



Rules And Regulations Of The Faisalabad Medical University:

GENERAL DISCIPLINARY RULES

A. Uniform

The students must wear the prescribed uniform of the concerned institution, and white coats while attending class rooms, laboratories, dissection hall and the hospital.

B. Attendance

1. Every student shall be required to attend at least 75 per cent of the lectures, seminars, tutorials, practical and clinical classes of each Block in each class failing which his/her name shall not be forwarded to the Controller of Examination, of the University for the purpose of appearing in the concerned examination.
2. The margin of twenty-five per cent of absence in theoretical, lectures, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution. A written application should be sent to the head of the institution by the student or his/her parent or guardian, reporting his/her illness or cause of absence.
3. Every student is required to attend punctually at the hours notified for lectures, demonstrations, seminars, tutorial classes, practical and hospital wards. Students absenting themselves from college or hospital work shall be liable to a fine imposed by the head of the institution.
4. Students have to be present in time at any specified activity of the institution.

C. Class Room

1. Students are expected to extend highest level of courtesy and respect towards their teachers.
2. No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
3. A student coming late into the class room will be marked absent unless his excuse is accepted by the teacher. Any student misbehaving in the class room shall at once be reported by the teacher to the Head of the Institution, who will take such action as he may deem fit.
4. Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

D. Hospital

1. Students attending hospital are required to abide by the hospital rules and while in the hospital they are under the head of the medical/dental institution for disciplinary purpose, who may impose any of the following punishments on any student committing any offence in the hospital or for neglect or not properly carrying out any duty entrusted to him/her in the hospital.
 - a) Debar him/her from attending any or all the departments or hospital for a period not exceeding three months.OR
 - b) Impose such fine not exceeding Rs2000/- as he may consider appropriate.
2. Applications for leave from students doing duty in the hospital wards or out patients' departments must be submitted through their respective medical officers to the Head of the Medical/Dental Institution.
3. Every student is required to attend punctually at the hours notified for clinical teaching and ward duty.

E. Class Examination

1. Students are not allowed to take into the examination hall textbooks, notes or manuscript of any kind.
2. Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the head of the medical/dental institution who may refer his case for action to the disciplinary committee of the Institution.
3. Late comers arriving at the examination hall more than 15 minutes after the start of the paper will not be allowed to enter the examination hall.

F. Leave

1. All leaves of absence from the college with the exception of sick leave will be without scholarship.
2. Sick leave will only be granted on the production of a medical certificate from an authorized medical officer appointed by the head of the institution except when the student is already on leave out of station.
3. In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance.
4. Students must not leave the station without the permission of the head of the institution.
5. A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

G. Students Medical Certificate and Treatment

1. Non-boarders must obtain a medical certificate from a registered medical practitioner.
2. For boarders including those on duty in the hospital the medical certificate must be signed by a professor/associate professor of the institution.
3. Medical certificate in support of absence must be produced at the earliest possible date and not weeks or months after the absence.
4. A medical certificate must specify the nature of the illness and the period with dates of leave recommended on account of that illness.
5. Students who fall ill will be provided treatment on outpatient basis by a medical officer, specially assigned for this purpose. Medicines available in the hospital will be provided on the doctor's prescription. Students requiring hospitalization will be entitled to the facilities of the general ward patients.

H. Books, etc.

Every student shall provide himself with all the prescribed textbooks and other necessary instruments etc.

I. Correspondence

1. Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the head of the institution who will forward it if he considers it desirable.
2. Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
3. Any student wishing to make a representation on any subject has the right of direct access to the head of the institution at any time during the college hours.
4. Head of the institution, professors and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

J. General Rules

1. Students are required to observe order and discipline at all times in the institution, attached hospitals and hostels.
2. Smoking within the institution, attached hospitals and hostels premises is entirely prohibited.
3. No game of any sort is to be played during the classes and hospital duty hours.
4. Displaying and distribution of partisan/ethnic/sectarian/political pamphlets or circulars etc, in the institution, attached hospitals and hostels premises is not allowed.
5. All irregularities, neglect of duties and breach of discipline are to be brought to the notice of the head of the institution by the professors under whom the student is working.
6. Every student to whom books or other property of Government is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.
7. Any student breaking or damaging any property of the institution shall be required to pay the cost of repair or replacement.
8. In case of willful damage, he/she shall be punished under the disciplinary rules of the Institution.
9. If a student of the institution takes part in any political activity or conducts himself/herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the institution, the head of institution may take any action he deems proper or bring the matter before the College Academic Council for proper action.
10. No person shall be invited to address a meeting or society in the institution premises without prior permission of the head of the institution. In all cases, the chair shall be occupied by a responsible person approved for the purpose by the head of the institution. The subject of debate shall be fixed after obtaining the approval of the head of the institution in advance.
11. No student shall address a Press Conference, nor write to the press on the political or related subject or matters concerned directly with the administration of the institution, University or any Government or Educational Institution in Pakistan or abroad. No poster or banner shall be put up without the approval of the head of the institution.
12. No society may be set up by the students nor any meeting held in the institution premises without the written permission of the head of the institution.
13. Riots, strikes, boycotts and demonstrations which create disturbance for other students or general public are not allowed

HOSTEL

A. Admission to the Hostel

- (a). The institutions are not bound to provide hostel accommodation to every student, however, accommodation will be provided subject to availability and according to the merit.
- (b). Hostel accommodation will be given to students seeking admission in the medical/dental institutions, domiciled in places other than the city in which the institution is situated. Day scholars cannot apply except under special circumstances.
- (c). The head of the institution, on recommendations of the warden may refuse admission or reject the application of a student if he/she is satisfied that he/she is not a desirable person to live in the hostel.
- (d). There are separate hostels for boys and girls. These hostels are open only to students on the respective college roll.
- (e). Seats shall be allotted by the warden in order of seniority and merit which will be determined by the year of study and by the marks obtained at the last University / promotion examination. Failure in a class will be a discredit.
- (f). In making allotment the warden will also take into consideration the status of a boarder as well as his conduct and character.
- (g). Hostel allotment of students with outstanding dues is liable to cancellation.
- (h). Final year remanded students may be provided hostel accommodation subject to availability.
- (i). No boarder is allowed to change his/her seat or accommodation without special permission of a warden concerned.
- (j). If a student who is allotted hostel accommodation is not personally residing and administration finds the misuse of the room i.e. keeping unlawful or illegal occupants, his/her allotment will be cancelled and the case will be referred to the Disciplinary Committee for further necessary action.

Hostel rules:

NOTE-I The student will be allowed to use electrical appliances like fridge, electric heater, electric iron, microwave oven, air conditioner and desert cooler etc, only with the permission of college authorities.

Those who will be allowed to use these appliances will be charged extra for electricity as determined by the Academic Council of the concerned institution from time to time. However, it will be kept in mind while permitting the use of above, whether electrical wiring of the hostel can take that load or not. Unauthorized appliances will be confiscated and unauthorized user will be referred to the Disciplinary Committee for further necessary action.

Students should not leave their room lights or fans running, during their absence from their rooms. If reported upon, a fine of Rs.500/- will be imposed for negligence.

NOTE-II If the security deposited is not claimed within six months after leaving the hostel the same amount shall be credited to the common room fund.

C. Mess Rules

- a) Mess will be managed by the students under the supervision of the assistant warden. All boarders shall eat from the respective messes.
- b) Members may elect their own mess manager. Mess menu and its cost will depend upon the taste, likes and dislikes of the students themselves.
- c) Students must settle their accounts with the shops every month regularly. Accounts with the shops, whenever due will be recovered from the students' security deposit.
- d) Meals must be served in the Dining Room and must not be taken in the living rooms.
- e) Member intends to be absent from a meal must notify the manager/cook at least 12 hours before, otherwise they will be charged for it.
- f) Each student will deposit in the Hostel office a sum of Rs.10,000/- for Pakistani students and Rs.15,000/- for foreign students as mess advance (security). Any student, who does not pay the mess advance will not be entertained.
- g) The warden of the hostels can fix the mess security according to the prevalent market prices of eatables.
- h) Mess advance will be returned after adjusting the student accounts only when they finally leave the hostel.

- i) Members will pay expenditure of previous months before the 7th of every month after which the assistant warden with the permission of the warden may debar any student from the use of mess till the later has paid the expenses/plus a penalty of Rs.500/- per day.
- j) On return from vacations, members shall clear their accounts of the last working month within five days of their return to the hostel. Defaulters shall be liable to penalty prescribed in clause (i). The hostel clerks under the supervision of the warden will maintain the accounts. The cooks will draw money from the clerk twice a week. This will be done on a written request by the mess manager on the printed form. The mess manager will be responsible for maintenance of proper mess account who will submit the detailed statement for the amount drawn by him to the warden on the first day of the following month without fail.
- k) Miscellaneous fund @ Rs.100/- per month shall be paid by each member to cover miscellaneous expenses including the monthly remuneration to the part time workers, etc.
- l) Membership strength of a mess of one Kitchen will be 150 students. The number of servants allowed for each is one servant for twelve members. In addition, there will be a cook and an assistant cook (masalchi) in each mess.
- m) Members inviting guests should intimate their intentions to the mess manager/cook at least 12 hours before the meals are served to them.
- n) All servants of the kitchen shall be under the control of assistant warden who may recommend punishment such as warning, penalties for bad meal preparation etc. and all complaints against them shall be dealt with him.
- o) Only Bonafide students will be eligible for mess membership.
- p) A member may lose his/her right or membership if his conduct is found unsatisfactory or if he does not abide by the rules of the mess but no member shall be dismissed without the sanction of the head of the institution.

D. General Rules

- a) Fees and subscriptions once paid shall not be refunded in full or in part.
- b) The students failing to pay the required fee and subscription by the fixed date will be charged penalty of Rs.1000/- per month (part of a month will be reckoned as full month) and shall be ejected from the college hostel if their accounts remain due for three successive months.
- c) Final year remanded students waiting to appear in the second annual examination are required to pay the hostel fee and subscription for the period they stay beyond the time for which they had paid during the regular session.
- d) If any student leaves the hostel without settlement of the hostel dues, the amount outstanding against him will be recovered from his security deposit and the student will be fined Rs.100/- in addition.
- e) Appointments of kitchen servants shall be made by the warden who shall arrange for a complete medical examination before the appointment of the candidate to ensure that they are free from any communicable disease. Their medical examination will be arranged periodically.
- f) Prefects (senior boarders with good academic record and conduct) and assistant warden shall assist the warden in carrying out his duties.
- g) The assistant warden is authorized to punish the boarder for any irregularity or breach in discipline by way of fine not exceeding Rs.1000/-.
- h) The fine incurred on the students in the hostels will be deposited in a separate head in a bank account operable by the warden and will be used for the welfare of the students in the hostel.
- i) Fines once levied will not be condoned.

E. Discipline

- a) The warden is responsible for maintenance of proper discipline in the hostel. He is authorized to punish students for any irregularities, neglect of duties or breach of discipline. The warden may punish the students by way of a fine not exceeding Rs.5000/- for breach of discipline. Complaints proved to be correct after inquiry by the assistant warden shall be brought to the notice of the head of the institution for information to the parents of the boarders.
- b) Appeals against the orders of the assistant warden shall be made to the warden and those of the warden to the head of the institution.
- c) No gathering or meeting of boarders shall be allowed in the hostel premises in any case.
- d) No newspapers, periodicals, magazines, or any other publication other than those authorized by the head of the institution shall be brought into the hostels by any boarder.
- e) Every part of the hostel premises shall be open for inspection to the hostel and college authorities.
- f) Furniture must not be shifted from one room to another.
- g) All damages shall be repaired at the expense of the boarders responsible for the same.
- h) No religious ceremony likely to injure the feelings of other boarders shall be performed in the hostel.
- i) No boarder shall indulge in any amusement, which disturbs other boarders.

- j) Every boarder shall be in his room by 09:30 p.m. (except those who are on night duty in hospital). The assistant warden will go around the hostel at 09:30 p.m. to take the roll call of the students. Boarders are prohibited from leaving the hostel after 09:30 p.m. Any boarder, who wishes to stay out after this time, shall take prior permission from the warden. Latecomers after the roll call will first report to the assistant warden of their hostels before going to their rooms. Infringement to this rule is a serious offence.
- k) Applications for withdrawal from the hostel should be submitted to the warden.
- l) Any boarder found guilty of persistent violation of rules shall be expelled from the hostel by the warden.
- m) No boarder shall stay out for the night or spend the weekend without prior permission of the warden.
- n) Spitting in public or private rooms, verandahs or stairs is strictly prohibited.
- o) All waste papers and refuse must be placed in the receptacles provided for the purpose.
- p) Defacing walls and fixtures is strictly prohibited.
- q) All cases of sickness must be reported to the assistant warden at once for necessary action who may intimate the fact to the warden.
- r) Boarders are warned against interfering with the electric fittings.
- s) The use of liquor and other drugs of addiction in the hostel premises is strictly prohibited.
- t) Any kind of weapons are strictly prohibited. Defaulters shall be rusticated.
- u) Any student who is absent from 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 an inventory. The student on return will seek re-allotment of accommodation in the usual way.
- v) Any student who is unable to occupy his allotted seat in the hostel by the notified date for 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.
- w) 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.
- x) Ragging of first year students is not allowed.
- y) The hostel authorities will not be responsible for loss of anything from the student's room. But loss if any should be immediately reported to the assistant warden who may report to the warden. Students are advised not to keep a large sum of money or other costly items in the room.

F. Visitors

- a) Rights of admission to the hostel premises are reserved.
- b) No stranger shall be admitted inside the hostel premises without the permission of the warden.
- c) No guest shall be allowed to reside in the hostel. 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.
- d) Boarders are not allowed to keep motor cycle/car in the hostel when the college and hospital are adjacent to the hostel. However, this can be allowed in special circumstances by the warden at the boarder's risk. The boarder will pay parking charges, i.e bicycle: Rs.30/- per month, motorcycle: Rs.60/- month and Rs.100/- per month for a motor car.
- e) The visitors will be seated in the reception room and the student concerned will be informed by the peon after the entry has been made in the visitor's book.
- f) No male visitors are allowed to enter the female hostel. Only those male visitors can be entertained in the reception room whose names are given in the visitor's list which has been submitted in the hostel office duly signed by the parents or guardians of female students.

G. Special Rules for Female Students

- a) Parents or guardians are required to send a signed list of relatives who may visit their daughter.
- b) Students may receive authorized visitors from 5.00 p.m. to 8.00 p.m. At other times, visitors may be received only with the written permissions of the warden. The visitors will be seated in the reception room and will not be taken to living rooms.
- c) All applications for leave must be submitted to the warden, 24 hours before the date of leave.
- d) All students are required to take meals in the dining room. No student shall cook food in her room or bring food to her room.

LIBRARY RULES:

The library shall be under the control of the head of the institution, which may set up a subcommittee with a convener for its day-to-day management.

1. The Library will be open on all working days from 08:00 A.M. to 10:00 P.M.
2. Silence and order must be maintained in the library at all times. Any infringement of this rule will be punished by a fine.
3. Any person, who loses, defaces or otherwise seriously damages book etc., shall be liable to pay the cost of the replacement and in the event of the book being one of the set or series, the cost of whole set or series shall be paid by the person.
4. The following shall be entitled to use the library:
 - a) The staff of the institution and allied hospitals.
 - b) Students of the institution.
 - c) Other doctors as approved by the library Committee provided:
 - i) They become subscribers to the Student's Welfare Fund by paying an annual subscription of Rs.500/-
 - ii) They deposit Rs.500 as security for the return of books.
 - iii) They agree to replace or make good any book lost or damaged to the satisfaction of the librarian by a security of Rs.500 as deposit only.
 - iv) A retired teacher of the medical college may become a member of the library by deposition of Rs.500 as security.
5. Books that are required for occasional reference, such as encyclopedias, dictionaries, etc. and books of great value or rarity shall not be removed from the library.
6. Books that are borrowed from the library are not transferable.
7. Books are issued strictly according to the priority of demand.
8. A suggestion book is kept in the library in which suggestions for new books are invited.

Rules for Students

1. Students will have to deposit Rs.1000/- as library security which will be refundable.
 2. Only one book will be issued for lending purposes at one time
 3. No book shall be kept by any student for more than 14 days. This privilege does not include the vacations. For each succeeding day that a book be kept, there shall be fine of Rs.100/- but the total fine shall not exceed the price of the book. Further issue of books shall be stopped till the fine is paid and the book returned to the library.
 4. If the reason of non-return of book in time is beyond the control of the student and the head of the institution is satisfied, he may reduce the fine.
 5. Textbooks prescribed by the University shall not be issued to the students.
 6. Every borrower will be supplied with a borrower's student card, which shall be stamped by the librarian every time a book is issued / returned. If a card is lost, a new card is to be purchased from the librarian for Rs.20/-.
 7. The book card placed in the pocket at the end of the book must be delivered to the librarian before the book is taken away and the borrower must have it stamped.
 8. The borrower card is not transferable.
 9. During stock taking, which will be notified, all books taken must be returned.
 10. Periodicals and newspapers received for the students' section are placed on the table for the use of the students and must not be taken away under any circumstances.
1. The library shall be under the control of the head of the institution, which may set up a sub-committee with a convener for its day-to-day management.
 2. Silence and order must be maintained in the library at all times. Any infringement of this rule will be punished by a fine.
 3. Any person, who loses, defaces or otherwise seriously damages book etc., shall be liable to pay the cost of the replacement and in the event of the book being one of the set or series, the cost of whole set or series shall be paid by the person.
 4. The following shall be entitled to use the library:
 - a) The staff of the institution and allied hospitals.
 - b) Students of the institution.
 - c) Other doctors as approved by the library Committee provided:
 - i) They become subscribers to the Student's Welfare Fund by paying an annual subscription of Rs.500/-
 - ii) They deposit Rs.2000 as security for the return of books.
 - iii) They agree to replace or make good any book lost or damaged to the satisfaction of the librarian by a security of Rs.500 as deposit only.

iv) A retired teacher of the medical college may become a member of the library by deposition of Rs.500 as security.

4. Books that are required for occasional reference, such as encyclopaedias, dictionaries, etc. and books of great value or rarity shall not be removed from the library.

5. Books that are borrowed from the library are not transferable.

6. Books are issued strictly according to the priority of demand.

7. A suggestion book is kept in the library in which suggestions for new books are invited.

8. Periodicals and newspapers received for the students' section are placed on the table for the use of the students and must not be taken away under any circumstances

Faisalabad Medical University

Proposed Dress Code for Medical & Dental students of Faisalabad Medical University Faisalabad

Purpose

This policy has been developed to ensure students understand their responsibilities in relation to the standards of dress and hygiene required to portray a professional image, at all times, and the requirements under Infection Prevention and Control and Health and Safety legislation.

This dress code includes:

- Acceptable dress & hygiene standards for medical students in clinical area.
- Correct and professional image for all medical students

Scope

The Dress Code Policy is mandatory and applies to all the students of Faisalabad Medical University ensuring that high standards of personal presentation and professional image are maintained at all times.

Proposed Policy Details

1. General Requirements

Item	Policy requirement
Identity	<ul style="list-style-type: none">• All Students must wear a visible Medical College approved name badge which states their name and year of MBBS and BDS.• Photographic identification badges must be carried/ worn at all times in addition to the name badge and be presented as required.
Lanyards	<ul style="list-style-type: none">• All students should wear a lanyard that identifies them as a medical student.• Badges/pins (magnetic or stick) must not be attached to the lanyards. Lanyards must be kept clean and replaced if visibly soiled.• If undertaking clinical care, then the lanyard should be placed out of the way, ideally in a pocket.
Personal Hygiene	<ul style="list-style-type: none">• All students should maintain a high level of personal hygiene and appearance. Clothing should be clean and tidy and in a good state of repair.• Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific work area.• In keeping with professionally appropriate attire, extreme hair colors including but not limited to yellow, green, pink, purple or blue are not permitted.• Long or artificial fingernails are prohibited.• Body or hair cleanliness is mandatory. Orders which may interfere with the health of the patient are not permitted. This includes heavily scented colognes, body lotions and cigarette smoke odor.
Headwear	<ul style="list-style-type: none">• Turbans, veils (Muslims/Christian) and headscarves (hijabs and jilbabs) are supported on religious grounds. The latter should be shoulder length, scarves must not drape freely when providing direct clinical care.
Tattoos	<ul style="list-style-type: none">• Tattoos are not allowed.• Hina colored hands and feet are not allowed while providing clinical care.
Jewelry	<ul style="list-style-type: none">• Students should ensure that their jewelry does not pose a risk to themselves or others. If worn, jewelry must be discreet and body piercings should be discreet and kept to a minimum.• Ear rings which dangle more than one inch from the ear lobe and rings which interfere with the care of patients may not be worn• Wrist watches are not permitted to be worn in clinical areas.• Rings, if worn must be limited to a wedding band. If a tie/necklace is worn it must be tucked in to avoid it coming into contact with a patient during direct patient care.

2. Dress requirements:

Students should ensure that their clothes are suitable for work purposes, are always clean and in a good state of repair, maintaining a standard of professionalism. They should be free from smells associated with cigarettes and vapes and/or body odor. Strong perfume should not be worn.

All students must dress in a manner that is sensitive to the social, cultural, diversity and equality needs of other staff, patients and carers/visitors.

Item	Policy requirement
General requirements	<p>Males:</p> <ul style="list-style-type: none"> • Formal dress pants / trousers and shirts OR Shalwar kameez with or without waist coat. • Close toe and non-porous shoes. • Low rise, tattered with patch work jeans, shorts, flip flops / slippers are not allowed. <p>Females:</p> <ul style="list-style-type: none"> • Trousers / Shalwars • Scarfs / dupatta • Shirts with a hemline no higher than two inches above the Knee are expected. • No plunging necklines, sleeveless or drop shoulder shirts are permitted. • No midriff or legs / calves exposure. • Modest makeup is acceptable and jewelry that does not interfere with patient care. • Close toe and non-porous shoes. • Skin tight trousers not permitted. • Low rise, tattered with patch work jeans, flip flops / slippers are not allowed.
Uniform for 1 st & 2 nd year MBBS and 1 st year BDS	<p>Males:</p> <ul style="list-style-type: none"> • Formal grey colored dress pants / trousers and white shirts OR white Shalwar kameez. • Black Shoes • Maroon sweaters & blazers in winters. <p>Females:</p> <ul style="list-style-type: none"> • White Shirts • White trousers / Shalwars • Maroon Scarfs / dupatta • Maroon sweaters with blazers in winter season.
Clinical Settings	<ul style="list-style-type: none"> • Surgical scrubs to be worn in surgical theaters, dental surgeries, labor room, ICUs and nurseries. • White coats to be worn to cover the scrubs in the clinics, wards and FMU premises.
Footwear	<ul style="list-style-type: none"> • Footwear should be appropriate for the environment. • Closed toe shoes and low heels should be worn to afford protection for the student. Soft soled shoes should be worn by students in ward areas to reduce noise.
Stethoscopes	<ul style="list-style-type: none"> • Stethoscopes must not be worn around the neck unless being used for patient assessment.
Hair	<ul style="list-style-type: none"> • Long hair (below collar level) must be tied back and put above the collar when working in a clinical setting. Hair fastenings should be minimal (size and type). Tied hair should not “swing” as this presents a safety hazard.
Facial hair, nails	<ul style="list-style-type: none"> • Long nails including artificial finger nails are prohibited. • Facial hair should be neatly trimmed.

	<ul style="list-style-type: none"> Fingernails should be cut short and only neutral nail polish is to be worn
Religious/ Cultural beliefs allowances	<ul style="list-style-type: none"> The wearing of items for religious/ cultural reasons is, in most circumstances, welcomed by the Medical College providing Health and Safety is not compromised. Students can wear simple black Abayas.

Non-Uniform Dress Example	Policy requirement
Examples of acceptable clothing for students	<ul style="list-style-type: none"> Collared tucked in shirt, polo shirt, hoodies, sweatshirts, sweater, tie (optional), jacket, formal style trousers. Tailored trousers, Jacket or smart cardigan. Clothing to fulfill religious, cultural and ethnic needs. Formal style enclosed boots/shoes. Black/navy trainers may be worn, if smart in appearance. Heels should not be more than 6 cm high
Examples of unacceptable clothing for Students	<ul style="list-style-type: none"> Jeans/cargo trousers, T-shirt, sports clothing, shorts, camouflage, miniskirts. Tops with bare shoulders and any clothing that is overly revealing of the cleavage, stomach, midriff or thighs are unacceptable. Any clothing that has large logos or branding.
Personal Protective Equipment	<ul style="list-style-type: none"> If direct patient care is required, then personal protective equipment must be used as per the Standard Precaution Policy. In addition, “bare below the elbows” rule must be adhered to when entering clinical areas.

Year based color codes name tags according to year is suggested as follows for FMU:

MBBS	
First Year	Blue
Second Year	Green
Third Year	White
Fourth Year	Grey
Final Year	Yellow

BDS	
First Year	Pink
Second Year	Black
Third Year	Light Purple
Fourth Year	Blue

3. Managing non-compliance:

Students that are deemed to be contravening the provisions of this policy will be asked to adhere to the recommendations as soon as practicably possible.

Failure to comply with this policy is classed as misconduct and may result in disciplinary action. Any disciplinary issues shall be investigated and managed in line with the Medical College’s Policy & Procedures. There are two stages of managing non-compliance in respect of this policy.

3.1 Informal Stage

On the first occasion, the non-compliant student will be instructed to return home and re-present in more appropriate clothing. The University will write to the Student to confirm the expected standards in terms of their dress and to inform them that further instances of non-compliance may lead to a formal proceeding in line with the Medical College’s Disciplinary Policy and Procedure.

3.2 Formal Stage

Students violating the dress code.

- On next violation fine up to Rs. 1000/- may be imposed.
- On subsequent violation explanation letter will be issued and fine up to Rs. 1000/- may be imposed.
- On repeated violation, the students may appear before disciplinary committee.

Exceptions to the policy:

There will be occasions and exceptions within this policy for those with disability, either permanent or following injury. Should there be an additional need or requirement, such exceptions will be agreed in discussion with the Student Support Team.

Responsibilities

Students are responsible for ensuring that they are compliant with the provisions of this policy and procedure. Further to this, students are responsible for ensuring that they present themselves in a manner that is professional, preserves the health and safety of patients and colleagues, and is in line with the Medical Collage's values.

Related Policies

Students must ensure compliance with relevant clinical policies e.g. Bare below the Elbows; Standard Infection Control Precautions and Zero Tolerance Hand Hygiene.

Faisalabad Medical University