



# Women Dental College

Murree Road, Nawanshahr, Abbottabad, KPK, Pakistan

Ref/ No WDC: 508

Date: 22/07/2025

## WDC Code of Conduct

On admission to WDC Abbottabad, every student and her parents are required to give undertaking to abide by all the following

- Honesty, sincerity, faithfulness in every aspect of life.
- Strong religious faith and respect for other faith.
- Dedication to the practice of studies.
- Respect for the teachers, college/hospital/hostel/authorities and other staff.
- Full participation in academic, co-curricular and extra-curricular activities.
- Strictly follow the college uniform to maintain identity.
- Never use violence or threat of violence or pressure to settle conflicts rather proper logical channels be adopts like report authorities to resolve the conflicts and genuinely.
- Shall accept whole-heartedly all provision of statues, regulations and rules already enforced and rules and regulation as may here after be framed by the competent college/hospital/hostel authorities.
- Student have the right of representation on any subject to the principal by previous appointment.
- Student can lodge any complaint with the WDC complaint cell.
- In case of mental worries counselling cell can be contacted.
- Parents/guardians are requested to co-operate with college authorities through "Student Affair's" for the smooth and peaceful environment in the college/hospital/hostel.

## PROHIBITED ACTS

### Students must refrain from:

- Making noises, singing, whistling and shouting in the college/hospital/hostel premises.
- Doing anything which may cause injury or insult to the management authorities, teaching faculties, other students and other staff of the college/hospital/hostel. Such as activity shall be considered high- or low-profile misconduct by the disciplinary committee under the principal chair.
- Holding meeting or gathering or taking out procession in the premises of college/hospital/hostel.
- Staging inciting or participating in any walk-out strike or any other form of agitation against the college/hospital/hostel administration or teaching faculty or other officer. Inciting anyone to violence, disruption of peaceful atmosphere of the college/hospital/hostel. Making in any way provocative speeches, issuing and distributing pamphlets, cartoons or poster casting aspersion on the teacher or staff of the



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college/hospital/hostel. Doing anything in any way to promote hatred and rift among various sects or groups or casts of the student's community.

- Use of social media for grievances against college administration or teaching faculty or including in making groups/association or getting attachments to any professional or political or social organization for any purpose. Any such activities shall be taken very serious breach of WDC discipline.
- Bringing, keeping, carrying or using fire arms or any other type of weapon in the college/hospital/hostel premises is strictly prohibited.
- Smoking in college/hospital/hostel is illegal
- Keeping or using alcohol, narcotics or other intoxicants.
- Indulging in any acts of moral turpitude.
- Allowing or abetting entry to the expelled or rusticated students, antisocial element or other whose presence on campus could cause conflict among the students or bringing a bad name to the institution.
- Using any room or part of any building of the Institute without lawful authority. Damaging or loss of any college/hospital/hostel property including building, instruments, equipment's or vehicles etc in any manner.
- Including in any kind of unfair means/mal practice in examination or class tests.
- Addressing a press conference or letter to press or writing to political figure/parties regarding college matters or against the governments or other educational institution in Pakistan or in abroad.
- Displaying banners/poster without permission from the college authorities.
- Unauthorized use of loud-speaker/mega-phone.
- Collecting any money or receiving any fund or raising fund for financial assistance without written permission of the principal.
- Playing unauthorized game in college/hospital/hostel.
- Taking part in political activities or arranging such activities in the college/hospital/hostel.

## **Acts of In disciplinary or Misconduct**

### **As student who:**

- Commits a breach of rules & regulations regarding conduct of the students, mentioned above or enforced as and when needed.
- Disobeys the lawful orders of a teachers or officers in authority for college/hospital/hostel managements.
- Habitually neglects class attendance, assignments or other works assigned to her.
- Damages college or other personal property.
- Does not pay the Fee, Fine and other dues payable under the college rules & regulation within the notified dates.
- Uses indecent language, remarks, gesture or behaved in disorderly manner with the faculty, fellow students or other staff of the college/hospital/hostel or commits any criminal, immoral or dishonorable act. Such students shall be guilty of misconduct/indispensability and will be dealt strictly.



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## PENALTIES

In cases of indiscipline or misconduct the disciplinary committee under the principal may decide to order appropriate penalty including:

- Warning
- Apology, verbal or written.
- Apology and re-assurance affidavit on judicial stamp paper attested by Oath Commissioner
- Withdrawal of scholarship if any.
- Fine
- Bank guarantee in the name of college.
- Temporary suspension from the college.
- Removal from the hostel.
- Compulsory migration.
- Expulsion from the college or rustication.

In case of temporary or permanent rustication the matter should be placed before the college academic council and decision shall be conveyed to the KMU and health Department of KPK.

All teachers, HODs Wardens, Provost and Directors may suggest penalty to the chairman Disciplinary Committee which will give final decision excepts for the rustication which will be decided by the academic council of the college.

## RUSTICATION AND EXPULSION

### RUSTICATION

- On the recommendation of the disciplinary committee and approval of academic council the principal may rusticate a student for high misconduct or gross breach of discipline. Rustication imposed will always mean the loss of one academic year so far her appearance in university examination is concerned.
- Rusticated student may be admitted in the college on expiry of rustication period. No fee will be charged for the period of rustication, the fee already deposited will not be refunded.
- If a rusticated student is re-admitted she can appear in university examination if she fulfills other criteria for the examination, after the principal allows her. Any shortage of attendance is the sole responsibility of the student.

### EXPULSION

- Expulsion can be ordered by the principal after due approval by the academic council which is for 24 months so order of expulsion shall involve loss of one or more academic sessions.
- Period of expulsion will be counted from the date of issue of such a notice by the college.



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- Name of the expelled student will immediately be removed from the college rolls. No fee will be charged for the period of expulsion, fee already deposited will not be refunded.
- After expiry of the expulsion period the student may be re-admitted to the college, she may appear in university examination if principal allows her and she fulfills other criteria. She will be responsible for any shortage of attendance.
- Principal has the authority to withdraw orders of rustication or expulsion at any stage of rustication or expulsion, and order re-admission.
- No, a student shall be rusticated or expelled from the college unless she has served a show cause notice and allowed a reasonable time for explanation and replying to the changes framed against her. When in the opinion of the disciplinary committee or academic council the rustication or expulsion is not called for in a case refer to it, it may impose some other kind of penalty mentioned earlier.

## APPEAL

Appeal against rustication or expulsion shall be made within 30 days from the date of issue of notice by the college to the board of directors.

No appeal shall be entertained against other kind of penalties in all such cases appeal can be made to the principal if the penalty is imposed by a non-competent authority.

## ATTENDANCE & CLASS PROTOCOL

- When the teacher enters the classroom all the students should stand up as a token of respect and remain so till they are directed to sit or the teacher takes his/her seat.
- Every student is required to attend at least 75% of the lectures, seminars, tutorials, practical and clinical in each subject in each class failing which her name shall not be forwarded to the controller of examinations KMU for the purpose of appearing in the university professional examination. It also applies to the student who are re-admitted.
- Repeated absence from classes etc. will make the student liable to be expelled from the college.
- Clinical classes students (3rd, 4th and Final Year) may be required to complete hospital work during vacations.
- A student who is absent without leave sanctioned by the principal, for continuous 4 weeks will be struck off from the college roll.
- Students are liable to be fine imposed by the disciplinary committee for will full absence from the college/hospital work.
- No student is allowed to leave classroom or lab or clinical work until the class is dismissed or without the permission of the teacher.
- All irregularities regarding class, lab, OPD, ward, or Operation Theater should be brought to the notice of the principal to mark to disciplinary committee.
- For any leave application should be forwarded to the principal.



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- Students have to wear the college uniform during college/hospital working hours, non-compliance can lead to imposition of fine.
- All accidents in college/hospital/hostels must be reported to the principal immediately.
- All student's participation in co-curricular and extra-curricular activities arranged by the college.
- College tours may be planned on weekends or during vacations.
- Presence in all academic tours is mandatory noncompliance may lead to penalty.

**Principal**  
Women Dental College,  
Abbottabad