

RULES AND REGULATIONS

DISCIPLINARY RULES

A. Admission and Fee

Accounts Office will release the appropriate “Fee Voucher” to be paid at Bank of Punjab. Issued fee voucher contain 3 similar copies. Bank, after payment, will return 1 copy (Paid fee voucher) to the student which is to be kept by the student for personal record. Student Admission will be considered acceptable and confirmed in the academic session once the accounts office receives the paid fee voucher copy. Students must deposit their academic session fee within the due date. Failing which the admission will be cancelled and vacant seats will be forwarded for next merit list.

As far as the old students are concerned, a fine of Rs. 100/- per day is charged for any late fee submissions maximum up to one month after the due date. In case of failure to deposit fees within one month after the due date, the name of the student may be struck off from the College records and will have to pay Rs. 10,000/- extra for readmission other than his/her fee including late fee.

For ONLINE TRANSFER OF FEE: from their native/suitable city/town to Bank of Punjab (Online Branch) the student must know the amount of Fee for Online Fee Transfer. They are directed to approach the suitable/desired bank having “On-Line Money Transfer Facility”.

B. Student Identity Card

Student shall display the College student identity card clearly visible while entering the college / hospital and during their stay in these premises. Any College official has the right to check the student ID card from the College student. Student not holding his/ her student identity card will not be allowed to enter in the College/ hospital. Such student will have to pay a fine of Rs 1000/ day.

C. Dress Code

The students must wear the prescribed dress of Al Aleem Medical College and white coats while attending class rooms, laboratories, dissection hall and the hospital.

The College students have to follow the dress code in College / hospital premises. Students violating dress code will be issued a warning & fined Rs 2000/ day.

PROHIBITED DRESS CODES FOR MALE STUDENTS

1. Jeans/Tights
2. Shorts
3. T-Shirts(Half Sleeves)
4. Shirts With Any Message
5. Chapel /Sleeper/Sandals

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PROHIBITED DRESS CODES FOR FEMALE STUDENTS

1. Jeans/Tights
2. Shorts
3. Short shirts
4. See through and skin tight dress
5. T-Shirts(sleeveless and half Sleeves)
6. Shirts With Any Message
7. Chapel /Sleeper/Sandals
8. Flashy /heavy jewelry/ pazeb

D. 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 subject 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.
5. The students cannot leave their regular classes intentionally or unintentionally in the College. All the students are required to attend their classes regularly.
6. If any student is participating in any sports/ co curricular/ extracurricular activity outside the college he/she after taking written permission from the Principal must submit the application along with event details to Students Section and his/ her concerned HOD one week before going on the event.

E. 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. Immediately after assembly of the class, the roll call will be taken. 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 department, 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.
5. Eatables and use of mobile phones is prohibited in class rooms and during all types of examinations.

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F. 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 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 Principal.

3. Every student is required to attend punctually at the hours notified for clinical teaching and ward duty.

G. Class Examination

1. Students are not allowed to take into the examination hall mobile phones, 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 Principal 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.

H. Leave

1. All leaves of absence from the college with the exception of sick leave will be without scholarship.

2. If any student is seriously ill & cannot come to the College he/she can send his/ her parents, guardians to the College to submit leave application timely or students can also e-mail their leave request to the Students Affair Section for onward submission to concerned departments along with evidence.

3. Sick leave will only be granted on the production of a medical certificate from an authorized medical officer appointed by the Principal except when the student is already on leave out of station.

4. 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.

5. Students must not leave the station without the permission of the Principal.

6. A student, who is absent without leave continuously for a period of four weeks, will be struck off the college roll.

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I. 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.

J. Books, etc.

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

K. 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 Principal/ Head of 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.

L. General Rules

1. Students are required to observe order and discipline at all times in the institution, attached hospitals and hostels.
2. Smoking/use of drugs/alcohol 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.

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8. In case of willful damage, he/she shall be punished under the disciplinary rules of the Institution. This includes destroying, spoiling, materially altering or otherwise damaging property not his or her own. Like doors, windows, lockers, computer lab/laboratory equipment, multimedia equipment, College transportation equipment, cars, bikes, cycles in parking etc.

It includes creating a condition which risks or threatens property not his or her own.

9. Disorderly Conduct, Disruption and Misrepresentation. Any disorderly conduct for instance any action that is lewd, indecent or violent in nature; or aiding, supporting, or Securing another person to breach the peace or knowingly distorting or altering the truth for any personal gain or favor are subject to disciplinary actions according to the severity and seriousness of crime.

10. 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 Disciplinary Committee for proper action.

11. 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.

12. 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.

13. 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.

14. A student shall continue to be under the disciplinary jurisdiction of the head of the institution till the declaration of the result of Final Professional MBBS/BDS Examination.

15. The students shall not keep in their possession firearms, other weapons of offence and narcotics in the premises of the institution, attached hospitals and hostels. Disciplinary action shall be taken against the students found guilty of contravention of this rule.

16. The head of the institution is competent to impose and remit fines.

17. The head of the institution is competent to impose punishment as deemed necessary in minor cases while the major cases will be referred to Disciplinary Committee.

18. The decision of the head of the institution in minor cases shall be considered as final.

19. Riots, strikes, boycotts which create disturbance for other students or general public are not allowed.

20. Demonstrations: Participation in a campus demonstration which disturbs the normal operations of the College and violate on the rights of other members of the College community; leading or inciting others to disrupt Schedules and/or normal activities within any campus building or area; intentional block which unreasonably interferes with freedom of movement are strictly prohibited. Other limitations may include the following:

a) Providing or dispensing of materials that could lead to harm or injury to a person, including but not limited to self-defense spray, objects that can be thrown, objects that can be used to damage property, etc.

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- b) Threatening or intimidating a person creating a rational fear within that person.
 - c) Engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person.
 - d) Creating a condition which endangers or threatens the health, safety or welfare of another person.
 - e) Physically restraining or detaining another person, or removing any person from any place where he or she is authorized to remain.
21. Use of amplification/audiovisual equipment and/or interference with any public, office, library, classroom, or other College function in any of the reservation facilities is not allowed without prior approval from the college Office.
22. Attempt & Assault. Slapping, kicking, thrusting or otherwise striking another person within College/hospital/hostel premises or attempting to engage in conduct which, if completed, would result in the violation of any rule applicable to the College will have zero tolerance.
23. Weapons and Explosives: Carrying any weapons and/or explosives within the premises of the College is strictly prohibited. It is a violation of College Regulations for a person to possess any type of explosives in or upon the buildings or grounds of the College without appropriate written authorization from the College Authority. No person hired by a student for the purpose of self-security may enter the College building without specific written permission by College Principal.
24. Fire-Safety Equipment :tampering with, or misuse of, fire alarms and firefighting equipment, including fire extinguishers, fire hoses, heat & smoke detectors, sprinkler systems, causing a fire or explosion, or unauthorized use of any potential incendiary device/equipment will be considered as damage to college property and will be dealt strictly by the authority.
25. Discrimination of a person or group based on race, gender, age, sexual orientation, religion, disability status is strictly prohibited.
26. Disorderly Conduct, Disruption and Misrepresentation. Any disorderly conduct for instance any action that is lewd, indecent or violent in nature; or aiding, supporting, or Securing another person to breach the peace or knowingly distorting or altering the truth for any personal gain or favor are subject to disciplinary actions according to the severity and seriousness of crime.
27. Parking facility is available for students inside the campus subject to the following:
- a) The students will park their vehicle on their own risk in student's parking area.
 - b) In case of any loss the College management will not be responsible.
 - c) No student will park their vehicles in faculty area.
 - d) If any student is found involved in misuse or violation of parking rules and regulations strict action will be taken against him/her by the Disciplinary Committee.
28. Personal and Academic Dishonesty:
All of the following crimes are subject to the disciplinary actions.

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- a) Academic cheating, plagiarism, or other forms of academic dishonesty will be subject to disciplinary actions.
- b) Providing false information to any College official, faculty member, employee or office.
- c) Forgery, alteration, or misuse of any instrument of identification including student identity card, transportation bus cards or enrollment cards or any other official documents or records.
- d) Submission of a falsified universal grade change form to the College or submission of false grade information of any sort to any College office or department, employer, etc.
- e) Altering any academic course work and or examinations so as to unjustly affect the grade awarded to that assignment, project or paper.
- f) Altering any student fee status information of any sort and presenting wrong information to a College office or department, employer and academic institution etc.
- g). Possession without permission of any College supplies or documents.
- h) Stalking. Repeated acts or offenses which collectively instill a fear of physical injury or harm. This includes any action for which the purpose is to attempt to manipulate or control another person. Inappropriate actions may include phone calls, physical and/or verbal confrontations, breaking and entering (cars, apartments, lockers, etc.), vandalizing, etc.

M. Celebrating Cafeteria Parties

The administration of Al Aleem Medical College encourages all types of students' parties by remaining within College defined rules & regulations. The students will submit an application for written approval from Principal stating the objective of the party celebration & also will submit the application in student affair section at least one day before the party.

LIBRARY

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.

1. The Library will be open on all working days from 08:00 A.M. to 8:00 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 faculty and students of Al Aleem Medical College & Gulab Devi Teaching Hospital.
- b) 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 will deposit Rs.500 as security for the return of books.
 - iii) They will 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.

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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.500/- 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.10/- 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 after payment for a new card.
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 checking, 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.
11. The students will observe all other rules & regulations as set by incharge librarian:

SOP for use of Library

Library patrons/participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action:

- a) Leave your personal belongings (bags, briefcases, handbags etc.) at the allocated space by the librarian.
- b) Take care of your belongings as library disclaims any responsibility for loss or damage.
- c) Keep your cell phones on silent mode/switch off within library premises.
- d) To make the library environment more conducive for reading and research.
- g) Gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture are strictly prohibited.
- e) Submit library materials for inspection, if requested.
- f) Underlining, marking, folding and tearing pages of library materials are prohibited.
- g) Leave the library materials on tables after consulting/reading.

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h) Library membership could be suspended or canceled along with a penalty in the following cases:

- 1) Nonpayment of library fine
- 2) Theft of library material
- 3) Nonpayment of damage fine.
- 4) Non-returning of the temporary issued material within due time.
- 5) Any kind of disturbance in library.
- 6) Misconduct with the library staff.
- 7) Breaching of established library rules and norms.

Hostel Rules & Regulations

1. Al Aleem Medical College has on campus hostel facility separately for boys and girls. These hostels shall only be allotted to the students on the college roll.
2. Hostel will be allotted to the number of students in accordance with the rules as specified by PM&DC. However, the college may allot extra hostel seats to the students subject to availability of seats/beds/rooms.
3. Students can apply for hostel accommodation by obtaining hostel admission form.
4. The hostel application form should be filled properly.
5. Student must have to provide all the proper details of their phone contact. In case of fake or incomplete information student will be responsible for the consequences & any formal action, which may include fine or expulsion from the hostel, can be taken by College Disciplinary Committee.
6. No boarder is allowed to change his/her seat or accommodation without special permission of the concerned warden.
7. If a student who is allotted 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.
8. The student shall become a resident from the date he/she pays hostel dues and occupies the seat.
9. In case of damage to or loss of hostel property, the cost will be recovered from the student responsible if identified, or from all students of the hostel as decided by the hostel management.
10. Any mental or physical torture to any student by any other student will not be tolerated and the culprit student may face imposition of fine, change of room or expulsion from hostel.
11. Use of alcohol, drugs etc will not be permitted in the entire campus. Any student violating these norms will not only be removed from the hostel but will also be expelled from the campus immediately.
12. Students are not allowed to keep or move in the premises of the hostel with any sort of weapon; any student found guilty shall be punished under the prevailing law of the country and may be expelled from the hostel.
13. Carrying of illegal drugs, weapons by the students or their visitors in the hostel premises is strictly prohibited.
14. Any dispute erupting amongst the students will be reported to the Warden for necessary action.
15. Playing musical instruments, radio, tape recorder, CD player etc. At a high volume, which may disturb other students in the hostel, will not be allowed.

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16. Students are not allowed to involve themselves into any political or immoral activity, display, paste, and exhibit or distribute any sort of posters, leaflets, badges, handbills etc. within the hostel premises, without prior permission from institution authorities and college administration.
17. No student is allowed to smoke, play cards or gamble in the hostel premises.
18. All fans, lights and electric appliances must be switched off when the resident is not in the room or respective area failing which he/she may face imposition of penalty/ fine.
19. The hostel management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the students.
20. The hostel management reserves the right to move residents to other hostel rooms if there is a necessity.
21. No visitor will be permitted to stay overnight in the hostel premises.
22. The student will be allowed to use electrical appliances like fridge, electric heater, electric iron, microwave oven, air conditioners 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 management of the college 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 action.
23. Cleanliness of the hostel premises, rooms wash rooms etc is as much responsibility of the hosted students as that of the staff dedicated for this purpose. All students will make their habit to keep the hostel premises neat and clean.
24. Students should not arrange for any picnic parties / functions/ birthday parties etc. outside or inside the hostel without prior permission of the warden.
25. Any other rules framed from time to time in this regard by the competent authority shall also apply. Hostel temporary exit/short leaves.
26. To leave hostel for few hours the student will have to inform the hostel warden through written application and must have to follow the policies and procedures. For more details student can contact to their hostel wardens. The process will be as follows:
27. Boy students will not leave the hostel after 10:00pm.
28. Girl students will not leave the hostel after sunset.
29. Girl students, after permission, will fill the register columns before leaving the hostel premises and enter arrival time in the register with her signature.

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Hostel permanent clearance

30. If any student wants to leave hostel permanently, he/she should inform to the hostel warden through written application before a month ago, and must have to follow the policies and procedures. If he/she did not inform, their security will be adjusted in the rent.
31. Students have to attach original security slip to get back their hostel security.
32. Hostel Security will be refunded on hostel clearance verified from the hostel warden.
33. After leaving hostel once, student has to pay Hostel fee again for the readmission in the hostel if allowed by the competent authority.

OFFENCES AND PUNISHMENTS

1. For all such offences that occur in the Institution, attached hospitals and hostels premises, head of the institution may at his discretion refer the case to the Disciplinary Committee of the institution, which shall be appointed by the Academic Council from time to time. This Disciplinary Committee shall have the power to interview any student or students or any member of the staff or any member of public and is empowered to send it recommendations to the head of the institution who may or may not seek ratification of these recommendations by the Academic Council.
2. Decision of the head of the institution/ Principal/competent authority shall be final.
3. The students, however, shall have the right to appeal before the principal and the principal may consider the appeal and decrease all or some part of the punishment on his own discretion if he deems it fit to do so.
4. The Disciplinary Committee will consist of at least 2-4 professors/ senior associate professors.
5. After considering the recommendations of the Disciplinary Committee, disciplinary action by the head of the institution against the students committing an offence might take one or more of the following forms depending upon severity of the offence:
 - i. The student may be asked to tender an apology, verbal or written. This shall be placed on the student's record.
 - ii. A student may be placed on probation for a period upto one year. If during the period of probation he /she fails to improve his/ her conduct, he/she may be expelled from the Institution.
 - iii. A student may be fined upto Rs. 5000/-.
 - iv. Scholarship may be suspended or stopped.
 - v. A student may be suspended from the institution roll for a period determined by the head of the institution.

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vi. The student may be expelled from the institution for a period determined by the head of the institution on the recommendation of the Disciplinary Committee.

vii. The student may be forcibly migrated to another medical/dental institution of the province.

4. Regulations relating to expulsion.

i. Expulsion whenever imposed on a student shall mean the loss of a specific duration of studies as determined by the head of the institution and will mean his/her being debarred from the University Examination during the period of his/her expulsion. ii. A student expelled from an institution shall not be readmitted before the expiry of the period of his/her expulsion.

iii. Cases of expulsion shall be reported to the University by the head of the institution concerned for registration and notification.

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Admission Policy:

- a. As the College is affiliated with University of Health Sciences Lahore and is recognize by Pakistan Medical & Dental Council, therefore, the college shall adopt Admission policy as specified by University of Health Sciences and PM&DC. The rules and regulations with regard to admission policy of UHS shall be followed as admissions are being given under Central Induction Policy by UHS. However, *inter alia* with the above, the college shall observe the admission rules as specified in the following General Disciplinary Rules.
- b. Moreover, number of dropout students shall be reported to Pakistan Medical & Dental Council, under intimation to the University of Health Sciences, in the first two years for adjustment to maintain total admission strength.
- c. This is principally agreed policy of the college that no students shall be charged cost of any material used regarding clinical work or procedures during training and studentship.
- d. All the graduate from this college shall be given opportunity for house job in the hospital in accordance with the prevailing rules.

Transfer Policy

As regards transfer of the students, the college shall follow the transfer policy of the University of Health Sciences in general as well as rules of the Pakistan Medical & Dental Council in particular if any. However, *inter alia* with the above, on the directive of PM&DC or the application of the student, the college, adopting following SOPs, shall:

1. Advise the student to obtain No Objection Certificate from the university which he/she wants to leave.
2. Obtain No Objection Certificate from the university which the student wants to join.
3. Collect tuition fee and other applicable dues from the student.
4. Enroll the student in college role after having NOCs from both the University.
5. Make arrangements for the student to join relevant class.
6. Send registration form to the University of Health Sciences.
7. Take internal assessment/exam and forward examination form to the university for Annual Examination as per rules.