

International Institute of Health Sciences **(IIHS)**

Discipline and Behavior Guidelines

INTRODUCTION

Children become more independent and self-sufficient when they take responsibility for their behavior. Self-discipline, learned during their early years, enables them to become productive members of society.

The International Institute of Health Sciences is committed to adopting a set of guiding principles that would mould the behavior of students to learn self-control and gain an understanding of conduct that is acceptable.

It is our goal that all students should be deeply conscious of the fact that one's behavior affects other people and that when one acts in a thoughtless or harmful way, the community suffers.

Thus, when a misdemeanor occurs, our approach at IIHS will emphasize:

- Compassion,
- Consistency and
- Responsibility.

1. Aims and Objectives of the Student Behavior and Discipline Policy:

- 1.1 Create a stable, secure, comfortable, and disciplined educational environment for students, lecturers, and school administration and minimize unacceptable behavior, to achieve the goals of education and learning.
- 1.2 Support and promote a positive attitude amongst students.
- 1.3 Define roles and responsibilities, including the expectations that we have of each member of the IIHS community.
- 1.4 Develop a culture of friendship, mutual respect, and kindness amongst all.
- 1.5 Develop students' empathy, and moral and ethical character and enhance their sense of good citizenship.
- 1.6 Increase and raise students' behavior awareness and encourage them to respect others, themselves, the University, and public laws.

2. Student Code of Conduct:

Each student of our Institute is required to follow these guidelines:

- 2.1 Students must follow all the instructions and rules of the Institute and the classroom.
- 2.2 Students must arrive at the university on time and, if absent, the parent or guardian must inform the Co-Ordinator of delays or absences before lectures commence.
- 2.3 If absenteeism is repeated with no justifiable cause, the student will not be admitted for lectures until the problem is resolved with the parents.

- 2.4 Students must wear the proper and defined uniform. Any student calling over at IIHS even if they have no lectures or other academic activity must be attired in uniform (1).
- 2.5 A student must carry the IIHS Identity Card and NIC at all times.
- 2.6 Students must not misuse and in fact must protect the property, equipment, and assets of the University, other students, and/or of all other persons.
- 2.7 Students must abstain from discrimination based on gender, age, race, religion, etc.
- 2.8 Students must avoid disorderly conduct.
- 2.9 Students cannot cause harassment
- 2.10 Students must take care of the general safety and security of everyone.
- 2.11 Students must refrain from physical violence at all costs.
- 2.12 Students must behave responsibly, and consciously conduct themselves in a manner to minimize danger or risk to themselves and others.
- 2.13 Students must demonstrate a positive attitude towards studying and learning and act appropriately so as not to disrupt the classroom or the learning of others.
- 2.14 Students must be honest and conduct themselves with dignity and a sense of integrity
- 2.15 Students must show respect to all of the following and their families: lecturers, fellow students, staff, and members of the community.
- 2.16 Students must be responsible and look after their valuables. They should not leave any valuables (2) unattended in public places, even if inside a bag, as the Institute cannot take responsibility for any such losses.

3. Classification of Disciplinary Lapses:

The following lapses can lead to disciplinary action, which may include the student's exclusion from the Institute by suspension or expulsion. The penalty may be one or a combination of several mentioned actions.⁰¹

3.1 Unethical and Unlawful Activities Prohibited In The University

- a. Plagiarism and cheating
- b. Disorderly conduct, dissent, and protests
- c. Disrespect and non-compliance
- d. Wrongful utilization of goods, services, or information
- e. Unauthorized collection of funds
- f. Solicitation
- g. Possession and consumption of alcohol, drugs, and tobacco within the university premises
- h. Gambling
- i. Harassment/violence
- j. Hazing/ragging
- k. Sexual harassment/sexual misconduct
- l. Theft
- m. Vandalism
- n. Unauthorized entry/exit

¹ Students can attend University in casual wear (subject to basic dress codes, covered shoes, and for girls, tied hair) on Fridays and during weekends.

² cash, jewelry, phones, laptops, tabs, wristwatches, etc

3.2 LEVEL 1 Lapses

Disciplinary Issues

- i. Tardiness
- ii. Unexplained absences
- iii. Incorrect school uniform and dress code
- iv. Not bringing the necessary supplies to lectures
- v. Disruptive classroom behavior and/or disorderly conduct,
- vi. Breaking classroom rules
- vii. Abusive or inappropriate language

Disciplinary Actions

- i. Counseling by Staff or Counselor
- ii. Warning Letter
- iii. Parents will be informed.

3.3 LEVEL 2 Lapses

Any behavior that results in disruption/s or aggravates any existing disruption of the teaching and learning environment or behavior in a manner that may cause inconvenience or disturbance.

Disciplinary Issues :

- i. Defying school authority and staff members
- ii. Unauthorized collection of funds and/or solicitation
- iii. Using mobile phones without permission during lectures or any other programme
- iv. Leaving the Institute without the approval of the Co-Ordinator and/or relevant authority
- v. Providing false documents including forging parents' signatures.
- vi. Threatening violence
- vii. Criticism or other negative statements re IIHS in public (internal or external)
- viii. Social media or other public digital posts that bring disrepute to the IIHS (3)

3. unauthorized or unwarranted posts with low-impact

Disciplinary Actions

- i. Warning letters will be issued
- ii. The student will be counseled
- iii. Public apology and reflection
- iv. Parents will be informed.
- v. Suspension of a maximum of 3 months from IIHS

3.4 LEVEL 3 Lapses

Disciplinary Issues

Any behavior that results in harm to others or to self

- i. Bullying/ hazing/ragging
- ii. Violence
- iii. Theft
- iv. Vandalism
- v. Possession and/or consumption of alcohol, drugs, or tobacco within the university premises
- vi. Gambling
- vii. Harassment/Violence
- viii. Sexual harassment/sexual misconduct
- ix. Theft
- x. Unauthorized entry
- xi. Cheating and/or plagiarism during examinations or assignments
- xii. Social media or other public digital posts that bring disrepute to the IIHS ⁽⁴⁾

4 unauthorized or unwarranted posts with high impact

Disciplinary Actions

- i. Warning letters will be issued
- ii. The student will be counseled
- iii. Public apology/reflection
- iv. Parents will be informed.
- v. Suspension (for a period of a semester or a maximum of 1 year) or Expulsion from IIHS
- vi. IIHS reserves the right to withhold results and transcripts if there has been any minor or major academic misconduct.

4. NOTE:

- 4.1 Inquiries will be conducted for all offenses.
- 4.2 Any offense that is not mentioned here will be assessed on the gravity of the offense and dealt with accordingly. The level at which any such offense is placed will be at the discretion of the management
- 4.3 Repeat of an offense listed at a certain level will be treated as an offense at the next level
- 4.4 All Letters of Warning will be placed in the personal file of the offender
- 4.5 Please note that Law Enforcement authorities would be informed in the event of any breach of any law or violation of the penal code.
- 4.6 All students who breach discipline would have to publicly reflect and apologize for the offense in the presence of students at a clinical presentation or other designated time

4.7 Students are advised against driving/ riding private vehicles/ motor bicycles to IIHS. If any student does so despite this advisory, such student and parents will be wholly responsible for any contravention of law or any dispute that may occur on public roads as a result of driving/ riding.

5. Disciplinary process:

All inquiries will be initiated by the Disciplinary Committee

Level 1 Lapses

- i. Immediate action by Authority (Lecturer/ Co-Ordinator/ Head of Academics)
- ii. Offenders may be advised not to attend lectures pending inquiry depending on the gravity of the offence
- iii. Time to complete Inquiry process: Max of 2 working days
- iv. Decision to be approved by the CEO

Levels 2 and 3 Lapses

- i. Immediate suspension pending inquiry
- ii. Authority: Disciplinary Committee
- iii. Time to complete Inquiry process: Max of 3 working days
- iv. Decision to be approved by the CEO

6. GENERAL NOTE:

- 6.1 Any lapse that is not defined or listed here will be assessed on the gravity of same and dealt with accordingly.
- 6.2 This document should be read in conjunction with the Student Support Services Guide
- 6.3 Any disciplinary action decided upon by the Management will be final and conclusive.

1st January, 2024