

GENERAL CONDUCT OF STUDENTS/DISCIPLINE, DRESS CODE AND HOSTEL RULES

General Conduct of Students

1. All students are advised to read rules carefully and abide by these rules as envisaged in the succeeding paragraphs and their modification as and when issued. Violations of these rules tantamount to breach college discipline. Such cases may be forwarded to the college Disciplinary Committee as discipline breach.
2. Students must display their college identification cards at all the time while in the institution premises. All students must maintain the decorum of the institution through decent and respectable behavior. Singing, whistling, hooting, creating noise, using abusing language, fighting and indulging in any unseemly behavior or activity in the institution at all times is strictly forbidden. Students are not allowed to loiter and move aimlessly in and around institution premises or waste his/her time in cafeteria or at other places. The students must follow the college timetable religiously. Unauthorized banners, notices, chalking on walls/ furniture is strictly prohibited and considered as violation of institute code of conduct.
3. Students must display the highest moral and ethical standards at all the time. The care and safety of college property being used by the students is their responsibility. All the damages in any form caused by the students due to their negligence or deliberate act shall be repaired at the expense of student responsible for negligence. Walls, furniture, fixture, models, specimen, charts, skeleton bones, audio/visual teaching aids, notice boards etc., shall not be defaced, mutilated or damage in any way or form.

Department, Laboratory, Library, Lecture Halls, Tutorial Rooms and IT Lab Discipline

4. Students must maintain a high professional interaction in the academic sessions which is very distinct feature of the institution and same has to be continued all the times. Student must not carry their cell phones before entering departments/ laboratories/library/ lecture halls/ tutorial rooms and IT lab etc. punctuality regarding class / ward timings and maintenance of proper discipline in the academic activities is mandatory.

Peaceful Environment

5. The maintenance of safe and secure environment in the institute is of immense importance. The college administration accords highest priority to this vital aspect.

Cleanliness

6. Students shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose.

Correct Attitude and Behavior

7. The students should dedicate their energies / attention to studies and are completely facilitated to devote themselves in their profession and expected to shun unwanted societal trends. The possession and use of weapons and substance of abuse, keeping of objectionable materials or pets and smoking etc. are totally forbidden in the institution.

Use of Unfair Means in the Institution and College Examination

8. Any students involve in using unfair means/ impersonation will be liable for the disciplinary action which may tantamount to expulsion/ cessation of all academic activities as per rules of NUMS and PMDC.

Politics and Religion

9. Political activities of all types are prohibited in the institution. Involvement of any sort of political, sectarian, ethnic and other such activities will be viewed with zero tolerance by the college administration. Undertaking to this effect will be obtained from all the students and their parents.
10. Unauthorized gathering and meeting of students are strictly forbidden in the premises of the college. Students should avoid attending press conference, nor write to the press on a political or related subject or matter concerned directly with the institution or any government or teaching institute, university in Pakistan or abroad.

Law and Security

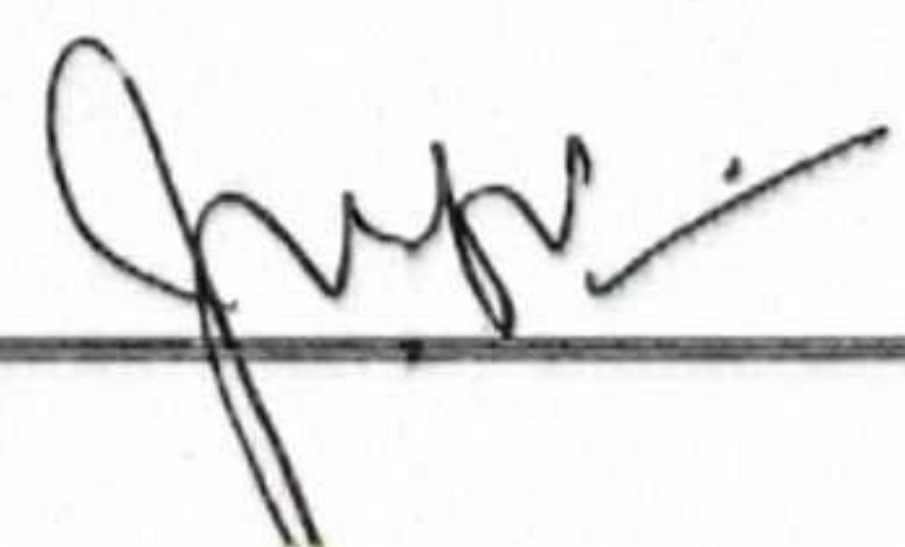
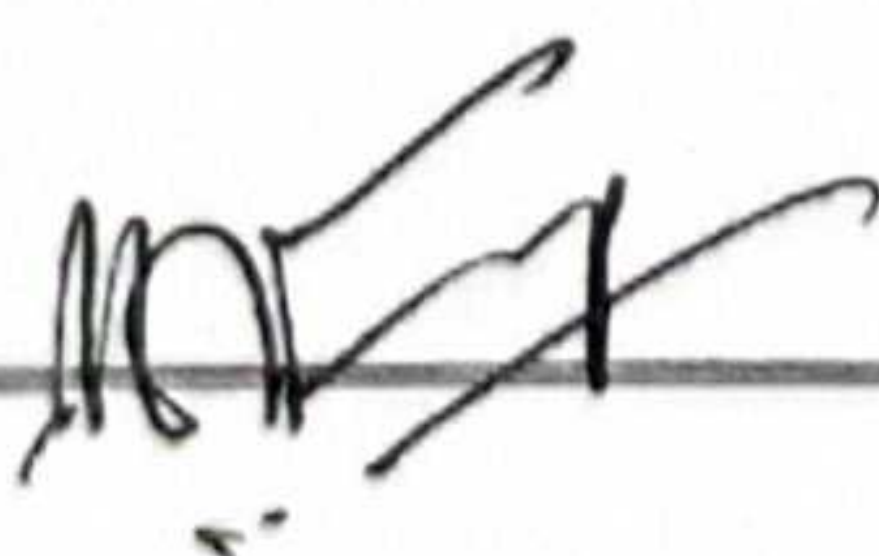
11. Students will be educated on security of information, materials and personnel's. Students must avoid sharing information/ photographs about Army and Malir cantonment on Facebook/ internet. Violation in this regard will not be tolerated.

Fee Refund Policy

12. Following points to be noted:
- If a student who has deposited the hostel fee and thereafter wishes to leave the hostel within fifteen days from start of the year, college shall be entitled to hundred percent refund of all deposited fee and onetime security deposit.
 - If a student who has deposited the hostel fee and thereafter wishes to leave the hostel within three months from start of year, such student shall be entitled to refund of fee after deduction of hostel residential time period.
 - If a student who has deposited the hostel fee and thereafter wishes to leave the hostel after three months from start of year, no fee shall be refunded except security deposit.

Student Code of Conduct

13. Students are required to strictly follow the college rules and regulations. The college administration expects and demands absolute integrity and honesty. Co-education in the institute places a heavy responsibility on the management and students alike. The students are therefore, expected to follow an exemplary code of conduct/ ethics and moral behavior. Very serious views are taken of any misconduct and immoral behavior both inside and outside the campus. Each faculty member, hostel warden, library staff and administrative staff have certain authority to impose the discipline and refer the case to disciplinary committee.



Attendance Rules

14. Following points to be noted:

- a. All students are required to attend 100% classes, however keeping in view unexpected emergencies minimum 80% attendance is mandatory for appearing in annual exams.
- b. Repeated absence from lectures, demonstration, classes and seminars will make a student liable to be expelled from the college.
- c. Any student continuously absenting for more than 2 months will be relegated.
- d. Students absenting from classes without leave will be fined Rs. 100 per lecture.
- e. For leave, the students are required to submit a written application to the principal.
- f. A student who remains absent without leave for a period of four weeks consecutively will be stuck off from the college rolls. He/She may however, be readmitted on the recommendation of the Principal/ Dean/ Vice Principal, subject to repayment of the admission fee.

Dress Rules

15. a) Male Students

- i. Smart casual (Trousers & Shirt) / Lab Coat (mandatory) and oxford shoes.
- ii. Sandal, joggers & sneakers are not allowed.

b) Female students

- i. Shalwar kameez, Dupatta, Lab Coat (mandatory) with coat shoes.
- ii. High heels shoes, jogger and sneakers are not allowed.
- iii. While lab coat will be worn inside the college buildings.

College Discipline Rules

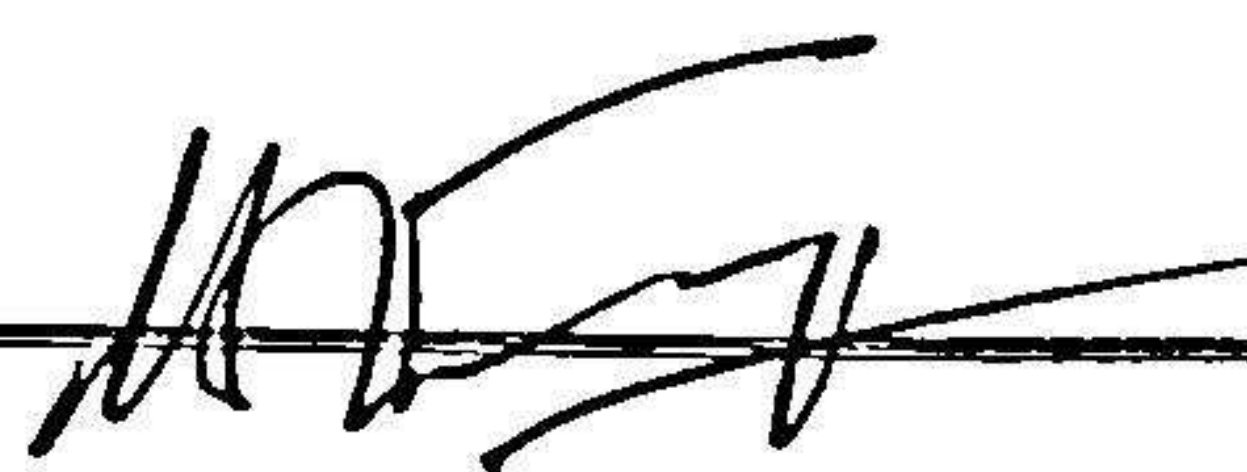
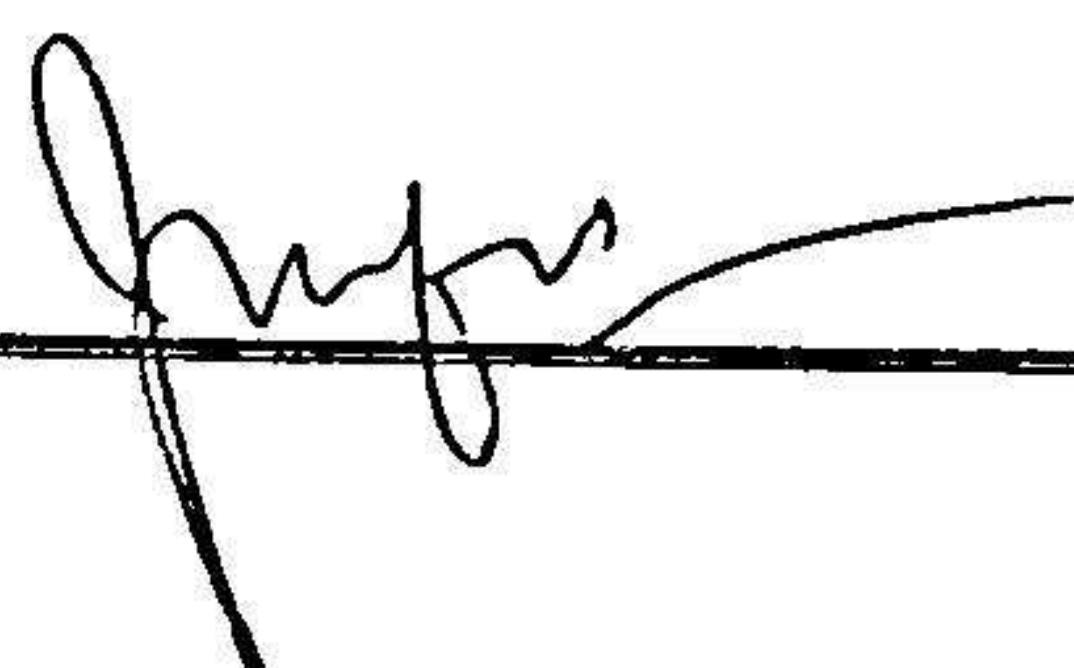
16. Following points to be noted:

- a. All the students are expected to conduct themselves decently ON & OFF the campus.
- b. No student is allowed to use offensive/ abusive language.
- c. No student will cause damage to the college property. In such cases the same amount will be charged from the student.
- d. If any sort of weapon found with any student, strict action will be taken against her/him.
- e. All the students will require to follow lecture hall protocol as prescribed by the respective teachers.
- f. Students must not carry their cell phones before they enter the lecture room, laboratory, library and classes.
- g. Political or sectarian activities are strictly prohibited in the institute.

College Visitors Procedure

17. Receptionists are detailed at the entrance gate to ensure the following:

- a. No visitors are allowed before 9:30 am and after 1 pm except with the permission of Principal and security officer.
- b. The particulars of visitor are checked and proper record is maintained. Dignified and decent conduct towards of visitors.
- c. No visitors carry hazardous equipment, including arms, ammo, in the college campus.
- d. Retention of original National ID card of the visitor till his exit from the academic block.



KIMS Smoke / Drug Free Campus

18. Smoking, pan, gatka or any other such item is not allowed in the college premises. Stringent disciplinary action will be taken against defaulter(s).

Protection Against Workplace Harassment of Women at Workplace Act 2010

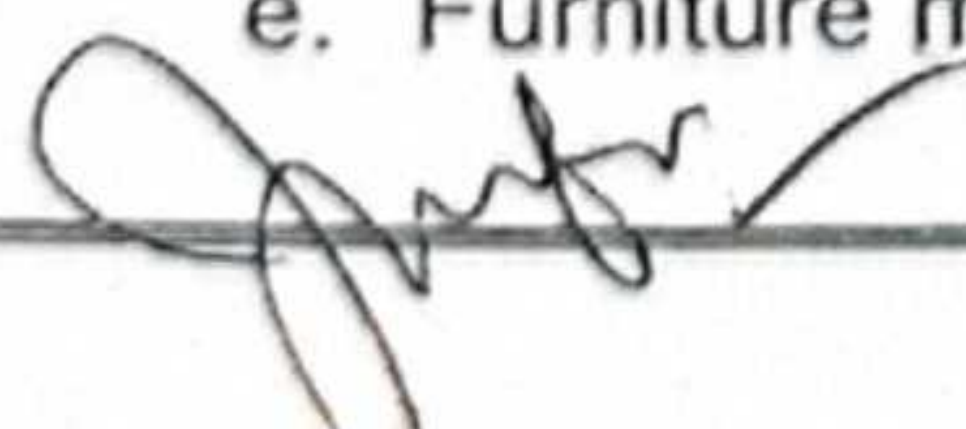
19. a) This is strictly applicable at KIMS and its violation will lead to exemplary punitive action.
b) The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fee will Not be refunded.

Admission to the Hostel

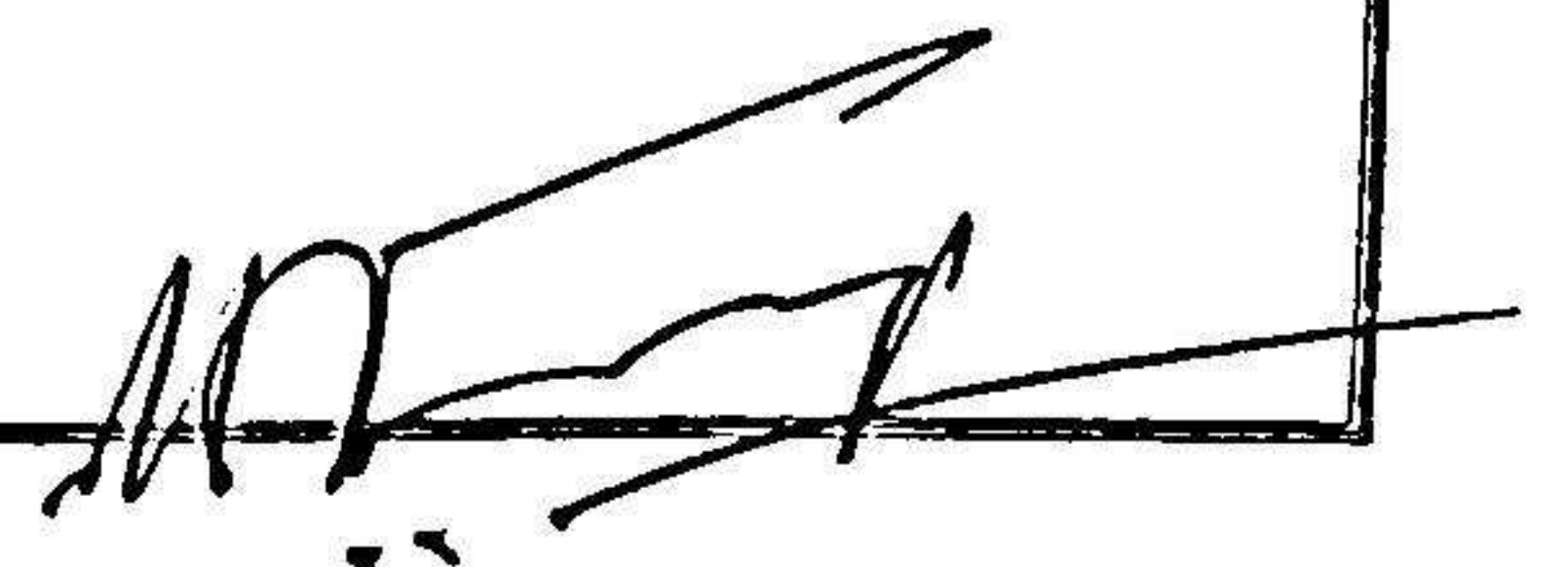
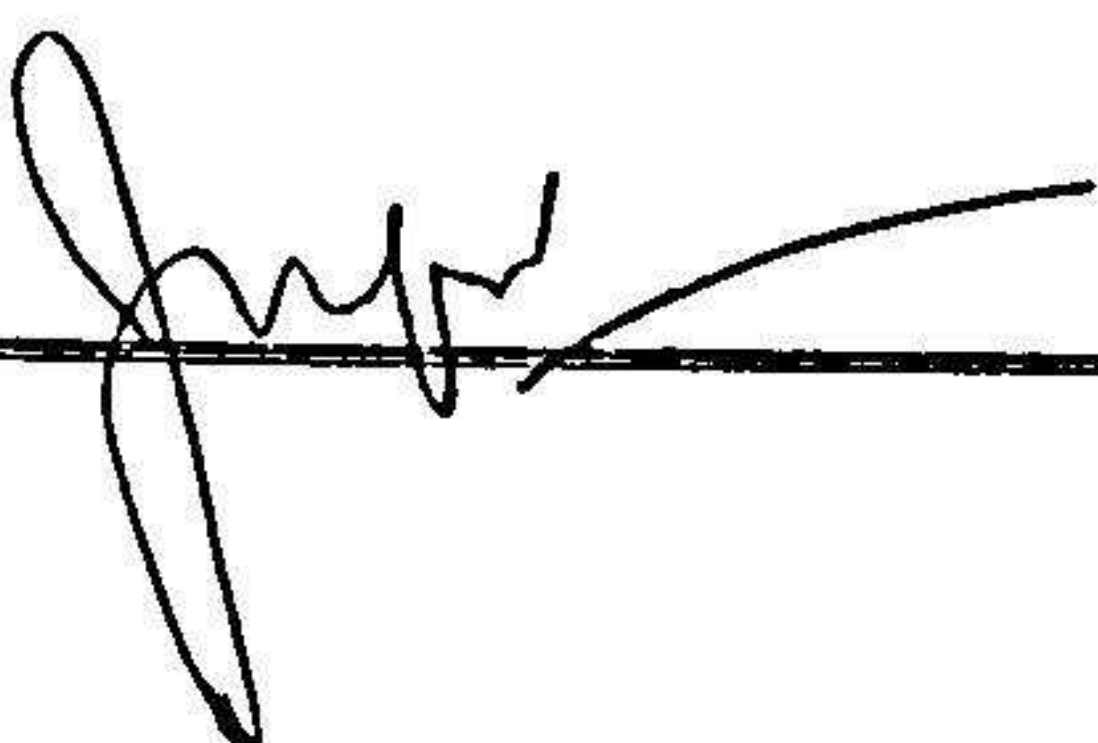
20. Following points to be noted:
- The KIMS is not bound to provide hostel accommodation to every student, however, accommodation will be provided subject to availability to the merit.
 - Hostel accommodation will be given to students seeking admission in the KIMS, domiciled in places other the city in which the college is situated. Day scholars cannot apply except under special circumstances.
 - The head of the institution, on recommendation of the warden may refuse admission or reject tee application of a student if he/she is satisfied that he/she is not a desirable person to live in the hostel.
 - There is separate hostel for boys and girls. These hostels are open only to students on the respective college roll.
 - Rooms shall be allocated in order of merit/first come first serve basis. Conduct and character of student will be given consideration during allotment of the rooms.
 - Rooms allotment of students with outstanding dues is liable to cancellation. KIMS reserve the right to cancel hostel allotment in case of pending dues. No boarder is allowed to change in accommodation without a special permission of warden and Principal.
 - Students are not allowed to misuse the allotted rooms or keep any unlawful or illegal occupant; in such case his allotment will be cancelled and the case will be refereed to disciplinary committee for further necessary action. No one will b allowed to stay in the room apart for those students who have been allotted hostel accommodation.

Hostel Rules / Discipline

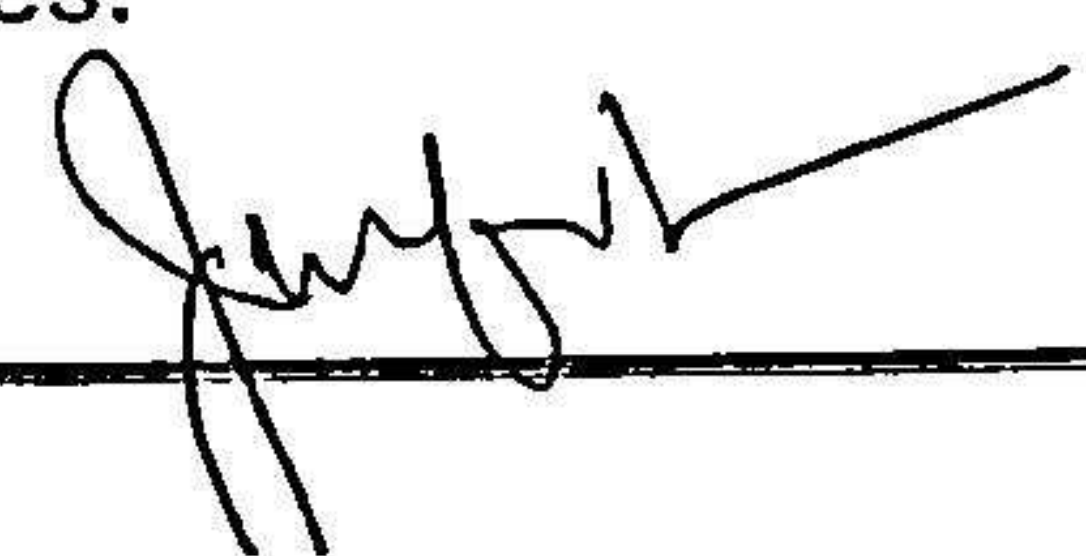
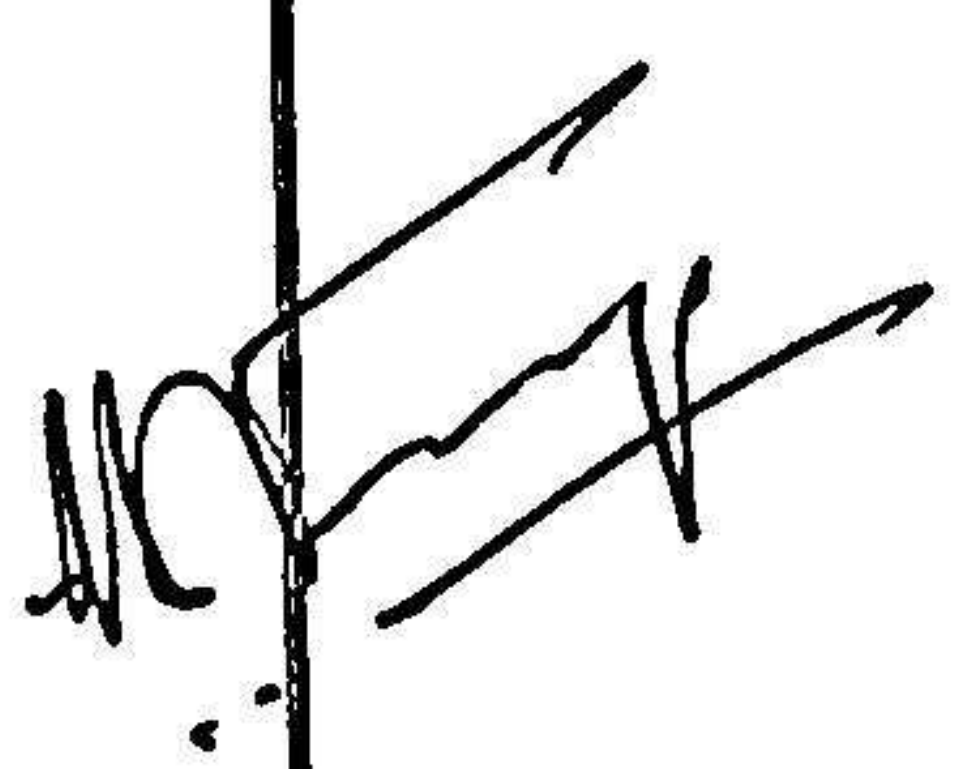
21. Following points to be noted:
- Hostel warden is responsible or maintenance of proper discipline in the hostel. He/She is authorized to warn students for any irregularities, neglect of duties or breech of discipline. The warden for any breech of discipline may penalize a student with Principal approval through imposition of fine not exceeding Rs. 500/- at one time and may also issue written warning as well as or both and may also inform parents/ guardian, class teacher and student affairs on case-to-case basis.
 - No gathering or meeting of boarders shall be allowed in hostel premises in any case.
 - No newspaper, periodicals, magazines or any other publication other than those authorized by head of the institute shall be brought into the hostel by any boarder.
 - Every part of the hostel premises shall be open for inspection to the hostel and college authorities at all times.
 - Furniture must not be shifted from one room to other.



- f. No religious act, discussion or ceremony which may hurt the feelings of other boarders is allowed to be performed in the hostel.
- g. Boarders should not be indulged in any amusement or activity likely to cause disturbance to other boarders is permitted like loud music, shouting etc.
- h. All damages shall be repaired at the expense of the boarders responsible for the same.
- i. Any boarder found guilty of persistent violation of rules shall be expelled from the hostel.
- j. No boarder shall stay out of the night or spend the weekend without prior permission of the warden/Principal/Vice Principal. Parent's permission will be required and warden will counter check the boarder via phone call.
- k. Spitting in public or private rooms, verandas or stairs is strictly prohibited.
- l. All the waste papers and refuse must be placed in the receptacles provided for the purpose.
- m. Defacing walls and fixture is strictly prohibited.
- n. All cases of sickness must be reported to the warden at once for necessary action.
- o. Boarders are warned against interfering with electric fittings.
- p. The use of liquor and other drugs of addiction in the hostel premises are strictly prohibited.
- q. Any kind of weapons are strictly prohibited. Defaulters shall be rusticated.
- r. Any student who is absent from the hostel without permission for a period of more than one week, will automatically forfeit his allotment in hostel. Warden will open his room; store the belongings in the store room after making inventory. The student on return will seek re-allotment of accommodation in the usual way.
- s. Any student who is unable to occupy his allotted seat in the hostel by the notified date or rooms, other than certified illness for which he will submit a certificate before the due date will also forfeit his allotment in the usual manner.
- t. No student is allowed to have any political affiliation. Any student involved in such activities is liable to be expelled from the hostel. No political gathering in the form of welcoming parties to new first year class in hostel is allowed.
- u. Ragging of first year students is not allowed in the hostel.
- v. The hostel authorities will not be responsible for the loss of anything form the student's room. But loss if any should by immediately reported to the assistant warden who may report to the warden. Student are advised not to keep a large sum of money or other costly items in the room.
- w. Applications of withdrawal from the hostel should be submitted to the warden at least one month in advance failing which dues refund where applicable shall not be executed.
- x. Any boarder found guilty of persistent violation of rules shall be expelled from the hostel by the warden hostel without any further notice. Any boarder found in gross violation of hostel discipline shall be stopped from entering to the hostel by the warden and the case shall be referred to Administrator for their perusal/decision.
- y. Every boarder shall be responsible to keep his/her room neat and tidy.
- z. All the waste papers and refuse must be placed in receptables provided for the purpose.
 - aa. Defacing walls and fixture are strictly prohibited. Occupant is responsible for safety and preservation of paint/doors etc.
 - bb. Boarders shall enter all complaints ands suggestion in suggestion book for up keep and maintenance of hostel premises and hostel rooms.



- cc. All cases of boarder's sickness must be report to the supervisory staff/warden hostel. Sick report chit will be prepared and boarder will be referred to Combined Military Hospital Malir and during class hours the sick boarder will referred to hospital as per laid down procedure by Student Affair Branch. However, boarder not feeling well and staying in his room during class hours shall be doing so at his own risk.
- dd.No student is allowed to have any political affiliation. Any student involved in such activities is liable to be expelled from the hostel.
- ee.Room allotment and boarders' lodgment is the pure prerogative of hostel administration. No boarder is expected to object any room allotment or shifting due to administrative or disciplinary reasons.
- ff. Students are advised NOT to keep a large sum of money or other costly items in the room as the hostel authorities do not take responsibility for any loss.
- gg.Students will have to vacate the hostel accommodation within a week of expiry of the final year annual examination. No luggage shall be left in the room or handed over to hostel staff on vacating hostel room. Any such luggage found/reported shall be confiscated.
- hh. Students living in the hostel are advised to respect ethical, social and moral values. The junior students should respect the senior students. In case of any dispute between the students the Warden Hostels will be informed, who will try to resolve the matter and inform the KIMS administration where necessary.
- ii. Student class representatives (for boarders) will be responsible for internal discipline, and order in the hostels.
- jj. Day scholars are not allowed to enter the hostel premises without permission from the Vice Principal. Similarly, the boarders shall not bring day scholars to hostels.
- kk. Boarders are expected to wake up in time and leave hostel for classes. Any boarder found in the hostel room after 0800 hours shall be fined Rs. 500/- by warden
- ll. Boarders are not allowed to keep any conveyance in the hostel, room, nor shall any boarders allow any other boarder to sleep in his / her room
- mm. Senior boarders are strictly prohibited to demand from junior boarder any personal favors. Any boarder found violating this rule shall be immediately expelled from the hostel. Similarly, any junior boarder found doing any personal favors and not reporting the matter to hostel staff shall also be penalized.
- nn.Any boarder withdrawn / expelled from hostel on administrative/ discipline ground shall not be entitled for balance of hostel dues.



22. In/Out

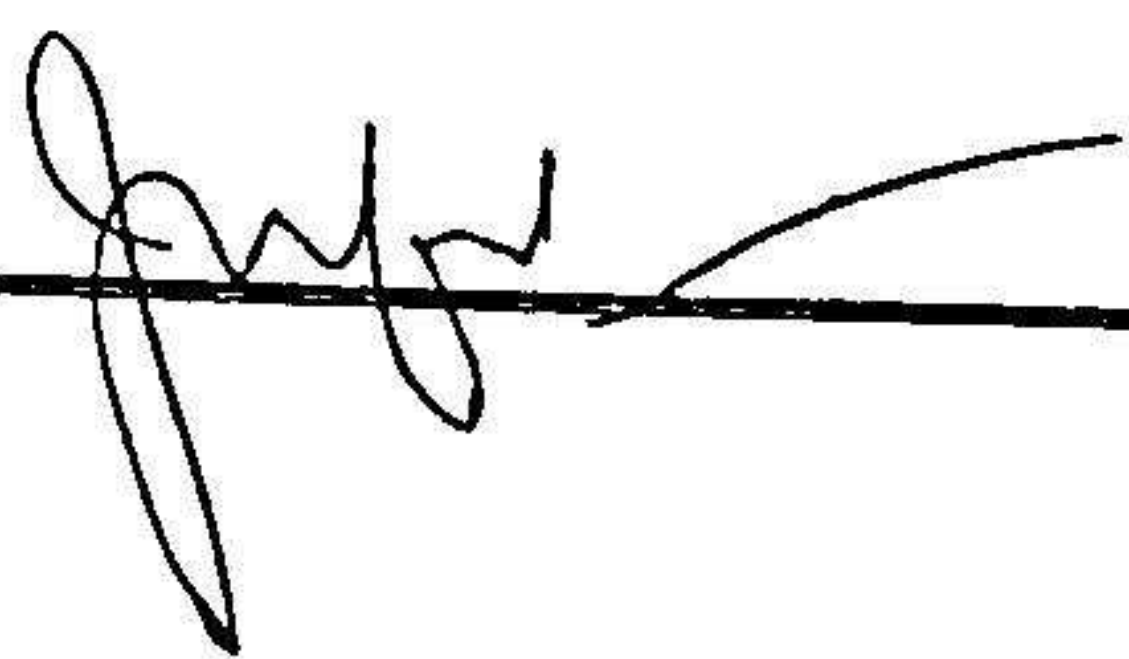
Every boarder shall mark his / her presence in IN / OUT register placed at Hostel entry gate at the time of entry/exit and shall put his/her signatures. Any boarder found missing from his/her room shall be reported to the Principal / Administrator for suitable punitive action. Late comers shall first report to the supervisory staff and enter the reasons for late arrival and sign in the register. Only then they shall be allowed to enter their rooms. Warden Hostel may check the boarders at any time during day / night. Supervisory staff shall check rooms at 08:15 am daily in the morning and will report about boarders found in the rooms to the warden hostel.

23. Visitors In Hostel

- a. Stranger are not allowed in the hostels. Permission of warden and security officer is mandatory for access of entry to hostels.
- b. No guest shall be allowed to reside in the hostels. Violation of this rule will render the boarder liable for expulsion from the hostel in addition to any other penalty which the warden may deem fit.
- c. No Visitors will be seated in the reception room and the student concerned will be informed by the bearer after the entry is being made in the visitor's book.
- d. The furniture assigned to a room shall not be shifted from it. A resident shall be responsible for all the items / furniture placed / installed in the room. He/she shall be responsible for making good any loss or damage to these articles.
- e. A resident who breaks or damages any college property i.e., crockery, cutlery or furniture shall have to pay for the damage (cost plus fine).
- f. No boarder shall indulge in any amusement, which disturbs other boarders.
- g. Due to prevailing security circumstances KIMS competent authority reserves the right to carry out surprise SEARCH OF HOSTEL ROOMS AT ANY TIME DURING DAY OR NIGHT AND WITHOUT ADVANCE INFORMATION in the presence or absence of occupant of the hostel rooms and all rooms of hostel shall be kept open during the inspection by the Principal / Administrator, or Hostel Warden.

24. Hostel Property

No boarder is allowed to take any hostel property / items to his room. Any such items found missing and seen in any boarder room shall be treated as theft and appropriate action shall be initiated against the concerned boarder/boarders.



25. Electricity

No boarder is allowed to take any hostel property / items to his room. Any such items found missing and seen in any boarder room shall be treated as theft and appropriate action shall be initiated against the concerned boarder/boarders.

26. Payment of Dues

All boarders are expected to clear their dues and payment of electricity, laundry and other bills well in time to avoid inconvenience and further debarring from appearing in Professional Examinations. Each student on joining the hostel must bring with him/her necessary stock of linen.

27. Special Rules for Girls Boarders

Parents or guardians are required to send a list signed by them of friends and relatives of their daughter who may visit them: -

- a. List No. 1: Persons who may visit the boarders on the visiting days but are not permitted to take the boarder out of hostels.
- b. List No. 2: Persons who may visit the boarders and may also take her out with them and weekend/holidays.
- c. Male visitors unless permitted by the girls' parents or guardian in writing and approved by the Principal / Administrator will not be allowed to visit girl's boarder in the girl's hostel.
- d. In case the patents / guardians allow their wards to travel independently are required to forward authority letter indicating permission for independent traveling to the Administrator KIMS. The permission shall be one time to each traveling and for next traveling separate permission is required.
- e. Student may receive authorized visitors on Saturday & Sunday from 0900 hours to 2200 hours.
- f. Other times visitors may be received only with the written permission of the warden. The visitors will be seated in the visitor's room and will not be taken to living rooms.
- g. All students are required to take meals in the dining hall. No boarder is allowed any cooking in her room.
- h. Parents / guardian of Girls boarder is requested to drop in their wards on returning from weekend / leave before 9.
- i. Parents counseling regarding their wards. Any parent / guardian if desire to discuss some point regarding their ward must do so during day time after prior intimation to Warden Hostel/Warden Girls Hostel. Meeting of parents / guardian is always welcome; however, their desire to meet lady staff of girl's hostel after visiting hours without prior permission will be regretted.

Student's Conduct with Security and Supervisory Staff.

KIMS boarders are expected to display highest standard of hostel discipline. They are expected not to indulge in any alternation with security or supervisory staff as this staff has been employed for security/ service of the boarders.

Note: Any student breaking any of the above rules is liable to be fined or he / she may be expelled from the hostel in case of serious violations.



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