

Student Grievance and Discipline Policy

Life Care Institute of Health Sciences (Pvt.) Limited

Purpose

This policy provides a structured mechanism for addressing student grievances and maintaining discipline within the institute.

Student Grievance Committee

The institute will establish a Student Grievance Committee consisting of:

- Principal / Chairperson
 - Faculty Representative
 - Student Affairs Representative
-

Types of Grievances

Students may submit grievances related to:

- Academic matters
 - Examination issues
 - Faculty conduct
 - Administrative services
 - Harassment or discrimination
-

Grievance Submission Procedure

Students may submit grievances through:

- Written complaint to the administration

- Online grievance submission system
 - Direct submission to the grievance committee
-

Investigation Process

Upon receiving a complaint:

- The committee will review the complaint
 - Relevant parties will be consulted
 - A fair and transparent investigation will be conducted
 - Appropriate action will be taken
-

Student Discipline

Students must maintain professional conduct at all times.

Acts of misconduct may include:

- Cheating in examinations
 - Harassment or bullying
 - Damage to institute property
 - Violation of hospital protocols during clinical training
-

Disciplinary Actions

Depending on the severity of the misconduct, disciplinary actions may include:

- Verbal warning
 - Written warning
 - Suspension
 - Expulsion from the institute
-

Appeal Process

Students may appeal disciplinary decisions by submitting a written request to the Principal within a specified time period.