



Pak Red Crescent Medical & Dental College

DISCIPLINARY COMMITTEE POLICIES & PROCEDURES

GENERAL

- 1) The Disciplinary Committee ("Committee") shall be the mechanism within Pak Red Crescent Medical College to make a formal judgement on a disputed matter. The Committee shall determine all matters referred to it and determine facts, resolve disputes, make recommendations and decisions, and issue suspensions and/or fines it deems appropriate.
- 2). No person serving on the Committee shall be eligible to sit on a dispute matter or hearing in which he/she has an interest.

APPLICATION PROCEDURE

1. All matters shall be referred to the Committee in writing, and shall set forth grounds for the Committee to take action.
2. Within seven (7) days of receipt of the written application, the Chair of the Committee shall set a date for hearing and shall so notify all parties to the matter. The notice shall inform the parties of the time, place, date, and purpose of the hearing. The notice shall also advise that if a party does not attend the hearing, the matter may proceed in the party's absence without further notice.
3. A hearing may be adjourned from time to time as may be necessary in order to do justice between the parties in dispute.

HEARING PROCEDURE

1. Any application may be resolved on the written consent of all parties, prior to or during a hearing, and before the Committee takes the matter under advisement to issue its decision, and the Committee shall issue such order as may be necessary to give effect to such consent, provided it is not inconsistent with any policy of the College.
2. Committee can conduct such cross-examinations of witnesses as may be reasonably required for a fair and full disclosure of any facts given in evidence, submit written documents, and present argument.
3. The hearing shall not be open to the public unless the Chair otherwise orders, for good cause. Witnesses appearing before the Committee shall be sequestered after giving testimony. All reasonable efforts shall be made by the parties, witnesses, and the Committee to keep all matters confidential and preserve the privacy of the parties.
4. In a hearing, the Committee shall:
 - a) Determine whether the matter is within its jurisdiction;
 - b) Confirm that all papers and evidence has been properly submitted.
 - c) Permit the parties to present their cases in accordance with due process and in the interests of justice;
 - d) Receive such evidence as is relevant and considered to be reliable and trustworthy.

5. The Chair of the Committee may add as a party to a hearing any person or Association that he/she determines might be affected by the resolution of the issues before the Committee.

DECISION

1. At the conclusion of the hearing, the Committee may allow or dismiss the application or make such order as is just in the circumstances and consistent with the policies and principles of the PRCM&DC.

2. The Committee shall give its decision or recommendation, and order if any, in writing within 10 calendar days of the hearing date to the parties. It will be submitted in writing to Principal PRCM&DC.

3. Where on evidence produced the Committee concludes that there has been a contravention of any order, policy, rule, or prior decision, the Committee may take actions according to the disciplinary regulations mentioned above:

4. Each party agrees to be and shall be bound by decision of the Committee and agrees to take all such steps as are necessary to ensure compliance with such decisions.

5. The decision of the Committee shall be final and binding on all parties, members, subject only to such further rights of appeal as may be available under Policies, and Procedures of the College.

APPEALS

1. Any party aggrieved by a decision of the Committee shall have the right to appeal that decision to the Principal PRCM&DC, who shall process such appeal consistent with the procedures and principles stated herein.

2. The appeal must be submitted in writing within ten (10) days from the date of the Committee's written decision. Authority shall set the time, date, and place for the appeal as the interests of justice may require.

3. No person designated to hear an appeal shall be eligible to sit on such matter or hearing in which he/she has an interest.

4. The Authority may receive such evidence as is relevant and considered to be reliable and trustworthy provided that no witness can give evidence who did not give evidence before the original hearing of the Committee, unless the Authority is satisfied that:

a) The evidence was not discoverable by reasonable diligence before the end of the original hearing;

b) The evidence is wholly believable;

c) The evidence is practically conclusive of an issue in the hearing.

5. At the conclusion of the appeal, the Authority shall approve or dismiss the appeal, shall uphold or modify, in whole or in part, the original decision of the Committee, or make such other or additional decision to serve the interests of justice.


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Chief Executive & principal