



# Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2018-467

Monday, 16<sup>th</sup> July 2018

## RULES AND REGULATIONS OF CPMC HOSTELS

### 1 ACCOMMODATION

- 1.1 Only students of CPMC are eligible for accommodation. Students should apply via prescribed form.
- 1.2 Students with outstanding dues do not have the right of accommodation.
- 1.3 The approved accommodation charges may be periodically revised by the competent authority in view of anticipated expenses. Details of current charges are available with the Hostel Manager. The dues include mess charges which must be paid by all boarders.
- 1.4 The Hostel charges shall be deposited in the Accounts Office before the beginning of the academic session on an annual basis.
- 1.5 The contract between the boarder and the management of CPMC Hostel will be renewed automatically. The student should inform ONE month before start of next session if he/she intends to opt out of the hostel facility.
- 1.6 If a student leaves hostel on his/her own consent or is expelled on disciplinary basis, his/her remaining amount of accommodation charges will not be refunded.
- 1.7 Hostel Warden and higher management reserve the right to allot rooms and move students to another room at any time without giving any reason.

### 2 DISCIPLINARY RULES

- 2.1 Smoking is strictly forbidden inside the hostel and its vicinity. If found guilty, the student will be heavily fined according to the college rules and the case may be referred to the dean for further action.
- 2.2 Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
- 2.3 Residents shall occupy the rooms only after allotment is made by the concerned authority. Change of room may be permitted in exceptional cases provided it is deemed necessary/justified by the concerned Warden. Unauthorized occupation of any room or exchange of rooms without permission shall be treated as serious violation of the disciplinary rules of the hostels.

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- 2.4 No parent or guardian of the student is permitted to stay in the hostel.
- 2.5 Male students shall not remain absent from their hostels during night between 10:00pm to 6:30am without prior permission of the concerned Warden. Corresponding timings for the females' hostel are 9:00pm to 7:00am. In case of any emergency, they should take permission from their parents, who should notify the concerned Warden. Absence from the hostel at night without prior permission from the Warden will be considered as an act of indiscipline.
- 2.6 Students are allowed to avail library services during night as per library timings. However, no student is allowed to roam around the campus or outside during this time. Students found loitering around the campus and/or engaging in indecent conduct will be reported for strict disciplinary action.
- 2.7 Visitors of students will be allowed only after they enter their particulars in the Visitors' register present at the hostel gate. Visitors/Guests are not permitted in the hostel after 10:00pm. However in special cases, prior permission of the Warden must be obtained to stay beyond this time.
- 2.8 No hostel inmates shall take the law into his/her hands. If any of the hostel inmates finds that other students are indulging in any undesirable activity or causing inconvenience, physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the concerned warden.
- 2.9 Act of keeping or bringing weapon of any type (licensed or unlicensed) will be treated as crime and shall be reported to the police.
- 2.10 The hostel must not be considered as the hiding place for miscreants.
- 2.11 Ragging of any kind is firmly prohibited and the students found responsible for this act will be expelled from hostel and liable to further disciplinary action for misconduct.
- 2.12 Students who disturb peace and violate the hostel rules may be fined or expelled from the hostel.
- 2.13 The institution has a zero tolerance policy for the presence and/or use of drugs and alcohol on campus/hostels. The consumption, storage or supply of liquor, narcotics, drugs or any sort of intoxicant is strictly prohibited. Any violation of this policy shall be dealt with according to college regulations which may include drugs/alcohol testing and subsequent expulsion from college. The cases will also be reported to the police for further action according to the country's anti-narcotics and alcohol abuse laws.

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- 2.14 Residents will not get involved in arguments or otherwise interfere with the duties of hostel employees. If there is any complaint or suggestion, it should be made to the concerned warden.
- 2.15 Boarders will be personally and collectively responsible for any loss/damage to the property, equipment and other fittings in the hostel. In case of damage to any building, furniture, apparatus or other property of the hostel, the loss shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.
- 2.16 Use of unauthorized electrical appliances like heaters, hot-air blowers, water rods, irons etc. is strictly prohibited and these will be confiscated and the concerned student will be penalised.
- 2.17 Fans and lights must be switched off when the students leave their rooms. In case it is noticed that fans/lights are on inside the locked rooms, a heavy penalty will be imposed for wasting the costly energy sources.
- 2.18 Playing music and video etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
- 2.19 All the students are to note that electrical/carpentry/plumbing complaints should be given in writing to the Hostel Representative. In case complaints are not attended in one week or there is a difficulty, the students can contact the concerned Warden.
- 2.20 It is forbidden to run torrents or access websites containing immoral content on hostel internet.
- 2.21 Theft of any item may lead the student to expulsion from the boarding house.
- 2.22 Any complaint against the boarder or the staff should be reported to the warden in writing and should not be handled by an individual/group at any cost.
- 2.23 Playing ballgames inside the hostel is not allowed.
- 2.24 Functions in the hostel can only be held with prior permission from Warden.
- 2.25 Personal servants are not allowed in the hostel.
- 2.26 Students found jumping over the hostel walls will be dealt with severely.

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## 3 THINGS TO REMEMBER

- 3.1 No association of the students on the basis of region, religion, caste or creed is permitted.
- 3.2 Residents shall refrain from any act, covert and overt, that may destroy or disturb the peace and harmony among the residents, inside the hostel, and on the campus.
- 3.3 No one should use the belongings of other students without their consent.
- 3.4 Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or at any other safe place. The student will be solely responsible in case of any theft or loss of their valuables.
- 3.5 The room of any student in the hostel can be inspected at any time by the Warden. Inmates are advised to keep their ID cards with them and show them on demand.
- 3.6 Mattresses should be covered properly with bed-sheets to keep room tidy.
- 3.7 Hostel inmates are requested to keep their surroundings neat and clean.
- 3.8 Cleanliness must be maintained at all times. Room can be inspected any time.
- 3.9 Inmates should not fire crackers on any occasion inside the hostel or within the premises of the hostel.
- 3.10 Inmates are prohibited from writing slogans, drawings or pasting stickers on the hostel walls and rooms.
- 3.11 Students may consult their respective warden in the declared contact hours.
- 3.12 Any controversial political/religious/immoral discussions are not allowed.
- 3.13 Abusive language, shouting, quarrelling, misbehaving with each other & staff is liable to fine and expulsion.
- 3.14 Gatherings at corridor/galleries/terraces and outside the main gate etc. are strictly prohibited.
- 3.15 A friendly environment and cooperation is expected from at all times and occasions.
- 3.16 Students should maintain silence for conducive study and living environment.
- 3.17 Boarders must be neat, clean, tidy and well-dressed at all times.

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- 3.18 No private parties shall be organized by any student in the hostel without prior permission of the concerned warden.
- 3.19 Wearing improper clothes in hostel is strictly prohibited
- 3.20 Pasting of stickers or any other papers on walls or glass windows is not allowed and liable to fine.
- 3.21 Student not keeping their room neat, clean and tidy at all times may be fined.

## 4 FOR FEMALE STUDENTS

- 4.1 Male visitors are not permitted at any time in the female's hostel.
- 4.2 In female hostels, lady visitors are not permitted after 7:00pm.
- 4.3 All female students must be present in their rooms before 9:00pm.
- 4.4 Female students must take prior permission from their parents who should intimate the concerned Warden for leaving the hostel in case of urgent necessities only. Students leaving the hostel without prior permission will be dealt with very seriously.
- 4.5 Female visitors or girl students are not permitted to visit the boys' hostels at any time.
- 4.6 Parents/guardian of female students will provide a list of approved guests who will only be allowed to visit the student according to the hostel rules. No other person will be allowed to see the student.

Hostel residents found guilty of misconduct or infringement with any of the rules and regulations prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the Dean.

**Prof. A. S. Chughtai**

M.B.B.S., M.Phil, M.I.A.C., F.C.P.S., F.C.P.P

Dean

Central Park Medical College, Lahore.

Cell No. +923008442007

Email:

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# Central Park Medical College

(A Project of Health & Education Foundation Reg No. 0062545)

(DEPARTMENT OF MEDICAL EDUCATION & STUDENTS AFFAIRS)

CPMC/ME/2018-646

29<sup>th</sup> October 2018

## COMPLAINT COMMITTEE FOR ISSUES OF SEXUAL HARASSMENT

# Harassment

### Protection against Harassment of Women at Workplace

#### Definition:

Sexual harassment is a form of sex discrimination that occurs in the workplace. The legal definition of sexual harassment is "Unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment."

### Protection against Harassment of Women at the workplace Act, 2010:

To protect women against such harassment at their workplace, Government of Pakistan has implemented "Protection against Harassment of Women at the Workplace Act, 2010" in all organizations. The College has formed an internal committee to work in this regard and to undertake the following measures for implementation of this act:

1. Adaptation of code of conduct as prescribed by law;
2. Addressing of complaints of sexual harassment as per law, as and when received;
3. Ensuring that justice is done swiftly and retaliation against complainants is curbed; and
4. Informing and educating all employees on the provisions of the act and to encourage a professional and dignified work environment for women in public and private sectors.

### Code of Conduct for Employees:

1. During the discharge of official duties in the office, all functionaries should behave in proper manner according to the official decorum.
2. Language should be civilized and simple. Words and sentences having more than one meaning should be strictly avoided.
3. Unnecessary stay, unnecessary visits to women's workplace and near women washrooms are all strictly prohibited.
4. Staring is also a menace in our society and should be avoided.
5. Any other action which is deemed under the law as harassment will be considered a serious offence and disciplinary action will be taken under the Code of Conduct against the offender(s).





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(DEPARTMENT OF MEDICAL EDUCATION & STUDENTS AFFAIRS)

CPMC/ME/2018-646

29<sup>th</sup> October 2018

6. All female employees are advised to lodge a complaint immediately to the Head of Human Resource, or any member of the Inquiry Committee, for investigation, which shall be followed by submission of report along with recommendation. The Principal will be the Competent Authority for taking all decisions in such matters.

## Inquiry Committee:

A team comprising of the following members will function as inquiry committee:

- |   |                |             |
|---|----------------|-------------|
| 1. Prof. Syed Imran Ali Shah<br><a href="mailto:immishah@ymail.com">immishah@ymail.com</a>      | Assistant Dean | Chairperson |
| 2. Prof. Mariam Malik<br><a href="mailto:mariamrichards@gmail.com">mariamrichards@gmail.com</a> | Prof of Gynae  | Member      |
| 3. Faiza Mehmood<br><a href="mailto:hr.cpmc@gmail.com">hr.cpmc@gmail.com</a>                    | Head of HR     | Member      |

In case a complaint is made against one of the members of the Inquiry Committee, that member should be replaced by another member.

## For Complaints:

Female Employees and female students can contact any member of the Inquiry Committee for any complaint and it will be taken up properly.

**Prof. A. S. Chughtai**

M.B.B.S., M.Phil, M.I.A.C., F.C.P.S., F.C.P.P

Principal

Central Park Medical College, Lahore,

Cell No. +923008442007

Email: [dr.aschughtai@gmail.com](mailto:dr.aschughtai@gmail.com)