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QUEENS MEDICAL COLLEGE

A Project of ILI Education & Health Solutions (Pvt) Limited

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Ihsan Mumtaz Teaching Hospital

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Bhatti International Teaching Hospital

BIT Hospital, 2-Km Raiwind Road, Kasur
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Ref NO. QMC/04/ 2025

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Mechanism for Addressing Disciplinary Issues

1. Purpose

To establish a transparent, fair, and consistent mechanism for identifying, addressing, and resolving disciplinary issues involving students, faculty, and staff at Queens Medical College.

2. Scope

This policy applies to:

- All enrolled students
- Faculty and staff of the college
- Visitors within the college premises (where applicable)

Disciplinary issues include, but are not limited to:

- Academic misconduct (e.g., cheating, plagiarism)
- Professional misconduct (e.g., harassment, unethical behavior)
- Violation of institutional policies or the code of conduct
- Disruption of teaching, learning, or administrative activities
- Substance abuse or violence on campus

3. Guiding Principles

- Fairness and Impartiality: All cases shall be dealt with fairly and without bias.
- Due Process: Individuals shall be given the opportunity to respond to allegations before action is taken.
- Confidentiality: Information will be handled discreetly and shared only on a need-to-know basis.
- Accountability: All stakeholders must be aware of the standards expected of them.

4. Structure: Disciplinary Committee

4.1 Composition

- Chairperson: Senior faculty member appointed by the principal
- Faculty Member: One from basic sciences, one from clinical sciences
- Administrative Representative
- Student Affairs Representative
- Legal Advisor (if needed)
- Secretary: Designated administrative officer
- Disciplinary Mechanism and Actions

4.2 Responsibilities

- Receive and document complaints.
- Investigate complaints fairly and objectively.
- Conduct hearings when required.
- Recommend penalties or corrective measures.
- Submit reports to the principal and maintain records.

5. Mechanism

Step 1: Reporting

Complaints must be submitted in writing to the Student Affairs Office or the Disciplinary Committee Secretariat. Anonymous complaints are only accepted if supported by evidence.

Step 2: Preliminary Review

The Chairperson will conduct a preliminary review assess the validity and seriousness of the complaint.

Step 3: Formal Investigation

If necessary, a formal investigation will be conducted, reviewing evidence, interviews, and documentation.

Step 4: Hearing

Involved parties will be invited to a formal hearing to present their statements. The committee will ensure that both sides are heard equally.

Step 5: Decision and Action

Based on findings, the committee may recommend actions ranging from a verbal warning to expulsion or termination (as applicable). The decision will be communicated in writing.

Step 6: Appeals

Affected parties may appeal the decision within 7 working days to the principle. An appeals committee will review and give a final verdict.

6. Disciplinary Actions

Depending on the severity and frequency of the offense, disciplinary actions may include:

- Verbal or written warning
- Restitution or community service
- Suspension from class or duty
- Expulsion or termination
- Referral to external legal authorities (in serious cases)

7. Monitoring and Review

The Disciplinary Committee will monitor the implementation of decisions and recommend necessary improvements. This policy shall be reviewed every two years or upon significant changes in procedures or regulatory requirements.

Members:

Sr. No.	Name of Members	Department	Signature
1	Prof. Dr. Muniza Quyyam	Pharmacology	
2	Prof. Dr. Muhammad Amin	Anatomy	
3	Prof. Dr. Tanzeela	Physiology	
4	Dr. Kokab Zia	Obs & Gynae	
5	Dr. Akmal Faiz Bhatti	Medicine	
6	Dr. Shaista Hussain	Physiology	
7	Administrative Representative		
8	Student Affair Representative	Students Affair	
9	Legal Adviser	Finance	

Prof. Dr. Shireen Khawar
Principal
Queens Medical College, Kasur