



Quetta College of Dentistry, Quetta

Student Policies Manual

STUDENT POLICY MANUAL

Quetta College of Dentistry, Quetta Cantonment

WORKING DAYS

The College will observe a five-day working week, Monday to Friday, with effect from January 6, 2025. Timings shall be as follows:

Monday to Thursday 0800 – 1400 Hrs.

Friday 0800 – 1200 Hrs.

FACULTY & SUPPORT STAFF

- Delivering lectures below the Assistant Professor designation shall not be allowed.
- For security purposes the Management, Faculty, Paramedical, and Administrative staff shall all wear

Identification Card

- The Annual Teaching Calendar of the College is to be prepared at the beginning of the teaching session by a designated curricular committee.
- Each HOD must prepare and submit to the Principal the Monthly Teaching Schedule of his/her subject.
- Any change in the approved and notified Teaching Schedule, due to any unforeseen reason, must be made by the HOD or any representative assigned/nominated by the HOD. The change should be communicated to the principal in writing.
- Anonymous feedback about each Faculty member by the students should be conducted at least twice per month by the Education Department. Feedback from the students is to be taken at the end of the Lecture/Tutorial/Demonstration.
- A graphical representation of the results of student feedback of each Faculty member shall be prepared for the Administration.
- Faculty will ensure that their staff updates daily attendance on the system, each day. So that Head Office can process END OF THE DAY run to update MANAGEMENT every day.

1) Identification Card

- When in College it shall be mandatory to wear **Identification Card** at all times.
- Identification Card should show Program, Registration #, Roll #, Class, Photo, Name.
- Identification cards to be Initially issued free of cost, and each renewal (lost) at Rs. 1000. Fine Rs 2000 if the student is not wearing the card.
- Acquire equipment to make Identification Cards at short notice for replacement if the card is lost.
- Fine to be issued by competent authority for not wearing the Identification Card.

2) Attendance Monitoring

- Leave of absence with reason preferably before leave.
- Class bunking must be punished by progressive fine and habitual class bunking is to be dealt with by involving parents/guardians.
- Late entry into the class shall be allowed up to maximum TEN minutes after the commencement of lecture. Roll Numbers of late comers shall be noted to identify habitual late comers.
- Parents/ guardians to be taken on board. Inform by phone, call for meeting if the student's performance does not improve.
- Students and parents / guardians should be informed that the students will be progressively fined on all counts of breach of discipline.

3) Academic

- Students to be stratified based on academic and attendance performance. As per **Appendix H**.
- Special attention must be given to students falling in the RED zone. Carry out counseling and involve parents/ guardians.
- All other students must also be monitored and regularly counselled to keep them on track.

4) Vigilance Committee

- To comprise majorly of female faculty, particularly for dress code checking and lookout for maintenance of discipline on the campus of QCD.
- The Vigilance Committee to include a Professor at the top, Associate and Assistant Professors as members.
- Vigilance Committee to ensure that the criteria and parameters set for Attendance, Dress Code, and Smoking Ban are monitored in all areas of the college, especially
 - Cafeteria
 - Library
 - Lawns
 - Academic Building
 - Museums
 - Clinical surgeries

- Labs
- Prayer areas

5) Adherence to minimum Dress Code

- To be monitored and effectively enforced by the Vigilance Committee in the college vicinity.
- Dress Code mentioned in detail at **Appendix D**.
- Copy of the Dress Code to be provided to each student at the time of admission.
- Plaques bearing the details of the dress code to be displayed on each floor at prominent places.

6) Security Camera

- 24 hours monitoring by the security cameras to be ensured.
- Ensure appropriate backup power supply for CCTV system.
- List and drill appropriate response by the security staff according to the severity of the incident.
- Availability of first aid kits to be ensured on all the floors/departments. Emergency response team to be well trained and their regular drills to be ensured by the competent authority.

7) Library

- QCD students to share the library facility with QIMS (including computer lab).
- The librarian shall make arrangements to ensure timely return of library books which are issued / lent to students.
- Fine for late return or loss shall be mandatory, apart from recovery of replacement cost of the book.
- 10,000/- Rs security minimum for book issuance if security has been taken back by the student. (Accounts department to maintain a list of students who have no security deposit with the college. The list will be shared with the Librarian, who will ensure that Library membership is not issued or continued if requisite security is not available for a student.)

Annexure-A: Inadmissible Behavior

Annexure-B: Anti-Ragging Policy

Annexure-C: Mobile Device Usage Guidelines

Annexure-D: Dress Code

Annexure-E: Hostel Rules and Regulations

Annexure-F: Fines Schedule

Annexure-G: Library Policies & Rules

Annexure-H: Student Zoning Criteria

INADMISSIBLE BEHAVIOUR

Inadmissible behavior, not limited to the list below:

- Tardiness to class.
- Missing Tests, exams, or other aptitude assessment activities.
- Extended absence without genuine/plausible reasons. (Potential inability to complete required credit hours).
- Inappropriate behavior and public display of affection.
- Gambling, card playing, and other inappropriate games.
- Failure to follow the discipline and posted classroom rules.
- Any other offenses that the principal may deem reasonable and may fall in this classification.
- Failure to bring required materials to the class, clinical rotations, and labs.
- Not displaying the Identification Card properly.
- Not completing academic and curricular assignments (reflected in academic grades)
- Littering at the campus, hostels, and premises of the college.
- Cigarette smoking and use of prohibited or any Narcotic substances (meth, ice) in the College & Hostel is prohibited. Defaulters will be duly punished as per the recommendation of the Disciplinary Committee.
- Verbally abusing or physically manhandling another individual or its affiliated entities, whether or not that individual is a faculty member, administrator, or student.
- Engaging in conduct involving dishonesty, fraud, financial scams, Ponzi schemes, deceit or misrepresentation.
- Knowingly making a false allegation, accusation, or statement in connection with a complaint.
- Possession and display of weapons to result in immediate termination and legal action, without any warning.

Attendance Sign-In Sheet / Form: Signing in or submitting an attendance sheet/form for another student is unethical and considered a policy violation. Students may ONLY sign in / submit attendance sheets/forms for themselves and no other student. Any student/staff member found in violation of this policy shall be immediately terminated, citing a lack of moral character.

Once appropriate intervention strategies have been unsuccessful in managing the student's behavior in the classroom, the faculty may refer the student to the Administration office. These interventions may include but are not limited to counseling students and parental contact. When these interventions have not resulted in improved student behavior, office referrals will result. Referrals will be supported by faculty documentation of actions taken before the referral. Cheating in tests/exams by any means, electronic or otherwise will be treated as a serious offense and shall lead to disciplinary action.

ANTI – RAGGING POLICY

Ragging means 'Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension. Unfortunately, it has become a trend in universities/colleges to mistreat newcomers or ask the students to do any act or perform something that such students will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment to adversely affect the physique or psyche of a student.

"Ragging in all its forms is banned in QCD. The Institution shall take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall be on the perpetrator of alleged ragging and not on the victim. An offense of Ragging may be charged either through a written complaint by the affected or on the independent finding of the Anti-Ragging Squad.

Punishment for Ragging:

Depending on the nature and severity of the offense, as established by the Anti-Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishments. The decision of the Anti-Ragging Committee shall be **final and binding**.

- Suspension from attending classes
- Cancellation of admission
- Withholding/withdrawing scholarship/fee concession and other benefits
- Debarring from appearing in any test/examination or other evaluation processes
- Debarring from representing the College/Institution in any Fest/Event/Sports activities etc.
- Suspension/expulsion from the hostel.
- Rustication from the Institution
- Fine of Rs. 50,000/-
- In the case of offenses of a very serious/grievous nature, the case will be referred to the Police, in addition to any other punishment.
- Collective punishment where the offence is committed collectively by a group or by a class making it difficult or not possible to identify specific persons.
- Expulsion from the College/Institution & consequent debarring from admission to any other Institution in the country.

MOBILE DEVICE USAGE GUIDELINES

Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate College conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including fines, suspension, expulsion, and being reported to local authorities.

Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded will be a punishable offense. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or videos on any electronic device will be a punishable offense.

When in use, in permitted areas, devices must be on vibrate or silent mode so that no audible tone is heard. Mobile devices misused following this policy shall be confiscated from the student for two days and fined. Although the usage of social media apps is not encouraged on the campus, **TikTok** however, is banned and anyone found making reels or inappropriate videos shall be removed from the premises indefinitely and referred for psychiatric evaluation.

During any lecture/tutorial/demonstration/exam, every student must keep his / her mobile switched off. At each entrance of lecture theatres/classrooms of all kinds Plaques are to be fixed bearing instructions that read “**Use of mobile phone is strictly prohibited. Switch off when entering class**”. Use of Mobile devices will subject the student to the possibility of the imposition of disciplinary action by the College or criminal penalties if the Mobile device is used for a criminal act. Continued misuse of Mobile devices may subject the student to disciplinary action, as determined by the principal.

DRESS CODE

The students of Quetta College of Dentistry, are directed to strictly observe the dress code of this institution as given below.

- Being future doctors, all students are expected to be dressed in decent and presentable outfits according to the prevailing season.
- **Wearing overalls on Campus is mandatory.**
- Girl students who wear jeans should wear long shirts along with a dupatta and overalls.
- Those students who wear T-shirts should ensure that no indecent writing/logo/picture is printed on the shirt.
- Boy must wear proper closed shoes. Use of any kind of chappal or slippers on the college premises during teaching hours is strictly prohibited.
- Wearing of sleeveless shirts is completely forbidden for girls as well as boys.

All the students are directed to comply with these instructions. The College Vigilance Committee will ensure that students abide by these rules. Strict disciplinary action will be taken against those violating these instructions.

HOSTEL RULES AND REGULATIONS

- Smoking of any kind (cigarettes/shisha etc) and consumption of Alcohol & narcotics of any kind is strictly prohibited.
- Decency in dressing & demeanor should be observed.
- Loitering in the hostel campus during class hours will be considered a breach of discipline.
- The management & staff will not be responsible for the personal belongings of students.
- Students must keep the campus & rooms clean. Defacing walls, equipment, furniture, etc., is strictly prohibited.
- Other celebrations are strictly prohibited in the Hostel.
- Students must turn off all the electrical equipment & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters, etc. in rooms except in designated places.
- Students are not allowed to organize any group activities in their room.
- Food will be served only in the designated dining hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Visitors are allowed only in the designated Room between 4:30 p.m. and 6:30 p.m. Visitors are not allowed beyond the visiting area. No outside Guests/students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing, etc. are required to be entered in the 'Complaints Book'.
- Students should not enter rooms of other students without permission.
- Decks/sound enhancing systems prohibited completely. Loud playing of mobile phones or any such device is prohibited.
- Students during their stay in the hostel will be governed by the management rules.
- Sharp weapons, firearms, and other weaponry are strictly inside hostels.

FINES SCHEDULE

Attendance	- Rs. 500 -per lecture - Rs. 1,000 -maximum per day
Exams	- Rs. 2,000 -for missing Class test. - Rs. 5,000 -for missing Term test.
Library	- Rs. 20 per day for overdue book - Cost of Original Book plus replacement cost in case of book loss. - Book borrowing facility will be available only to students who have appropriate Security Deposit coverage. - Rs 25,000.
Ragging Discipline	- The disciplinary committee will recommend to the principal the fine and corrective action required

- Fines are imposed only to obtain the attention of students/parents/guardians that corrective action is required on the part of the student.
- Any fine can be escalated when desired corrective action is not forthcoming.
- Principal is the final authority to decide the appropriateness of fine escalation.
- Decision taken by the principal shall be final.

LIBRARY POLICY & RULES

General Rules for All:

- The library remains open during working days.
- All faculty, students & staff should fill out the library membership form. **Students can only become members if they have a minimum of Rs. 25,000/- security available with the accounts department.**
- Every member should show his/her card to prove identification at the circulation counter.
- Readers and visitors are required to leave their books, handbags, briefcases, etc. at the reception near the entrance of the library.
- Library staff shall have no responsibility for personal belongings in the library.
- Every user using the library shall respect the right of others to use the library under these rules and shall not interfere with their use of the Library.
- Books belonging to the library shall not be marked, written in, or damaged in any way.
- If a book is lost by any member, the member should report the matter to the Librarian. The librarian will initiate the process of procuring a new book, the latest edition of the book will be purchased and the cost of procurement will be charged to the member. The lost book will be written off.
- Reference books are meant for reference purposes only, and shall not be taken out of the library.
- The textbook used and adopted by faculty staff will be considered as a reference book and shall not be taken out of the library.
- All books and other materials available in the library should be used with care because replacement is very difficult due to high cost.
- Reference books, newspapers, periodicals, and audio-visual material can only be used in the library.
- Complete silence should be observed except for a brief talk with the library staff at the circulation desk.
- Library properties should not be taken outside except after borrowing as per rules from the library staff.
- All library services will be closed 15 minutes before library closing time.
- Please, do not reshelve the books.

Circulation Policies & Rules:-

Textbooks & Lending Rules for students: -

- The borrowing privileges are available to Students of the College if they have opted to become members of the library.
- Prescribed textbooks are to be arranged by the students from their resources.
- Students can borrow two books for 15 days. If the date of return takes place on a

holiday, you may return books on the next working day.

- Books fine will not be charged during Spring holidays, summer holidays & Winter holidays/Eid holidays & Prep. Holidays.
- A book can be re-issued a maximum of two times provided a booking by another member is already not in place.
- Requests for renewals by telephone will not be accepted.
- If a student leaves the college without returning the book(s), a fine equivalent to the replacement cost of the book(s) will be deducted from his/her security, and book(s) will be written off from records.

Lending Rules for Faculty Members: -

- Professors, Associate & Assistant Professors can borrow (05) books for (60 days)/02 months.
- Senior Lecturers & Demonstrators can borrow 02 books for (30) days/ (01) month only.
- A book can be re-issued a maximum of two times and if any other faculty/ staff member does not require the same.
- Requests for renewals by telephone will not be accepted.

Discipline: -

- All faculty members & students are advised to avoid discussion/ loud voice on any matter. Silent environment in the library must be maintained.
- Library members having any grievance or complaint will bring the matter to the notice of the Librarian. False complaints are liable to be considered as offense and dealt with accordingly.
- Smoking is strictly prohibited in the library.
- Drinks & eatables are not allowed in the library.
- Mobile phone conversation is strictly prohibited.
- Mutilation of the library material & any violation of these rules will attract serious disciplinary action.

Return of Library Material: -

- All borrowed books will be returned within the stipulated period. Reminders will be issued to those borrowers, who have not returned the books within the prescribed period.
- A fine will be charged from students against all the books, returned after the due date. While returning the books, members will ensure that entries are completed by the library staff in their presence.
- Materials must be returned to the Circulation Desk during library hours. Materials must be returned to the library when the renewal limit has been reached.

Overdue Materials: -

- Overdue notices will be displayed on notice boards from library staff.
- Users will not be allowed to check out further materials until their record is cleared.
- Defacement or mutilation of any library material will result in an appropriate disciplinary action.
- Borrowers who do not comply with circulation policies will not be permitted to receive grades, transcripts, or other credit for work completed at the college until all borrowed material is cleared.

STUDENT ZONING CRITERIA

ACADEMICS for each SUBJECT:

The combined percentage of marks obtained in home tests during a specific period (month/term, etc.)

RED ZONE:	Up to 44%
YELLOW ZONE:	45-54%
GREEN ZONE:	55-70%
SILVER ZONE:	71-84%
GOLDEN ZONE:	85% or more

ATTENDANCE for each SUBJECT:

The combined percentage of attendance during a specific period (1 month, 2 months, etc.)

RED ZONE:	Attendance: Up to 69%
YELLOW ZONE:	Attendance: 70-74%
GREEN ZONE:	Attendance: 75% or more

