character Certificate Copy
- 5.03 photograph size (3x3 cm) attached with form with Blue Back Ground.
- 6.Copy of the CNIC
- 7.Original Fee Slip

Before submission of the Form, student should ensure his/her Clearance from Students Office, Library Department and Account Department.

After completion of all the procedure, Transcript / Degree will be issued to the student within stipulated time period.

Co-Curricular and Extra-Curricular Events

Azra Naheed Dental College is committed to offering top-notch facilities for sports and recreational pursuits, fostering a vibrant campus atmosphere and unveiling latent talents among students. Various student clubs organize these activities, with student-led positions overseen by senior faculty members. The college hosts the following co-curricular and extra-curricular events annually:-

- Welcome Party
- Debates
- Dramatics
- Superior Sports & Culture Festival
- Blood Donation
- Art & Photography
- Superior Sports & Culture Festival
- ANDC Night (Musical Night)
- Farewell Party



Student Residence at Campus

Azra Naheed Dental College provides hostel facilities to both male and female students. It offers living facilities to students. Accommodation is available on campus as well as off campus. The students are provided with accommodation, mess and high-speed internet etc..

Females/Males Hostel Rules & Regulations

All the students residing in the hostel of the Azra Naheed Dental College are advised to follow the rules of student residence at the campus. Those students, who fail to follow the rules, may be expelled from the hostel.

Hostel Rules

1. Outsiders are not allowed to enter or live in the hostel.
2. In case of genuine reasons, students having an outsider visitor will need to get written permission from the Hostel Warden.
3. Students will ensure that all lights, fans and other electric or electronic equipment are switched off before they leave the room.
4. Heaters are strictly not allowed in the hostel premises.
5. Playing musical instruments, radio, tape recorder, or CD player at a high volume, which may disturb other students in hostel, will not be allowed.
6. Carrying of drugs and weapons by the students or their visitors in the hostel premises is strictly prohibited.
7. Any dispute erupting among the student will be reported to the Hostel Warden for necessary action.
8. Misconduct of any nature will result in the immediate expulsion from the hostel.
9. All students will need to pay for any damages or spoiling of the walls, furniture fitting and other utility items.
10. Cleanliness of the hostel premises, rooms, wash rooms, etc., must be ensured.

11. Smoking is strictly prohibited in the premises of the hostel (rooms, wash rooms, corridors, mess) except in the lawn. Violation of this rule will be fined Rs. 300/-.
12. After leaving hostel once, student has to pay hostel admission fee again for the readmission the hostel.
13. Student leaving the hostel permanently must inform by submitting the application on Hostel Clearance Form.
14. Hostel Security will be refunded on Hostel Clearance Form with attached original security receipt.
15. Male students will not leave the hostel after 10:00 pm.
16. Female students will not leave the hostel after 6:00 pm.
17. Male students will be required to fill-in the exit form before leaving the hostel premises.
18. If any student wants to leave hostel, he/she should inform a month beforehand. Failure to do so will result in the monthly rent being adjusted from the security deposit.

Transportation

Azra Naheed Dental College maintains a fleet of modern buses to provide pick-and-drop services to the students and faculty members. Our buses move across Lahore to facilitate students from various points. For more information about your route, please contact:

Resident Officer/Incharge Transport

Parking

Azra Naheed Medical College provides a variety of transportation and parking facilities to students, faculty, staff and visitors. Transportation offerings are designed to serve and support members of the campus community and our surrounding neighbors to travel on and around campus safely and efficiently. For a comprehensive look at the University's transit and parking options, please contact the Transportation & Parking Guide at the Transportation Office.

Code of Conduct

Your days at Superior University will be full of activities, interactions and memories. You have to enjoy your presence keeping in mind the discipline you have to maintain. We do not compromise on discipline. We believe disciplined students effectively manage organizations to deliver services and thrive in a prosperous manner. Students are, therefore, expected to diligently observe disciplinary rules set by the institute. Breach of any rules & regulations shall amount to disciplinary action such as fines, suspension or expulsion. The following is a brief overview of our disciplinary values:

1. Admission obtained on false documentation will earn expulsion.
2. Students must be respectful towards faculty, administrative staff and fellow students.
3. Any political activity or indecent behavior in or around the Campus is a punishable offense.
4. Students must carry their ID cards on campus.
5. All entries to the campus are required to be made through Turnstile machines.
6. Violation of Turnstile Protocols is subject to penalties defined by the University Management
7. All students are required to follow the dress code.
8. Students should lock their vehicles in parking areas on their own risk.
9. Institute will not be responsible for any loss, theft of personal belongings.
10. No student is allowed to leave the classroom during lectures without permission of the teacher or until the class is over.
11. Use of mobile phones is strictly prohibited during lectures and must be switched off or put on silent mode.

12. Late comers will be marked absent.
13. Absentees for three consecutive working days without any notice or valid reason shall be considered for expulsion.
14. It is the responsibility of each student to observe orientation details, date sheets and any other course related announcements displayed on our notice board/website.
15. Students must clear their dues before appearing in mid-term and final examinations, failure to do so will prevent them from appearing in their respective examinations.
16. No makeup assignments, quizzes and presentations are allowed after the assigned dates, unless permission is sought from the concerned teacher/HOD.
17. Dues are non-refundable and non-transferable for any reason.
18. Any student misbehaving in class or on campus will be reported to the Incharge Discipline Committee by the teacher. The concerned authority will take the necessary action deemed appropriate.
19. Roll No. slips for institute exams shall not be issued to any student if his/her dues are not cleared.
20. The registration / admission fees of the institute shall be paid by all students.
21. Unfair means in quizzes, assignments, exams, reports will result in punishment with heavy fine or suspension.
22. Smoking is prohibited in and around all our College / Institute premises.
23. A daily fine will be charged from students who remain absent or fail to pay their dues on time.
24. Any student found damaging the University property shall pay five times the cost of the damage.
25. No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill on the University premises, without seeking permission.
26. All students are expected to behave in a manner that does not disturb the academic environment of the class rooms or the institution. Any such actions may result in disciplinary action leading to a reprimand, suspension, heavy fine or cancellation of registration or dismissal from the Institution.
27. Any student aggrieved by any event in the University must lodge a complaint with the Principal Office and not with any outside authority unless the concerned authority permits him/her to do so.
28. Food can be taken inside the cafeterias only.
29. To accommodate modern trends, University/ANDC reserves the right to change course requirements, fees, course classifications, course contents, class schedules, venues, faculty and the like, whenever it deems



SUPERIOR UNIVERSITY

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