DISCIPLINARY COMMITTEE REGULATIONS

University of Child Health Sciences

The Children's Hospital, Lahore 2024

1. Short Title, Commencement, and Application:

a. These regulations shall be called the "Disciplinary Committee of the University of Child Health Sciences, Lahore (Conduct and Discipline of Teachers / Employees / Officers / Staff & Students) Regulations 2024."

b. They shall come into force at once and shall apply to all those within the jurisdiction as defined in Para-3 "Jurisdiction."

2. Definitions:

These definitions are limited in scope for the purpose of the University of Child Health Sciences, Lahore Conduct and Discipline Regulations 2024.

a. **Academic Council** means the Academic Council specified in section 26 of the University of Child Health Sciences Act, 2024.

b. **Act** means the University of Child Health Sciences Act, 2024.

c. **Alien** means any person who does not belong to the university community and does not hold an appropriate invitation/authority issued by university authorities.

d. **Employee** for the purpose of UCHS Conduct and Discipline Regulations 2024, an employee means a person who is currently hired for a wage, salary, fee, or payment to perform work for the University for any length of time, including but not limited to a bona fide employee, borrowed employee, placement employee, deputation employee, casual employee, de facto employee, loaned employee, part-time employee, permanent employee, or provisional employee.

e. **Examination(s)** mean any Test, Examination, Performance evaluation by any means, Practical examination, Skill evaluation, or any other form of evaluation, in pursuance of university function, conducted by the university/a teacher of the university or by any department/organ/authorized committee/person on behalf of the university.

f. **Fact Finding Committee (FFC)** in the context of UCHS Conduct and Discipline Regulations 2024, means a committee nominated by the Vice Chancellor/any other relevant authority to investigate any matters in order to find the factual position related to the violation of University Conduct and Discipline Regulations.

g. **Government** means the Government of the Punjab.

h. **Hearing Officer** means any person or official appointed by the university to conduct an investigation or administrative hearing under UCHS Conduct and Discipline Regulations 2024.

i. **Misconduct** means the violation of lawful orders and/or indulging in unwholesome

behavior/action/words towards the university official(s), Teacher(s), Supervisor(s), (HODs), Faculty member(s), or University authority(s). It generally indicates passive disobedience without active defiance on the part of the accused, that can be considered prejudicial to the spirit of the order.

j. **Plagiarism** means as defined by the Higher Education Commission (HEC).

k. **Program** means any component of learning/training for any degree/diploma/certificate/rotation/non-certificate training/any other teaching & training exercise under the University's auspices.

l. **Registrar** means the Registrar of UCHS.

m. **Regulations** means the regulations made under section 39 & 45(f), or until such regulations are made, the regulations immediately applicable to the UCHS, Lahore.

n. **Respondent** means a person against whom a charge for violation of these regulations has been filed.

o. **Rules** means the rules made under section 46, or until such rules are made, the rules immediately applicable to the UCHS, Lahore.

p. **Secretary** means the Secretary of the Disciplinary Committee as provided in section 39(1)(b) of the UCHS Act, 2024.

q. **Staff** means members of the administration, administrative staff, research staff, library staff, or supporting staff.

r. **Student** in these regulations means any person currently registered with the University of Child Health Sciences, in any teaching program OR a person who is being taught/trained by UCHS faculty in any Program of a National/Foreign Institute/College/University/organization other than UCHS OR getting trained/taught by UCHS faculty member(s) in UCHS or its attached Hospitals in any capacity. This will also include a person participating in a course/research/training whether or not they are a candidate for a degree or certificate. This definition of "student" is limited for the purpose of UCHS Conduct and Discipline Regulations 2024 only.

s. **Supervisor** means the supervisor for a training/teaching program/administrative section or any other segment of university function.

t. **Supporting Staff** means any employee who works for UCHS to keep it running and to support the people who are involved in the organization's core business.

u. **Suspension** in the context of a student means a student who is barred from participating/benefitting from any of the "university's functions" as defined elsewhere. During the period of suspension, they retain their registration with the university for that particular course where they got registered. After serving the duration of their suspension, they stand eligible to restart their course through the process of reinstatement.

v. **Teacher** in the context of UCHS Conduct and Discipline Regulations 2024 means a Professor,

Associate Professor, Assistant Professor, and Demonstrator engaged by the University, and such other persons as may be declared as teachers by the University. This definition of teacher is limited within the scope of UCHS Conduct and Discipline Regulations 2024.

w. **University** means the University of Child Health Sciences, Lahore, established under section 3 of the University of Child Health Sciences Act, 2024.

x. **University Community** means all faculty members, non-faculty employees of the university, students, visiting students, trainees of UCHS, including students and trainees in allied facilities/hospitals/organizations of UCHS being taught/trained by UCHS faculty and employees of UCHS.

y. **University Campus** means all University-owned or controlled locations/facilities/hospitals/laboratories/auditoria/hostels/residential buildings/places/gardens and walkways, including buildings used for residences of affiliated persons and all housing obtained on rent by UCHS.

z. **University Facility** means any place where the University of Child Health Sciences' function/part of the function occurs. Such facilities include, but are not limited to, all University campuses, laboratories, residential facilities, hostels, training facilities, maintenance shops, business offices, athletic fields/recreational facilities, dormitories, classrooms, auditoria, meeting halls, and means of transport.

aa. **University Authority(s)** as defined in the University of Child Health Sciences, Lahore Act, 2024.

bb. **Victim** broadly means a person(s) harmed by any offense, prohibited conduct, or violation of regulations that is punishable under UCHS Conduct & Discipline Regulations, 2024.

cc. **Visitor** means any person falling under the definition of "alien," who will shift into the category of visitor after obtaining a lawful invitation/authorization from UCHS.

3. Purpose and Scope:

3.1 The Disciplinary Committee is established to maintain academic and professional integrity, ensuring a safe and respectful environment within the University of Child Health Sciences and Children's Hospital Lahore/constituent hospitals and institutes.

3.2 These regulations shall apply to all faculty, nursing students, allied health sciences students, postgraduate medical residents, and support staff affiliated with the university and hospital.

4. Jurisdiction:

The jurisdiction of "Disciplinary Committee of the University of Child Health Sciences, Lahore (Conduct and Discipline of Teachers/Employees/Officers/Staff & Students) Regulations 2024" shall be as follows:

4.1. These regulations shall apply to all mentioned in Para 3 of these regulations but not limited to administrators, administrative staff, research staff, laboratory staff, library staff, supporting staff, faculty, students and trainees, employees/supervisors/employees thereof, employees and aliens on a University facility. These regulations are also applicable to all the organizations/associations/groups/societies/unions congregations, operating on the University facility(s)/campus(es).

4.2. The breach of University Conduct, once proven, does not limit the action by the university or its authorized body just to these regulations. The University or University authority may recommend any or a multitude of additional actions like referring the case for action according to the Civil and Criminal laws of the state/referring for disciplinary actions to Pakistan Medical and Dental Council/any other professional body/by the government regulators.

5. Composition of Committee:

5.1 The Disciplinary Committee so constituted as provided in section 39 of UCHS Act and its function shall be as specified in section 40 of the UCHS Act, 2024.

6. Code of Conduct:

6.1 All members of the university and hospital community are expected to uphold the highest standards of ethics, professionalism, and respect.

6.2 Misconduct includes as specified in Para No. 2(i) but is not limited to:

a) Academic dishonesty (e.g., plagiarism, cheating).

b) Professional misconduct (e.g., harassment, discrimination).

c) Breach of confidentiality.

d) Violation of university or hospital policies.

e) Criminal behavior.

f) Disruptive or unethical behavior in academic or clinical settings.

7. Procedure of Complaints:

The following procedure will be adopted for the Discipline Committee:

7.1 Any complaint against a faculty member, student, or staff, unless specified otherwise, shall be addressed to the Vice Chancellor of the University or the Medical Director (in the case of hospital employees). In case of suo moto action, the Registrar or Medical Director (in the case of a hospital) will be the complainant.

7.2 The complaint shall be submitted in writing within 30 days of the incident, if it occurred.

7.3 The Vice Chancellor/Medical Director may take one of the following actions:

- a) If the complaint is found frivolous, it may be filed.
- b) The Vice Chancellor/Medical Director may constitute a Fact-Finding Committee (FFC) to establish the facts.
- c) The Vice Chancellor may, instead of constituting FFC, conduct a personal hearing to ascertain the facts and subsequently may reject the complaint or deliberate with relevant faculty (Dean and Chairs). The Medical Director may deliberate with the concerned Head of Department.
- d) The Vice Chancellor, if deemed appropriate, may refer the complaint directly to the Discipline Committee for the initiation of proceedings.

7.4 The Fact-Finding Committee will compile a report addressing the following:

- i. Veracity of the complaint.
- ii. Chronological events as they happened.
- iii. Collection/recording of evidence and eyewitness accounts.
- iv. Identification of all accused.
- v. The FFC will send a sealed report with recommendations to the Registrar/MD offices within a specified time.
- vi. The Registrar will send the sealed report to the VC office.

7.5 The Discipline Committee shall adopt the following procedure:

- i. Review the evidence, statements, and/or other material contained in the fact-finding report if any, etc.
- ii. Determine if the complaint falls under the committee's jurisdiction.
- iii. Frame the charges.
- iv. Issue notices to all concerned.
- v. Interview the accused, complainant, witnesses, and others, if any, for statements and recording of evidence. No lawyer shall be allowed on behalf of any party.
- vi. Collect evidence.
- vii. Fix the responsibility.
- viii. Recommend penalties for all those found guilty according to paragraph 8 of UCHS Conduct and Discipline Regulations 2024 and in the light of Chapter 5 of the Statutes of UCHS, 2024.

- ix. Inquiry proceedings shall be concluded within a maximum of 30 working days. The VC/MD may request an earlier conclusion, with extensions granted only under exceptional circumstances.
- x. The Discipline Committee shall communicate the recommendation/report/interim order to the Registrar/MD along with all the records of proceedings in a sealed envelope.
- xi. The Registrar/MD will notify the interim order and send it to all the parties along with the order of the Discipline Committee.

8. Disciplinary Action:

8.1 Disciplinary action regarding employees/teachers/staff/officers & students:

Upon conclusion of the inquiry/probe, the committee will refer/recommend appropriate disciplinary actions as per their prescribed rules and regulations, i.e., for students of nursing, Pakistan Nursing Council rules; for postgraduate residents, PMDC/CPSP; and other degree-awarding bodies and PEEDA Proceedings for teachers/officers & staff as per Chapter 5 of the Statutes, 2024. The following actions may also be taken:

- a) Warning.
- b) Probation for a specific time period determined by the Vice Chancellor on the recommendation of the Discipline Committee.
- c) Suspension from duties or studies for a specific time period.
- d) The student may be asked to tender an apology, verbal or written.
- e) A student may be fined up to Rs. 10,000/- or an amount which shall be decided and adjusted from time to time by the University.
- f) Stipends/scholarships, if any, shall be suspended or stopped.
- g) The student may be expelled from the institution by the Vice Chancellor on the recommendation of the Discipline Committee.
- h) Referral to legal authorities for criminal activities as per relevant rules, laws, and policies of the Government of Punjab.
- i) Minor penalties (a-f) will be awarded by the VC/MD, and for major penalties (g, h), the case shall be referred to the Academic Council (University cases) and Hospital Management Committee (Hospital cases).

8.2 Disciplinary action with regard to the constituent hospital/institute/school: In the absence of disciplinary rules & regulations/guidelines for any constituent hospital/institute/school of UCHS, the institute shall apply these regulations to ensure that disciplinary action is executed fairly and justly.

8.3 The accused will be informed of the committee's decision in writing.

8.4 The decision of the Disciplinary Committee is final, subject to the appeals process prescribed in Para 9 of this regulation.

9. Appeals:

9.1 The accused, complainant, or the victim can lodge an appeal against the interim order of the Discipline Committee through the office of the Registrar before the Vice Chancellor within fifteen (15) working days from the date of receiving the order. The right to appeal is for one time only.

9.2 In case of an appeal lodged against the decision of the Discipline Committee, this appeal will be sent for review to the Academic Council, if required by the Vice Chancellor.

9.3 The Vice Chancellor may accept or modify the recommendations of the Discipline Committee and issue the final order of punishment, giving reasons in writing about any modifications in his orders.

9.4 After fulfilling the above-mentioned process, the decision on the appeal shall be final.

10. Record Keeping:

10.1 The committee will maintain detailed records of all complaints, investigations, and outcomes.

10.2 Records will be securely stored for a minimum of five years.

10.3 Access to records will be restricted to authorized personnel only.

11. Confidentiality:

11.1 All proceedings and records related to disciplinary actions will be kept confidential.

11.2 Any breach of confidentiality by committee members or others involved in the process will be subject to disciplinary action.

12. Amendments:

12.1 These rules and regulations may be amended by the Disciplinary Committee with the approval of the Syndicate.

12.2 Any amendments shall be communicated to the university and hospital community within 10 working days of approval.

13. Miscellaneous Provisions:

13.1 The committee shall seek external legal or professional advice whenever deemed necessary after the approval of the VC/MD.

13.2 The committee reserves the right to adapt its procedures to the specific circumstances of each case, within the framework of these rules and regulations.

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