

# **WAH MEDICAL COLLEGE WAH CANTT**



## **ACADEMIC / STUDENT POLICIES**

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## **POLICY FOR BOARD OF STUDIES**

1. **Introduction.** Board of Studies is the governing, representative body of the Wah Medical College (WMC) which carries out general management of the college and allied teaching hospitals in the light of instructions issued by Pakistan Medical & Dental Council (PM&DC) and Affiliating University, National University of Medical Sciences (NUMS) Rawalpindi.
2. **Objectives.** The objectives of Board of Studies are to: -
  - a. Determine institutional academic policies, curricular delivery techniques and provide scenarios and appropriate patient access with clear learning objectives in each discipline keeping in view the approved curriculum of PM&DC and the affiliating university so as
  - b. to produce competent medical graduates with sound knowledge and ethical/moral values imbued in them.
  - c. Supervise and oversee the academic organization functioning.
3. **Implementation of Policy.** The decisions/resolutions made by the board of studies will be implemented by all the concerned departments, affiliated teaching hospitals and related Medical, dental, nursing and affiliated medical institutions of the WMC in letter and spirit according to constitutes (Part-1).
4. **Composition of Board of Studies:**
  - a. **President.** Principal WMC
  - b. **Members**
    - Vice Principal/Dean
    - Commandant POF Hospital
    - All the Professors and Head of Departments
    - 3 x Coordinators (Basic & Clinical Sciences)
    - Director Administration WMC
    - Director Student Affairs
    - Director/Principal- School of Allied Health Sciences
    - Director/Principal-IoN
    - 1 x Student from each year of MBBS & Nursing
  - c. **Secretary.** HOD of Medical Education Department

**Job Description of the Board of Studies**

5. The responsibilities of the Board of Studies are to:
- a. Maintain academic standards within the college, by planning, co-ordination, development, oversight, validation and review of the curriculum and all academic work of the college and advise the related administration on the resource implications of such planning.
  - b. Design, develop and assist in implementing courses of study in accordance with the instructions issued by the PM&DC and NUMS.
  - c. Approve and monitor the effectiveness of policies and procedures to implement the academic strategies.
  - d. Ensure that student academic experience, learning objectives and outcomes are adequate and effective.
  - e. Oversee all arrangements for teaching in the college.
  - f. Facilitate for research development and publications.
  - g. Make rules and regulations for governing curricular and co-curricular activities.
  - h. Constitute various committees, consisting either entirely or partly of persons who are not members of the college, to assist the board of studies in the performance of its functions.
  - i. Determines the constitution, functions and evaluation of any committee.
  - j. Make recommendations to the admin relating to academic resource-organization/ restructuring.
  - k. Foster and maintain close connections with PM&DC, NUMS, other educational establishments and research organizations.
  - l. Maintain discipline among the students.
  - m. Discuss and decide the agenda points sent by any of its members if deemed fit.
  - n. Carry out other functions which may be delegated to it by the competent authority.

**6. Call of Meeting**

- a. The secretary will call the meeting of board of studies on the instruction of the competent authority (Principal) Quarterly.
- b. In case of emergency an emergent meeting of board of studies maybe called by the competent authority at any time.
- c. Meeting of board of studies shall be called in case of 50% members of board of studies apply in writing to the competent authority.
- d. A letter for calling the meeting will contain date, time, venue and the last date of submission of agenda points for the meeting.
- e. The agenda points will be presented to the Principal and Vice Principal one day prior to date of meeting.

**7. Procedure**

- a. The meeting of the board of studies will start with recitation from the Holy Quran.
- b. The minutes of previous meeting will be read over to the board by the Secretary for approval by the board of studies.
- c. The agenda points submitted by the different departments will be discussed one by one.
- d. Decisions will be made or the case will be referred to a committee for detailed deliberation.
- e. Secretary board of studies will take the notes of the proceedings during board of studies meeting.
- f. The meeting will be concluded by the chairperson.

**8. Minutes of the Meeting:**

- a. The minutes of the meeting will be prepared by the Secretary of the board of studies.
- b. These minutes of meeting will be presented before the Principal and Vice Principal for the draft approval.
- c. Approved minutes of meeting will be regularly sent to all Professors/HODs, Comdt. POF Hospital, Director Admin WMC, Principal IoN and Director Student Affairs.

## **ADMISSION POLICY**

1. **Introduction.** To remain on the forefronts of medical training, it is quite essential to look for students who have an aptitude and potential to become good doctors. It requires high achievers among the FSc /A-level candidates. Since the medical education is governed by PM&DC regulations, the admission policy of Wah Medical College (WMC) will be purely based upon the guidelines issued by PM&DC and NUMS in this regard.

2. **Objective of the Policy.** To admit students in MBBS course strictly on the basis of merit determined by the Admitting University (NUMS) and fulfilling the admission criteria in accordance with the PM&DC regulations.

3. **Implementation of Admission Policy.** This policy will be implemented by the Institutional Admission Committee according to the regulations of PM&DC.

4. **Regulations of Admission Policy.** As per PM&DC Admission Regulations under the instructions issued by the affiliated university NUMS.

5. **Composition of Institutional Admission Committee.**

- |                    |   |
|--------------------|---|
| a. President.      | Principal WMC   |
| b. Vice President. | Vice Principal  |
| c. Members         | Director student affairs<br>Manager student affairs<br>Manager / deputy Manager IT<br>Assistant Manager Admin<br>2 x Faculty members nominated by the Principal |

6. **Job Description of the Institutional Admission Committee**

The Institutional Admission Committee will implement the directions and decisions of the NUMS/provincial/regional admission committee in accordance with regulations framed by PM&DC and shall report any discrepancy or irregularity immediately to the provincial or, as the case may be, the regional admission committee and the Admission Board.

## **TRANSFER / MIGRATION POLICY**

(In accordance with the rules and regulation of PMDC / NUMS)

1. **INTRODUCTION.** Aim of this policy is to clarify the procedure of transfer of a student between NUMS College or migration from other universities.
2. **SALIENT OF POLICY**
  - ❖ Transfer shall be allowed only between Institutions recognized by the relevant Regulatory Bodies.
  - ❖ There shall be no transfer from a private to a public college.
  - ❖ A student shall only be considered for transfer after passing Second Professional MBBS or First Professional BDS. (However, if a student is transferred out of the Medical due to Govt / HEC quota seat, to any other college, after closure of Admission in first year, WMC may accept a transferred student as per prescribed procedure).
  - ❖ If a student fails professional exams and is academically detained, the seat shall be considered occupied.
  - ❖ WMC shall at all times publicly display any vacant seats available in each year of the program and shall inform PMDC of such vacancy within fourteen days of falling vacant.
  - ❖ No transfer shall be accepted by WMC to a vacant seat until the vacancy has been publicly displayed for at least fourteen days allowing the students to apply for transfer to such a vacancy.
  - ❖ If a W&R seat fall vacant, either W&R Directorate will allow transfer of a W&R student from another NUMS College or issue an NOC to allow non-W&R students to be considered for transfer.
  - ❖ The transfer process must be completed within 2 months of advertisement intimation to the University.
  - ❖ WMC shall inform NUMS and PMDC within fifteen days about transfer either student is joining or leaving.
  - ❖ In case, two or more applicants are desirous of transfer against a single seat then merit shall be determined by the admitting college as per policy. There will no mutual transfer allowed.
  - ❖ WMC has displayed the NUMS Transfer Policy on its website.

**3. TRANSFER FROM A FOREIGN COLLEGE**

- ❖ As per PMDC policy; a student studying in a foreign medical or dental college may apply for a transfer to a Pakistani medical or dental college subject to having completed at least two years of studies in the foreign college and having qualified the National Equivalence Board (NEB) Examination conducted by the Authority.
- ❖ A foreign student may apply for transfer subject to a vacant seat being available in the college to which a transfer is sought.
- ❖ A foreign student shall only be allowed to transfer to the same program as the student was enrolled in the foreign college and in the year for which the student has qualified the NEB Exam.

**4. FORMULAE FOR DETERMINATION OF MERIT**

Ser	Category	Total Marks	Marks Obtained	Merit
1	All previous Professional Examination (s) marks (%age)	60 +5 for each Distinction -5 for each Supply		
2	NUMS College Applicant	10		
3	Wards of Army Personnel	10		
4	Interview	20		
	<b>Total</b>	<b>100</b>		

**5. PROCEDURE**

- ❖ For outgoing transfer / migration student file an application with student affairs department for obtaining clearance certificate from WMC.
- ❖ For incoming transfer / migration student have to submit following documents for the purpose of merit calculation: -
  - Acceptance Certificate from joining college
  - NUMS NOC in case of migration to a college other than NUMS.
  - DMCs of 1<sup>st</sup> and 2<sup>nd</sup> Professional exams.
  - Proof of ward of Army Personnel (if applicable)
- ❖ After assessment of merit the admission committee finalized the name of student high in merit.





- ❖ A selected student is informed to deposit the prescribed fee and join the college at the earliest.
- ❖ NUMS and PMDC are informed via letters and emails regarding filling of vacant seat(s) and
- ❖ Requests for registration of student at WMC student and issuance of PM&DCD Registration number and NUMS Registration number are forwarded along with prescribed fee to complete the transfer / migration process.

## **POLICY FOR STUDENT ATTENDANCE**

1. **Introduction.** Attending classes on a regular basis gives the students much more than just credit for attendance. Lectures, supplement reading assignments, classroom presentations/ practical work / bedside teaching all present information differently than the text. Class discussion can enhance critical thinking skills. Teachers can pose questions that require students to make connections between concepts and relate what they are learning to real life.
2. **Objectives.** The objectives of this policy are to: -
  - a. Facilitate students' learning.
  - b. Inculcate discipline and time management skills in students.
  - c. Enable the students to qualify the criteria for appearing in Professional Examination as per requirements of PM&DC and NUMS/UHS.
  - d. Improve grades in the evaluation.
3. **Implementation of the Policy.** This policy will be implemented in letter and spirit by all the academic departments and Student Affairs Department according to its procedures and guidelines.
4. **Procedures and Guidelines of the Policy.**
  - a. **Attendance/Leave/Fine**
    - (1) Every student will be required to attend punctually the teaching hours notified for lectures / CBLs / small group discussions /self-directed learning/ practical work / clinical sessions, seminars, tutorial classes and hospital wards to have maximum attendance(up to100%).
    - (2) As per requirements of PM&DC and NUMS/UHS, a minimum attendance of 75% will be MANDATORY "individually" in Theory /practical work/ CBLs/ clinical teaching, of each subject being taught in that year, in order to qualify for appearing in Annual Professional Examination conducted by the affiliating university.

- (3) A written application shall be sent to the Principal by the student or the parents /guardian, reporting his/her illness, supported by medical certificate or cause of absence or special emergency situations.
- (4) In all cases leave taken will be at students own risk so far as percentage of attendance is concerned. Even a medical certificate will not condone a deficiency in attendance.
- (5) Sick leave even sanctioned on medical certificate leading to absence in an examination will mean failure in the examination.
- (6) Students absenting from college or clinical rotations shall be liable to a specified fine per lecture, per clinical session / practical class.
- (7) (The fine is imposed to compel students to attend the classes regularly and NOT to generate the funds).
- (8) Parents/guardian will be informed in case the student remains absent from college / teaching hospital without leave continuously for two weeks.
- (9) The name of the student, who is absent without leave continuously for a period of four weeks, will be struck off from the college roll. He/she will have to de novo apply for Re-admission and pay all necessary fees.
- (10) Students who fail in supplementary examination and are detained, will be required to improve their attendance in order to enhance their knowledge and skills.

**b. Maintenance of Student Attendance Record**

- (1) Attendance will be taken from each student in all lectures/demonstrations/practices under supervision to avoid the proxy attendance.
- (2) Daily absentee report will be prepared strictly as per the attendance sheet after proper scrutiny for onward submission to Student Affairs Department on monthly basis.
- (3) Both soft and hard copy of attendance record of all students will be maintained by all the academic departments.

- (4) The college administration will inspect the attendance record keeping procedure of all departments from time to time.
- (5) The fine will be imposed according to the absent report received from the concerned departments. Therefore, all departments will scrutinize the reports and then forward to Student Affairs Department by the 10<sup>th</sup> of each month.
- (6) Student Affairs Department will compile the absent report and a specified fine for a lecture or for a whole day will be imposed on students to compel them to attend classes regularly.
- (7) A compiled attendance statement of all students along with those having attendance less than 75% duly highlighted will be submitted to the Student Affairs Department on monthly as well as quarterly basis by the concerned department.
- (8) Student Affairs Department will issue a warning to all those students having attendance less than 75% with a copy to their parents/guardians.
- (9) At the end of academic year, a consolidated state of attendance of students will be submitted by the concerned HOD to the Student Affairs Department, before submission of admission forms for Professional Examination.
- (10) Heads of the departments will also submit the list of students having attendance less than 75% at the end of academic year.
- (11) Admission forms of students having less attendance will not be submitted for Annual Professional Examination of the University.
- (12) Student Affairs Department will prepare the detailed absentee statement of students of each class with fine imposed and display it on the main notice board of the college for information and any appeal by the students.

c. **Complaint/Amendment in Absentee Statement**

- (1) Amendment if any will only be acceptable within 10 days of display of notice (last date of observation/complaint will be mentioned in the notice) duly signed by the teacher who wrongly marked absent and countersigned by the HOD.
- (2) No amendment of absentee report will be acceptable by Student Affairs Department after last date of observation/complaint as mentioned in the Notice for fine.

d. **Incentive for Students to Attend Classes Regularly.** Following incentives will be given to the students to attend classes regularly:

- (1) Full fine will be waived off for students with final attendance 90% and above.
- (2) Half fine will be waived off for students with final attendance 85% to 89%.

## **FEE COLLECTION POLICY**

1. **Introduction.** The purpose of this policy is to record and standardize the procedures for the collection of outstanding accounts.
2. **Scope of the Policy.**
  - a. The Policy deals with Fee and the collection of outstanding dues of WMC.
  - b. The Policy applies to all parents/guardians and students.
  - c. All outstanding accounts, including accounts outstanding prior to this Policy being implemented, are covered by this Policy.
  - d. This Policy replaces the all previous policies on subject.
3. **Implementation of the Policy.** The Principal will constitute a committee to implement the policy in line with the guidelines given below.
4. **Composition of Committee:** The composition of the committee will be as under: -
  - a. **President.** Director / Dy Director Administration
  - b. **Members**
    - Director Student Affairs
    - Manager Student Affairs
    - Manager F&A
    - AM F&A
5. **Job description of Committee**

The fee collection committee will ensure the fee collection procedure is followed in true letter and spirit and the outstanding fee has been collected in time.
6. **Guidelines for the Policy.** In order to make fee collection process more efficient and effective, following guidelines will be followed to implement the policy in true letter and spirit:-
7. **Collection of College Fee:**
  - a. Dedicated Fee Section will handle all fee related matters under the direct supervision of Assistant Manager (Receipt) and will be monitored by Manager F&A.
  - b. Fee bills will be issued by F&A directly to the students by the date of last theory paper of respective year.
  - c. A schedule of fee deposit dates will be issued by F&A Dept as per exam

schedule, provided by SA.

- d. Fee bills will be issued with due date of 30 days.
- e. Maximum 4 x week extension in due date may be granted on need basis if application is received with in due date for submission of full fee.
- f. Maximum 2 x installments with a break of 2 x months may be granted on need basis if application is received with in due date.
- g. 1<sup>st</sup> installment is required to be paid within due date. Rs 5,000/- as installment charges will be charged with 2<sup>nd</sup> installment.
- h. Rs. 500/- per day as late fee fine will be charged w.e.f due date of fee voucher if:
  - (1) Any student fails to deposit 2<sup>nd</sup> installment by due date.
  - (2) Any student fails to respond in extended period of 4 x weeks.
  - (3) Neither student submit application for extension nor pay installment with in due date
- i. On expiry of due dates, F&A Dept will compile list of those students who have not submitted fee within due date and will forward to SA Dept for further action.
- j. Students having outstanding dues even after dues dates will not be allowed to attend the classes and will be dealt as per PMC / PM&DC rules.
- k. Any student (ongoing / outgoing) having outstanding College Fee, will not be issued / provided any kind of official document / certificate / transcript etc. neither original nor photocopy, except to payment of dues and prior approval of competent authority.
- l. Student with outstanding College Fee will appear in front of Disciplinary Committee and will be dealt as per committee decision in line with PM&DC / NUMS regulation / policy.
- m. Exam Admissions Forms for Annual University Exams will not be received from students / sent to University till the clearance of College Fee.

## 2. **Collection of Hostel / Transport Charges:**

- a. Hostel / Transport vouchers will be prepared by F&A on quarterly basis handed over to concerned Hostel / Transport Supervisor for issuance to concerned boarders / students availing transport facility.
- b. Fee will be accepted on WMC prescribed voucher or through bank draft only.
- c. Separate vouchers will be issued for College Fee, Hostel / Messing Dues and Transport Charges.
- d. Hostel / Messing dues and Transport Charges may be deposited on quarterly

basis.

- e. Recovery report regarding Hostel & Transport will be prepared by Admin Dept in coordination with concerned supervisor for onward submission to DD Admin.
- f. Transport & Hostel facility will be withdrawn after laps of 15 x days of due date.

3. **General Points**

- a. Applications for refund of security will be received at SA Dept and forwarded to F&A Dept for refund of security in form of cross cheques.
- b. Further relaxation in fee deposit date / installment (if required on extreme need basis) will be considered / approved by fee collection committee.
  - a. The detained students shall be charged fee as per the policy in vogue in accordance with the NUMS / PM&DC rules and regulations.
  - b. Fee submission / outstanding details will be put up to Dy Director Admin / Principal for FIP on fortnightly basis.
  - c. Advance Tax (if applicable) on fee will be deducted as per FBR instructions from non-filers only. Applications for tax deduction certificates will be received at SA Dept and forwarded to F&A for issuance of Tax deduction certificate
  - d. Guardian of student will be the person paying students' fee from his / her account. (Father / Mother, real sister / Brother, real uncle (mamu, chacha) may be the guardians with solid proof. An affidavit in this context will be obtained from the guardian other than Father / Mother.



## **POLICY FOR STUDENT DISCIPLINE**

1. **Introduction.** Order and discipline are the pre-conditions for a successful training program. Wah Medical College (WMC) Administration aim sat providing an environment for learning to the students devoid of fear, threat, harassment and bullying. This means working within an agreed code of behavior and developing habits of self-discipline, tolerance and co-operation. To maintain such a peaceful environment, any behavior tantamount to preventing others from being safe, secure, respected and able to learn warrants disciplinary action.

2. **Objectives.** Objectives of this policy are to:-

- a. Provide an environment where there are no barriers to students' success and progression.
- b. Create a congenial environment for students and faculty to achieve common goals.
- c. Prevent and correct the unacceptable behavior.
- d. Create a positive ethos, encourage, reinforce and reward good behavior through recognition of achievements and excellence.

3. **Implementation of the Policy.** The Principal WMC will constitute a committee for implementation of the policy according to the procedures and guidelines (Part-1)

4. **Composition of the Committee.**

- a. **President.** Professor Forensic Medicine
- b. **Members**
  - Director Student Affairs
  - A Professor from Preclinical / Basic Sciences
  - A male faculty from Preclinical / Basic Sciences
  - A female faculty from Preclinical / Basic Sciences

## 5. Job Descriptions of the Committee:

- a. **Director Student Affairs.** Job of Director Student Affairs will be to:-
- Register the complaint.
  - Check the student's previous disciplinary record.
  - Deal with Minor offences
- b. **Members of the Disciplinary Committee.** They will be responsible to:-
- (1) Gather evidence regarding any reported incident of misconduct.
  - (2) Attend meetings notified by the Chairperson Disciplinary Committee.
- c. **Chairperson of the Disciplinary Committee.** The responsibilities of Chairperson will be to:-
- (3) Arrange meeting of disciplinary committee.
  - (4) Notify decisions and disciplinary actions to be taken to all persons concerned, including defendant's right to appeal.
  - (5) Acknowledge and to notify to all concerned, if an appeal is lodged.
  - (6) Present the decision of the disciplinary committee to the competent authority (Principal). The decision of authority will be final.

## PART-I

6. **Procedures and Guidelines.** The following Procedures and guide lines will be followed for implementation of the policy:-

- a. **Offences Amenable to Disciplinary Procedures:** Punishments will be appropriate to the seriousness of each offence as per NUMS rules.
- (1) **Minor Misconduct.** Following offences will be considered as minor misconduct:-
    - i. Poor attendance and/or unpunctuality/ tardiness without an acceptable explanation.
    - ii. Behavior disruptive to faculty, staff and/or students.
    - iii. Failure to follow staff members' instructions i.e. falsifying identification.

- iv. Inappropriate use of college IT equipment.
- v. Smoking within WMC premises.

(2) **Punishment.** A verbal/ written warning will be issued to the student under intimation to the parents/guardian.

(3) **Major Misconducts.** Following offences will be considered as major misconducts:-

- (a) Cheating and plagiarism
- (b) Abuse or harassment to other students, staff or faculty.
- (c) Behavior likely to cause accident or injury to themselves or others.
- (d) Inappropriate use of the internet and online or phone communications including accessing or transmitting material which is obscene, abusive, sexist, racist, defamatory or in any other way likely to cause offence.
- (e) Vandalizing WMC property.
- (f) Incidents occurring outside the college, affecting the reputation of the college.
- (g) Use of recreational/addictive drugs or alcohol or the possession/ sale of these agents.
- (h) Possession/ carrying weapon.
- (i) Theft or fraud.
- (j) Any criminal activity.
- (k) All types of political, sectarian, ethnic and other such activities in the college campus, hospital and hostel.

(4) **Punishment for Major Offences.** Major offences will be dealt with by the Disciplinary committee.

- (a) A letter of warning along with intimation to the parents/guardians.
- (b) Temporary/ permanent expulsion from WMC/ hostel.

- (c) Imposition of fine.
- (d) A financial recompense in case of damage/loss of WMC property

b. **Steps in Disciplinary procedure.** The steps to be followed:-

- (1) The incident will be reported to the Director Student Affairs/ Chairperson
- (2) Chairperson will hold meetings of Disciplinary Committee to reach a decision
- (3) Decision and disciplinary actions will be notified to all persons concerned
- (4) Defendant holds right to appeal.
- (5) If an appeal is lodged Chairperson Disciplinary Committee will acknowledge and notify to all concerned.

c. **Appeals**

- (1) A student will have right to appeal on the outcome of a Disciplinary Hearing, in writing, addressed to the Principal within 03 working days of the date of notification regarding the decision.
- (2) An appeal will be made on one or more of the following grounds:-
  - (a) There is new/additional evidence which was not reasonably available at the time of the original hearing
  - (b) There is mitigation for the punishment imposed which was not reasonably available at the time of the original hearing.
  - (c) Proper procedures were not followed.
  - (d) The decision is unreasonable and/or the punishment is disproportionate.
- (3) Upon receipt of a request for an appeal the Principal will consider the request and determine whether grounds for appeal are appropriate.
- (4) The Principal may refer the matter back to disciplinary committee if he determines that the grounds for appeal are adequate.

- (5) Where an Appeal is accepted for hearing, the Principal will constitute an appeal board comprising of the Principal as chairperson and Vice Principal and one senior professor as members.
- (6) The student will normally be invited to attend the Hearing within 03 working days of the date of receipt of appeal by the Principal.
- (7) Following the Disciplinary Appeal Hearing, the board may:
  - (8) Dismiss the appeal in whole or in part.
  - (9) Impose a lesser or alternative disciplinary action.
- (10) The decision of the appeal will be communicated in writing to the student within 03 working days of the date of the Disciplinary Appeal Hearing and will also be recorded in the student's file.
- (11) The decision of the Appeal by the competent authority will be final.

## **POLICY FOR STUDENTS CODE OF CONDUCT**

1. **Introduction.** A code of conduct is a set of rules outlining the social norms, religious rules and responsibilities of an individual. A code of conduct constitutes principles that govern decisions and behaviors at a place, an institution or organization. A code of conduct whilst in a learning institution defines how a learner should act on a day-to-day basis while ensuring a safe environment for all students, faculty and patients.
2. **Objectives.** The objectives of the policy are to:-
  - a. Ensure exemplary behavior and conduct of the students.
  - b. Help students in developing ethical behavior to practice medicine.
3. **Implementation of Policy.** The policy will be implemented according to the procedures and guidelines laid down in Part-1.
4. **Composition of the Committee.**
  - All members of Disciplinary committee
5. **Responsibilities of Department/ Committee.** Student Affairs Department and disciplinary committee will be responsible to ensure strong adherence to the code of conduct and punishment on non-compliance.

### **PART-1**

6. **The Procedures and Guidelines of Policy.** Following procedures and guidelines will be acted upon:-
  - a. **General Conduct of Students.** All the students will: -
    - 1.1 Present them with dignity. Their appearance, personal hygiene and demeanor should be modest and befitting their status as mature, law abiding and responsible persons.
    - 1.2 Refrain from activities subversive to discipline and derogatory to the college reputation.
    - 1.3 Dress in a simple, decent and appropriate manner.

- 1.4 Refrain from any behavior that may cause damage to the college property.
- 1.5 Ensure that their actions in any way do not threaten or endanger the health, safety or security of other persons.
- 1.6 Abstain from inappropriate behavior including the use of offensive language, gestures, or remarks with faculty, staff, students or patients.
- 1.7 Use social media sites or public forums judiciously and responsibly.

**b. Academic Conduct of Students.** All students will:-

- (1) Diligently involve them in learning and study of course work.
- (2) Attend all academic activities in accordance with the regulations on attendance of students by the Pakistan Medical & Dental Council (PM&DC).
- (3) Desist from the behaviors that interfere with the learning environment.
- (4) Avoid those behaviors that have been identified as disruptive by faculty or other students.
- (5) Show respect while working with human cadavers and human tissue.
- (6) Practice integrity within all learning and assessment situations.
- (7) Adhere to ethical principles while performing research and seek ethical approval from the Institutional Research Ethics (IRE) Committee.

**c. Avoid Discrimination.** All the students will: -

- (1) Participate in the care provision to a person without any consideration of race, religion, ethnicity, socioeconomic status, gender or age.
- (2) Treat all patients, faculty, staff, classmates, medical specialists, and health care team members with respect and consideration without regard to gender, age, race, religion, ethnicity or class.

**d. Respecting Patients, their Families and Maintaining Confidentiality.**

All the students will:-

- (1) Respect dignity and privacy of patients.
- (2) Regard needs and values of patients and their family members.
- (3) Handle the medical information /record of the patients with confidentiality.
- (4) Handle medical records according to the hospital policy with utmost integrity.
- (5) Treat patients politely and considerately.

**e. Respecting Faculty, students and Staff. All the students will: -**

- (1) Ensure that the professional relations with all the members of the medical community are marked with civility.
- (2) Show respect to doctors, nurses, allied health professionals and all other members of the health care team.

**f. Requests for Prior Permission. Students will be required to take prior permission, in writing, for the following: -**

- (1) Corresponding with the press or other media for mass communication on behalf of WMC / commenting on the internal affairs of the college.
- (2) Organizing any co-curricular activity in the college.
- (3) Inviting any public personalities or government officials in their official capacity on to the college campus.
- (4) Starting or forming a society, whether as part of co-curricular or academic activities e.g. for research.

**g. Integrity. All the students will:-**

- (1) Abide by policies, procedures and guidelines.
- (2) Demonstrate honesty and integrity in all aspects of their education; avoid plagiarizing or assisting others in commissioning of such acts.
- (3) Seek consultation and supervision wherever they are unsure of their level of knowledge and/ or experience.



- (4) Behave with the highest standards of honesty, morality and discipline in their interactions with staff, faculty and patients

**h. Conduct outside the College.** All the students will:-

- (1) Have to be mindful that their behavior not only reflects on themselves, but also on the college and the medical profession.
- (2) Observe the code of conduct when representing at an inter-collegiate activity.

**i. Substance Abuse.** All the students will:

- (1) Avoid, substance abuse including smoking, alcohol, prescription and non-prescription/street drugs and illegal drugs, as this may lead to behaviors that endanger patient safety.
- (2) Refrain from unlawful possession or distribution of drugs or alcohol.

## **POLICY FOR UNIFORM CODE AND UNIFORM CHECKING**

1. **Introduction.** As representatives of the medical profession, all medical students at Wah Medical College (WMC) are expected to carry a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients.
2. **Objectives.** The objectives of this policy are to:-
  - a. Ensure uniform appearance of students in the college and the teaching hospital through appropriate dress code.
  - b. Warrant prevention of health and safety risks to the patients, faculty, staff and students caused by the attire.
3. **Implementation of the Policy.** This policy will be implemented according to the procedures /guidelines (Annexure-1).
4. **Personnel / Departments Involved.** The following personnel and departments will be involved in the compliance of dress code.
  - a) Lecturers and staff of various academic departments.
  - b) Student Affairs Department
5. **Job Description of Personnel/ Departments Involved.** The uniform will be checked on daily basis by the lecturers and staff of various departments in rotation, under supervision of the Student Affairs Department as under:
  - a. The roster for the designated faculty and staff will be circulated at least 04 weeks in advance by the Student Affairs Department.
  - b. The designated faculty and staff will reach at the two entrances of WMC well before time and will continue the uniform checking till 8:15 a.m.
  - c. Roll numbers of the students violating the uniform code will be duly noted and passed on to the Student Affairs Department on a weekly basis.
  - d. The Student Affairs Department will impose fine.
  - e. Students will be informed about the fine on monthly basis; however, it will be added to the students' dues and collected at the end of the year.

### **ANNEXURE –**

#### **A**

6. **Procedures / Guidelines.**

- a. **Dress Code**. Following dress code will be followed by the students of WMC:-

<b>BOYS' UNIFORM</b>	
<b>During Summer:</b> <ul style="list-style-type: none"> <li>i. White shirt with full sleeves</li> <li>ii. Grey trousers</li> <li>iii. Necktie (specific for WMC)</li> <li>iv. Black socks all</li> <li>v. Black Oxford Shoes</li> <li>vi. White over</li> </ul>	<b>During Winter</b> <ul style="list-style-type: none"> <li>i. White shirt with full sleeves</li> <li>ii. Grey trousers</li> <li>iii. Necktie specific for WMC</li> <li>iv. Blue sweater "V" neck</li> <li>v. Blue Blazer (single breasted)</li> <li>vi. Black socks</li> <li>vii. Black Oxford Shoes</li> <li>viii. White overall</li> </ul>
<b>GIRLS' UNIFORM:</b>	
<b>During Summer:</b> <ul style="list-style-type: none"> <li>i. White shirt (full sleeves and knee length)</li> <li>ii. White shalwar</li> <li>iii. Beige dupatta and beige triangular scarf (head should be kept covered)</li> <li>iv. Skin colored socks</li> <li>v. Black shoes</li> <li>vi. White over all</li> </ul>	<b>During Winter:</b> <ul style="list-style-type: none"> <li>i. White shirt (full sleeves and knee length)</li> <li>ii. White shalwar</li> <li>iii. Beige dupatta and beige triangular scarf (head should be kept covered)</li> <li>iv. Blue sweater "V" neck</li> <li>v. Blue Blazer (single breasted)</li> <li>vi. Skin colored socks</li> <li>vii. Black shoes</li> <li>viii. White overall</li> </ul>

- b. Every student will display WMC identification card with colored ribbons specified for each class, during academic activities in the premises of WMC and teaching hospital.



- c. All footwear will be closed toe and closed heel, clean and in good condition.
- d. All boys will have a trimmed haircut. Boys' beards and mustaches will be clean, trimmed and groomed.
- e. Hair of girls will be pinned and tied back in laboratories and patient care areas.
- f. Students will wear knee length white coat (overall) during college / hospital duty hours.

## **POLICY FOR REMEDIAL CLASSES**

1. **Introduction.** The medical students statutorily require a minimum of 75% attendance in theory as well as in practical work in an academic session to qualify for summative assessment by the University. However, the students may face unpredicted & unavoidable circumstances in terms of health or family issues during active curriculum delivery sessions, resulting in shortage of attendance. Remedial classes have been devised to facilitate such students.
2. **Objective:** The objective of this policy is to enable the students with less than 75% attendance to qualify the criteria for summative assessment in the Professional Examination of the University.
3. **Implementation of the Policy.** The Principal will constitute a committee to implement the policy, according to the guidelines laid down in Part-1.
4. **Composition of Committee:** The composition of the committee will be as under:-
  - a. **President.** The Dean WMC
  - b. **Members**
    - Coordinators of Basic, Pre-Clinical and Clinical Subjects
    - HODs of concerned Academic Departments
    - Representative student from the respective class
5. **Job description of Committee**
  - a. **Head of Departments:** Responsibilities of HODs will be to:
    - i. Display the list of students with attendance less than 75% at least 03 weeks prior to the start of the summer vacations.
    - ii. Send the nominal roll of the students with deficient attendance to the Students Affair Department 02 weeks prior to summer vacations.
    - iii. Calculate the number of lectures or practical works required to make up the deficiency.
    - iv. Give the input to the coordinators for planning the remedial classes as per requirement of the students.
    - v. Allocate the topics to the faculty members for remedial classes.

- vi. Ensure the delivery of the subject to the students according to the time table.
- vii. Calculate the % attendance of lectures and practical work after completion of the remedial classes.

**b. Coordinators Basic, Pre-Clinical and Clinical Subjects:**

Responsibilities of Coordinators will be to:-

- (1) Hold meeting with respective HODs and get their input regarding the number of students with deficient attendance.
- (2) Plan the remedial classes as per requirement of the students keeping in view the duration of summer vacations.
- (3) Organize and display the time table one week prior to summer vacations after the approval by the Dean / Principal WMC.

- c. The Dean WMC.** The Dean WMC will approve the time table, duration and learning strategies for the remedial classes.

## **PART-1**

**6. Guidelines for the Policy:** The following guidelines will be followed to implement the policy: -

- a. Wah Medical College shall arrange remedial classes only for the students with attendance lesser than 75% (due to circumstances beyond their control) to save their academic year.
- b. The remedial classes will be arranged according to the availability of time and situation for the given year.

**Introduction****POLICY FOR ELECTIVES**

1. An elective is a placement undertaken by a graduating medical student as part of medical degree/training. This is a unique (optional) activity for medical students to experience healthcare provision and training apart from their parent institution in a place and field of specific interest, the student considers working in the future, or for a variety of other reasons.
2. Placements abroad provide life time experience of differing practices; broadening their horizons with regards to the social issues affecting healthcare in developing countries.
3. Electives are entirely self-arranged by the student organizing his/her placement, travel, and accommodation.
4. Wah Medical College (WMC) encourages its students to opt for electives in the country and abroad. WMC also accepts applications for electives from national medical students.
5. WMC offers 4 weeks' clinical electives in the following specialties:
  - a. Medicine
  - b. Surgery
  - c. Obstetrics & Gynecology
  - d. Pediatrics
  - e. Ophthalmology
  - f. ENT
  - g. Radiology
  - h. Anesthesiology
  - i. Dermatology
  - j. Orthopedics
  - k. Burns
6. **Objectives of the Policy.** The objectives of the policy are to:-
  - a. Enhance the collaboration among national / international medical training institutions.
  - b. Diversify the medical training for internal/ external students.

- c. Provide a forum for the students of WMC to learn from national/international specialists of different fields.
- d. Extend specialized training to the students of other medical institutions with which the WMC/ POF Teaching Hospital has an overwhelming edge.

7. **Implementation of the Policy.** The policy will be implemented in true letter and spirit according to the following procedures and guidelines: -

**The Procedures and Guidelines for the Electives in WMC:**

a. **Eligibility Criteria**

- 1.1 Only students who belong to an accredited WHO and PM&DC recognized institute with a minimum of two years of clinical exposure will be entertained.
- 1.2 An official letter from the parent institute will be required.
- 1.3 Electives will be available to full time students with good academic standing.
- 1.4 The students will be entertained on first come first serve basis.

b. **Procedure of submitting application**

- (1) Eligible students will submit their application for an elective to Student Affairs Department at WMC.
- (2) Electives will be available throughout the year. The students will be required to apply six weeks before the intended start of clinical electives. However, they will apply at least 8 weeks before if they intend to start during summer vacations.
- (3) A letter of recommendation from the Principal or Dean of the parent institution will accompany the application.
- (4) Students will indicate their choice of the subject and any alternatives, selected from the clinical rotations already completed.

c. **Approval**



- (1) Preference will be given to students from institutes that have a reciprocal arrangement with WMC.
- (2) Student Affairs Department will inform the selected students at least two weeks before the commencement of the elective.
- (3) Electives will be offered without training charges.
- (4) Authorization letter will be issued to the Head of the Department of the specific field.
- (5) The duration of each elective will be 2-4weeks.

d. **Evaluation**

- (1) The trainee students will be required to obtain the log book from Student Affairs Department upon arrival to record all the academic activities.
- (2) Trainee students' activities will be counter signed by the supervisor/HOD of the respective department in which he/she is doing electives.
- (3) The elective log book will also include a reflective write up of the trainee, which will also be sent to the parent institution directly
- (4) The trainee students will be evaluated on a standard evaluation form.
- (5) The record will also be kept in WMC.

e. **Conduct & Discipline**

- (1) The trainee students will obtain identity card from the Student Affairs Office on arrival.
- (2) Students on elective at WMC/POF Teaching Hospital will be required to wear a white coat and display the College ID card at all times to identify them as a "visiting student", otherwise the security personnel may stop him from entering the premises.
- (3) Students will follow all the rules and regulations of College/ POF Teaching Hospital.

- (4) WMC and POF Hospital will not be held responsible/ liable for any mishap, incident that may directly or indirectly, physically or emotionally harm the “trainee” on or off the college or hospital premises during the course of the electives.
- (5) Sudden changes in the dates of electives or change of discipline will not be allowed.
- (6) The trainees will have to keep Student Affairs Department updated with their current mailing address, contact telephone number at residence and e-mail address.
- (7) The trainee will have to report to the Student Affairs Department on completion of the electives

8. **Guidelines for WMC Students to Apply for Electives in other National or International Medical Institutions.** If a student wants to opt for electives in other national and international medical institutions, the following procedure will be followed:

- (1) He/she will be allowed to join electives in summer break.
- (2) Student will submit written application to the Student Affairs Department 02 weeks before the start of electives.
- (3) Student Affairs Department will scrutinize the application and verify the following:
  - a. Attendance is more than 75% in the current academic year.
  - b. Academic record is satisfactory.
  - c. All college dues are cleared.
- (4) Student Affairs Department will process the case and after approval from competent authority (Principal), will issue a letter of recommendation for electives.
- (5) WMC will not be responsible for providing or arranging travel, boarding/ lodging facilities and medical coverage to the elective student.
- (6) Student will have to abide by the rules and regulations of the institution providing electives.



- (7) Student will have to submit his/her elective evaluation report to Student Affairs Department on completion of elective clinical attachment duly signed and stamped by the host institute.

## **ASSESSMENT POLICY**

1. **Purpose.** The purpose of this Assessment Policy is to outline assessment practices within the WMC MBBS program. The policy has been developed by the Department of Medical Education (DME) and it documents a clear format for all types of assessments. This document is intended to complement the NUMS assessment policy 2021 that outlines the structure for conducting annual summative assessments and certification of MBBS degree.

2. **Guiding principles of assessment policy at WMC**

- a. WMC has the responsibility to ensure to all the stakeholders that students have achieved the identified outcomes of our MBBS program.
- b. Good assessment requires a variety of methods; no single method is enough to assess learning outcomes across all domains.
- c. Feedback should be provided to students following all assessments to ensure that students identify gaps in their learning and faculty can review future curricular and assessment content.
- d. Each assessment instrument/method must be selected based on scientific evidence
- e. All assessment decisions must be made on rational arguments and scientific underpinnings. The faculty must be trained/ show competence in use of various assessment strategies.
- f. The quality of the entire assessment process must be ensured.
- g. The assessment process should be clear and transparent so that students know in advance the expectations (from students) and consequences of the assessment.
- h. The timing and mode of each College & University assessment must be explicitly defined in the assessment plan.
- i. Details of NUMS exams are available in the NUMS assessment Policy 2021 document

3. **Roles of the Various Departments in Assessments.** Each department is responsible for student assessment within its domain. Students must be continuously assessed for the required knowledge, skills and attitudes through various examination procedures. Record of the conduct of these procedures should be maintained in the departments in the form of documented assessment plans. Departments may develop their assessment plans in light of the WMC assessment plan (given below).

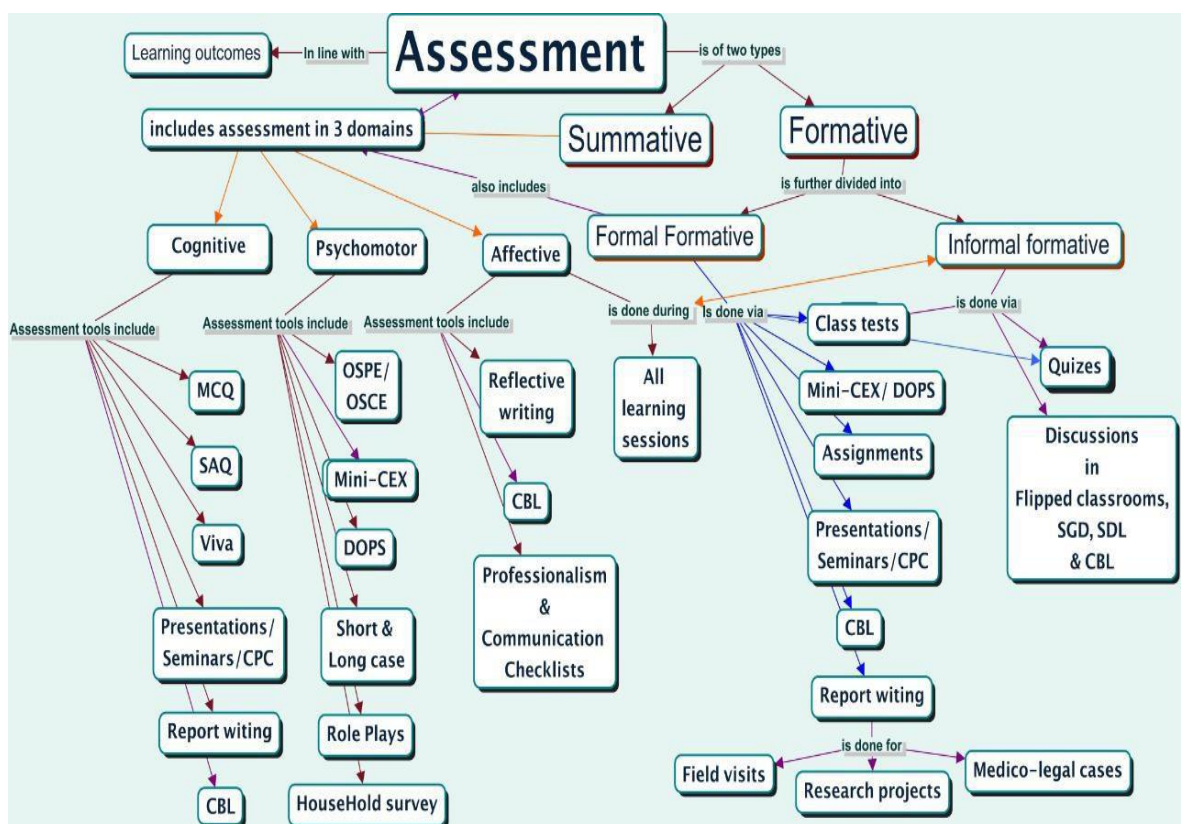
4. **WMC Assessment Plan.** MBBS students at WMC are continuously assessed throughout the academic year. These assessments may be formative or summative.

a. **Formative Assessment.** Formative assessment is a systematic process to continuously gather evidence about learning. Student performance in these assessments is used to identify a student's current level of learning and to adapt lessons to help the student reach the desired learning goal. The data are used to identify a student's current level of learning and to adapt further teaching to help the student reach the desired learning goals. These assessments which do not necessarily carry Weightage in the final examination. Formative Assessment should be carried out throughout the blocks and clinical rotations using various strategies at the discretion of departments. Formative assessments must be accompanied by feedback to the students. Formative assessment has two further types

- I. **Informal Formative Assessments:** Taken during or at the end of a teaching session to ensure student learning. Informal formative assessments do not need to be planned and can be taken spontaneously.
- II. **Formal Formative Assessments.** These are planned assessments embedded into curriculum. They can be taken in the form of planned quizzes, assignments, class tests etc. The results of formal formative assessments must be shared with students. Formal formative assessments can be used to inform internal assessments if required.

- b. **Summative Assessment.** These are the assessments which are used to inform decisions about students' progress, promotion and graduation from the WMC MBBS program. Summative assessment decisions are made on the basis of both internal assessments scores and end of year assessment scores. Internal assessments will contribute 20%, each for theory and practical, towards the cumulative score of 100% of the year. Internal assessments include module exams, End of the block (EOB) exams, ward tests, OSCE/ OSPE, pre annual exams. Assessment strategies used in End of the block (EOB) exams & pre annual exams and professional assessments shall remain the same. The details of examinations for each professional exam are present in the NUMS assessment policy.

**Note.** The generalized assessment plan of WMC is shown below and presented in the study guides for each block.



5. **Quality Assurance Mechanisms for Assessment.** Currently following processes are carried out in WMC to ensure maintenance of quality in our Internal Assessments :-

a. **Pre-Hoc Quality Assurance Measures.**

- (1) Departments in Wah Medical College are responsible for test generation and contribution to their test (MCQ, SAQ, OSCE) Banks. This bank is maintained within the departments and contains both tested and untested items.
- (2) The NDHPE approved template is used for developing MCQs, SAQs and OSCE stations for generation of test items.
- (3) Departmental Coordinators for Test Bank (CTB) should be nominated by the HOD. CTBs will be responsible for all exam/assessment related activities of the department
- (4) Blueprint for each internal exam should be prepared at least three weeks before the exam by the block in charge for that block. The blueprint should be prepared according to the standard WMC format.
- (5) A table of specifications is then prepared by senior faculty in light of the exam blueprint and annual examination TOS provided by NUMS.
- (6) Pre- Hoc meetings are conducted within the department to review the Blueprint and TOS.
- (7) Items are selected from the departmental MCQ bank according to the TOS
- (8) Item moderation is conducted within the department to ensure the quality of items selected.
- (9) The approved question papers will be sealed and locked in the department 48 hours before the examination date.
- (10) Answer books will be arranged by the staff of the department as per requirement one day before the examination day.

b. **Per - Hoc Quality Assurance Measures**



- (1) Per- hoc examination quality is reviewed in light of the per-hoc assessment proforma generated by DME. The proforma addresses both academic and administrative aspects of the exam.
- (2) This proforma may be used separately for on campus and face to face exams
- (3) Responsibility of getting the proforma filled from students lies with each individual department.
- (4) Analysis of the proforma will be conducted by the biostatistician and provided back to departments within 10 days of exam conduction
- (5) In case of Annual professional exam/ supplementary exam, the “examination review proforma for external examiner” must also be filled by concerned external examiner.
- (6) A feedback on assessment will also be taken by the faculty on the day of examination.

**c. Post- Hoc Quality Assurance Measures**

- (1) Post -hoc examination report for each department is generated by the college examination cell and provided in soft copy to the departments.
- (2) Post-hoc analysis meeting should be conducted in the department after receiving the post hoc examination report.
- (3) The post-hoc meeting is called by the CTB and analysis of examination items must be done by at least three senior faculty members.
- (4) Analyzed items are added to departmental test banks if they are satisfactory.
- (5) Items that have been used but have not gone through moderation and/or post hoc analysis are treated as untested items.
- (6) Final report of the post -hoc analysis for the concerned internal exam should be provided to DME

**6. Compilation of Result**





- a. Result will be compiled by a lecturer along with the CLC within 10 days of the examination and after approval from HOD it will be displayed on notice board and forwarded to the student affair department for record keeping.
- b. A special feedback session/ class will be conducted after the finalization of the result, the mistakes will be discussed with the students.
- c. Detailed faculty member will prepare Bio-data / log cards before practical in send up/professional examination.

**7. Online Assessments.** Online assessment will be conducted along the same lines as on campus assessments. In case of unforeseen circumstances, the concerned basic sciences/ preclinical sciences/ clinical sciences coordinator may change the date sheet and mode of assessment (from on-site to online) after instructions from the institutional curriculum committee.

**8. Guiding Principles of online assessments**

- a. Student progress shall be monitored through formative and summative assessments through modalities as decided by the relevant faculty members, including but not limited to assignments, quizzes, open book exams, MCQs, SAQs, assignments, projects and participation on discussion board.
- b. Clinical examination/ procedural skills may be checked online by asking students to submit short videos of the relevant examinations/procedures. Each video must be marked according to the Mini- CEX or DOPS proformas present in the student log books. Feedback must be provided to students according to these proformas. Filled proformas must be present in the departments and the relevant videos saved in the departmental G- classroom, or departmental computer system.
- c. Faculty shall provide students feedback on their work throughout the course to help students identify their weakness and address the areas where they need help

- d. Online Block exams will be conducted on the recommended proctoring software provided by the college. These software's will be decided on the recommendations of DME and IT department.
- e. Pattern of online exam paper should ideally replicate on-campus exams. Selection of assessment instrument must be done keeping in view the reliability and validity of the instrument according to examination format.
- f. The college aims to take End of block and end of rotation exams through an online examination and assessment proctoring software which will be purchased soon.

## **POLICY FOR INSURANCE OF STUDENTS**

1. **Introduction.** Graduate training in the field of Medicine from private institutions located in Pakistan is a very costly endeavor. It costs at least five million rupees which is a very handsome amount through all income standards regarding Pakistani citizens. The medical teaching institutions have been granted a specific quota for the admission. Consequently, the financial health of every institute needs a warranty of payment of annual fees throughout all the five years of professional training once a student is admitted in first year of MBBS. However, in some unfortunate cases the demise of parents/ guardian results in cessation of payments. Keeping in view such circumstances, the medical training regulatory body requires every student to submit insurance certificate to ensure the payment of fees for the remaining duration of the course in case of demise of parent/guardian. Thus, Wah Medical College being an approved training institution has to comply with the statutory requirement of student insurance.

2. **Objectives.** Objectives of the Policy are to: -

- a. Comply with the statutory requirements of admission laid down by PM&DC.
- b. Safe guard the financial health of WMC by ensuring the remittance of fees throughout the training course against each admitted student in case of any mishap.
- c. Provide the most economic and otherwise optimum policy of insurance to all the students.
- d. Assist the students to select the best possible vendor and provision of insurance related services on campus.
- e. Ensure financial relief to the student in cases of stress.

3. **Implementation of the Policy.** In case of bound by PM&DC WMC will facilitate students as under: -

- a. The Principal shall constitute a committee for selection of the most appropriate vendor for insurance of the students.

- b. The committee shall call the quotations, examine them and select the insurance company which quotes the optimum benefits for the insured student against the minimum premium.
  - c. The premium shall be paid by the student/ parents/guardian.
  - d. WMC will facilitate the students regarding insurance by providing a desk on campus for the insurance company officials during the admission seasons.
  - e. WMC finance department shall be responsible to ensure that every student is insured with the insurance company selected by WMC.
  - f. WMC finance department shall process all the claims regarding the insurance and liaise with the insurance company.
4. If any student is not willing or interested for insurance he/she and his/her parents/guardian will provide an affidavit on judicial stamp paper of Rs. 300/- for paying off all college dues even in any kind of financial situation. Draft affidavit is attached as "**Annex I**"
- Academic & Student Policies

**"Annex I"****UNDERTAKING- MBBS**

(To be signed by the candidate and parents/guardian at the time of admission)

Father / guardian have to get insurance to cover college fee in case of demise of parent/guardian as per PM&DC admissions regulation. In case of non-provision of Insurance, college will not grant fee concession in case of father's/guardian death during the entire academic period.

Name of Student \_\_\_\_\_

Father's Name/Guardian Name\_\_\_\_\_

Signature of Student \_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_

Dated: \_\_\_\_\_

## **ENDOWMENT FUND POLICY**

1. Wah Medical College (WMC) was established under Pakistan Ordnance Factories (POF) Welfare Trust in 2003. Institute of Nursing (IoN) was added in 2014. As per obligatory requirement of PM&DC / HEC, WMC must invest an equivalent amount of 1% of the total annual college fee as an Endowment Fund. Its utilization will be regulated as per PM&DC / HEC guidelines. Endowment Fund may be supplemented by the grants / donations received from authorized institutions, philanthropist individuals / organizations.
2. **AIM.** To provide guidelines for maintenance / operation of WMC Endowment Fund.
3. **OBJECTIVES.** Following are the objectives of WMC Endowment Fund:-
  - a. To enable continuity of MBBS training through provision of financial assistance / fee concession to capable needy students.
  - b. To encourage excellence through provision of scholarship to the students on the basis of extraordinary academic / extracurricular / sports activities at College / University / National / International levels.
  - c. To encourage and develop research activities by students.
  - d. Any other usage recommended by the Management Board under the guidelines of PM&DC/HEC.
4. **PROCEDURE / UTILIZATION OF ENDOWMENT FUND.** Profit earned from Endowment Fund will be utilized for students. Following will be the procedure for governing the fund:-
  - a. The students will submit their applications for assistance to:
    - (1) MBBS - Student Affairs Department WMC
    - (2) Constituent Institutes - Student Affairs Department / Admin Department of respective institute
  - b. After analyzing the applications, respective department will forward it to the Admin / Establishment Department, WMC along with their recommendations keeping in view the academic performance / discipline etc.

- c. On receipt of the case, Admin / Establishment Department WMC will forward it to verification board to verify the documents / financial position of guardian / family for financial assistance / fee concession.
- Composition of Verification Board will be as follows:-
- President - Senior Manager Admin
  - Members - Lecturer FM&T Department  
Deputy Manager P & S Department  
One employee of WMC from concerned area
  - Secretary - Manager SA Department
- d. After completion of verification process, Admin Department will put up the case for final approval before Endowment Fund Management Board.
5. **MANAGEMENT BOARD**. The composition of board for management of fund will be as under:-
- a. **Composition**
- President - Vice Principal
  - Members - Director Administration  
Director Student Affairs / Head of Constituent Institute  
Manager Student Affairs  
Deputy Manager / AM Admin / Establishment  
1 x Co-opted / Additional member from Verification Board as may be desired by the Management Board
  - Secretary - Manager Finance
- b. **Functions**. Functions of the Management Board will be as follows:-
- (1) Funds are utilized as per Academic Scholarships / Bursaries and Need Base – Fee Concession policies.
  - (2) In case, the fee concession granted by the Endowment Fund Management Board exceeds the specified limit of the fund; separate approval will be solicited.
  - (3) The board may grant financial assistance to encourage students for research work and display of excellent performance in extracurricular activities.

- (4) Any other usage of fund related to academic excellence with prior approval of Principal WMC / Competent Authority.
- (5) The Board may approve the investment of fund to fulfill the objectives.
- (6) The Board will ensure the implementation of policy through Admin Department.
- c. **Meetings.** The Board will convene its meeting at least twice in a year. Secretary Management Board will share the financial state of the fund with board members.
- 6. **INTIMATION TO PM&DC / HEC.** Student Affairs Department will initiate usage / approval of Endowment Fund to PM&DC / HEC on yearly basis.
- 7. **FINANCIAL ADMINISTRATION.** Financial administration of the fund by F&A Department will be as follows:-
  - a. The Endowment Fund Account and financial records will be maintained as other accounts are maintained in WMC.
  - b. The books of account will be maintained separately.
  - c. The Endowment Fund will be audited as part of WMC annual audit of accounts.
  - d. Stamp of the fund will be affixed on all documents and will remain in the custody of the secretary.
  - e. Relief from taxes including income tax, withholding tax, wealth tax, sales tax and other exemptions as permissible will be processed by F&A Department.
- 8. **DISSOLUTION OF FUND.** The fund will be perpetual in nature. However, on winding up or dissolution, after meeting all liabilities the amount will be transferred to WMC Main Account.



## **FINANCIAL SUPPORT POLICY- STUDENTS**

1. As per obligatory requirements of PM&DC / HEC, every medical college must have a financial support policy for students. The support will be for the duration of one academic year at a time depending upon academic performance in Professional University Examination. Wah Medical College elaborate policies has to establish a policy to carry out this statutory requirement.
2. **AIM.** The aim of this policy is to fulfill the statutory requirement of institutionalizing Financial Support Policy for students.
3. **OBJECTIVES.** Following are the objectives of WMC Financial Support Policy for students:-
  - a. To enable continuity of MBBS training through provision of financial support / fee concession to capable needy students.
  - b. To encourage academic excellence by merit-based bursaries.
  - c. Any other usage recommended by the Management Board under the guidelines of PM&DC / HEC.
4. **PROCEDURE OF FINANCIAL SUPPORT.** Following will be the procedure for granting financial support / need base scholarships:-
  - a. The students will submit their application form duly filled along with documentary evidence for Financial Support / Scholarships / Bursaries through Student Affairs Department.
  - b. Need Based Financial Support will be provided after assessment of need and availability of funds. Selection for financial support will be done based on the information provided by applicant and appraisal of the authentication. Candidate may be called for interview keeping in view the financial position / academic record / discipline etc.
  - c. After analyzing the application form Student Affairs Department will forward case to Admin / Establishment Department along with the recommendations.
  - d. Admin / Establishment Department after receiving the case will forward it to the verification board to verify the documents / financial position of

guardian / family for financial support / scholarships. Composition of Verification Board will be as follows:-

- |           |   |  |
|-----------|---|--|
| President | - | Senior Manager Admin   |
| Members   | - | Lecturer FM&T Department   |
|           |   | Deputy Manager P & S Department                                      |
|           |   | One employee of WMC from concerned residential area of the applicant |
| Secretary | - | Manager SA Department  |

- e. After completion of verification process, Admin Department will process the case for final approval by Financial Support Management Board.

5. **CRITERIA.** The merit for Financial support will be calculated as under:-

- |                                      |   |     |
|--------------------------------------|---|-----|
| a. Financial hardships               | = | 60% |
| b. Academic performance / discipline | = | 40% |
- c. If the monthly income of guardian / father is Rs.30,000/- or less the applicant will get full credit of 60%.
- d. If applicant obtained first position in the last professional examination, then he will get full credit of 40%. Otherwise, marks obtained by 1<sup>st</sup> position holder will be the base line for calculation.
- e. Percentage will decrease proportionately as the income or position in exam decreases.
- f. Students will apply for support / scholarship in each academic year.

6. **MANAGEMENT BOARD.** The composition of Management Board will be as under:-

a. **Composition**

- |           |   |  |
|-----------|---|--|
| President | - | Vice Principal   |
| Members   | - | Director Administration  |
|           |   | Director Student Affairs   |
|           |   | Deputy Manager / AM Admin / Establishment  |
|           |   | Deputy Manager Finance   |
|           |   | 1 x Co-opted / Additional member from Verification Board as may be desired by the Management Board |
| Secretary | - | Manager Student Affairs  |

- b. **Functions.** Functions of the Management Board will be as follows:-
- (7) In case, the support granted by the Financial Support Management Board exceeds the specified limit of the fund; separate approval will be solicited on case-to-case basis.
  - (8) Board will ensure the implementation of policy through Admin Department.
- c. **Meetings.** Meeting will be held as and when required. Secretary Management Board will work out / share state of the funds with board members.
7. **RECORD MAINTENANCE.** Student Affairs Department under intimation to Management Board will maintain the record of Financial Support / scholarship awarded.
8. **PROVIDING FALSE INFORMATION.** Providing false information by the applicant may result in one or all of the following: -
- a. Recovery of all financial support amounts and a penalty.
  - b. Disqualification for award of any future financial support.
  - c. Cancellation of admission.
9. **APPLICATION FORM.** Appended Application form duly filled will be submitted along with the following documents:

**APPLICATION FORM CHECK LIST**

- a. Copies of computerized CNIC of Father / Mother / Guardian
- b. Salary/Income Certificate of Father / Mother / Guardian
- c. Copies of last 3 x months utility bills of Elect. / Gas / Telephone / Water
- d. Attested copy of rent agreement (if applicable)
- e. Copies of last & latest fee receipts / deposited challans of self and siblings
- f. Copies of previous Financial Support obtained (if applicable)



**APPLICATION FORM**

Student Name: \_\_\_\_\_

Roll No: \_\_\_\_\_ Class: \_\_\_\_\_ Session: \_\_\_\_\_

Gender: \_\_\_\_\_ Admission Status: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Marks obtained in last Professional Exam: \_\_\_\_\_

Father / Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Guardian Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Gross Family Income: \_\_\_\_\_ Gross Family Expense: \_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_ S/O D/O \_\_\_\_\_ solemnly declare that the information given in this application are true to the best of my knowledge and belief. I understand that any incorrect information will result in the cancellation of this application. If any information given in this application is found incorrect or false after grant of the financial assistance, Wah Medical College may stop the assistance and recover all payments received by me and or penalty equal to amount.

I understand that approval of this request does not assure the approval of a similar future request.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **STUDENTS ACADEMIC SCHOLARSHIPS / BURSARIES POLICY**

1. WMC, in recognition of Academic performance of its students, has been granting Academic Scholarships / cash awards to outstanding students since its inception. The subject policy is now being documented in line with PM&DC guidelines to ensure the acknowledgement of outstanding performance of students. WMC Academic Scholarships have been divided into five parts as under: -

- a. **Part-I – Scholarship on Admission.** Scholarship will be awarded to wards of POF low paid employees who compete on open merit. Wards of Army Shuhada & students of Baluchistan, after qualifying NUMS / PM&DC Entry Test are also given concession as per policy.
- b. **Part-II – Outstanding Academic Performance (1<sup>st</sup> to 4<sup>th</sup> Year).** Scholarship will be awarded to 2 x students from each year i.e. from 1<sup>st</sup> to 4<sup>th</sup> year, securing 1<sup>st</sup> position with percentage of  $\geq 90\%$  & 2<sup>nd</sup> position with percentage of  $\geq 85\%$  in their respective Professional Examination of the University, as under: -
  1. 1<sup>st</sup> Position - 15% Concession on Tuition Fee
  2. 2<sup>nd</sup> Position - 10% Concession on Tuition Fee
  3. The scholarship amount will be adjusted in the fee voucher of next Academic Year.
- c. **Part-III – Overall Academic Performance (Final Year).** Cash Awards on the basis of overall academic performance of all five years shall be awarded to top three position holders of the college by the Chief Guest on the day of convocation. Details are as under:-
  1. 1<sup>st</sup> Position - Rs. 300,000/-
  2. 2<sup>nd</sup> Position - Rs. 200,000/-
  3. 3<sup>rd</sup> Position - Rs. 100,000/-
- d. **Part-IV – Scholarship on Extra-Curricular Activities at different levels.** Scholarship will also be awarded to students on the basis of their outstanding performance in extra-curricular activities at different levels. Details are as under:-

1. International Level
  - (a) 1<sup>st</sup> Position - Rs. 100,000/-
  - (b) 2<sup>nd</sup> Position - Rs. 75,000/-
2. National Level
  - (a) 1<sup>st</sup> Position - Rs. 50,000/-
  - (b) 2<sup>nd</sup> Position - Rs. 30,000/-
3. University Level
  - (a) 1<sup>st</sup> Position - Rs. 15,000/-
  - (b) 2<sup>nd</sup> Position - Rs. 10,000/-

- e. **Research Activities by Students.** Any expenditure incurred or required to be incurred on research activities by students will be supported from the profit earned from Endowment Fund.
2. All scholarships / cash awards will be granted out of profit earned from Endowment Fund Account.
  3. Scholarship / Cash awards will be based on Performance (Academic & Co-curricular activities based) from 1<sup>st</sup> to 4<sup>th</sup> year and accumulated performance of five years for the final year students.
  4. All students will be eligible for scholarships, however student availing any other concession / scholarship will be admissible to avail only one, whichever is higher.

## **NEED BASED - FEE CONCESSION POLICY**

1. **Introduction.** Students often forward applications for concession of fee from time to time for the reason that their Fathers / Guardians have died during their studies, hence they cannot afford the expenses. In order to facilitate the students, the subject policy has been framed. Details are as under: -

2. **Implementation of the Policy.** The Principal will constitute a committee to implement the policy in line with the guidelines given below.

3. **Composition of Committee:** The composition of the committee will be as under:-

c. **President.** Director / Dy Director Administration

d. **Members**  
Director Student Affairs  
Manager Student Affairs  
Manager F&A  
AM F&A

4. **Job description of Committee**

The fee concession committee will assess and recommend the percentage of concession in-line with PMDC guidelines, the academic performance of students and the financial status of their families.

5. **Guidelines for the Policy.** The following guidelines will be followed to implement the policy: -

- a. The students can apply for need based fee concession through Student Affairs Department.
- b. These applications will be put up before Fee Concession Committee on case-to-case basis.
- c. The facts will be verified using internal / external resources by the college.
- d. The fee concession committee will recommend the percentage of concession in-line with PMDC guidelines, the academic performance of students and the financial status of their families.



- e. A student with minimum of 50% marks with no F-Grade in any subject of that Academic Year will be eligible for subject policy.
- f. The concession granted to one student can be at maximum up to 50% of the Tuition Fee only. It will be approved by the Principal, basing on the recommendations of Fee Concession Committee.
- g. Tuition fee concession once granted will be reviewed / evaluated on yearly basis by the committee in the light of academic performance of student and updated financial status of family.
- h. The fee concession will be granted out of the profit earned from Endowment Fund Account.
- i. Any additional requirement of concession will be processed separately as a special case.
- j. This policy will not be applicable to those having health insurance.
- k. Any change in the policy will be incorporated accordingly with the approval of Board of Studies.

## **HEALTH COVERAGE POLICY FOR STUDENTS**

1. **Introduction.** Health coverage aims to guarantee healthier life for everyone, by ensuring that people have access to affordable preventive, curative, diagnostic and rehabilitative health services. Every human being including health professionals and medical students, is prone to diseases. Wah Medical College (WMC) administration in collaboration with POF Teaching Hospital aims at providing basic health coverage to the students.
2. **Objectives.** The objective of this policy is to ensure the basic health coverage to the students of WMC.
3. **Implementation of Policy.** This policy will be implemented in letter and spirit by the administration of WMC and POF Teaching Hospital according to the procedures and guidelines of the policy.
4. **Procedures and Guidelines of Policy**
  - a. **Medical Facilities for students of WMC, at POF Hospital**
    - (1) **Outdoor Consultation**
      - (a) Students will be entitled for free consultation in OPD.
      - (b) Any medical student requiring a medical consultation during working hours will be issued a referral slip from the M.I room of WMC, duly signed by I/C M.I room.
      - (c) In case of emergency during non- working hours, these referral slips (duly signed by I/C M.I room) will be available at WMC reception.
      - (d) Signed referral slips will also be available with warden/supervisor of the hostels.
      - (e) Medicines will not be provided by POF Hospital/WMC.
      - (f) Treatment like dental care and orthopedic implants will not be provided free of cost.
    - (2) **Indoor Admissions / Treatment**
      - (a) In case of routine checkup and elective admissions, the same procedure will be followed.

- (b) In case of emergency (non-working hours) the same procedure will be followed.
- (c) The boarders will get the referral slips from resident warden/supervisor.
- (3) **Investigations available in POF Hospital.** Students will be entitled for free routine investigations available in POF Hospital. However, they will not be entitled for expensive investigations like CT Scan & MRI.
- (4) **Billing Regarding Students**
  - (a) At POF Hospital, doctor's consultation will be free.
  - (b) Medical facility including outdoor/indoor treatment to be provided to the students at POF Hospital and bills to be paid by WMC on Government charges.

**Note:** Referral letter issued by MO I/C M.I room will not require counter signature of admin department.

## **POLICY FOR ACADEMIC COUNSELING OF STUDENTS**

1. **Introduction.** Medicine is a challenging profession. Many students lack foreknowledge of the training process at medical colleges. Each student having his/her own personality, family background and rationale for pursuing medicine, is prone to perform in a way which may be against the norms expected from medical students. The incidence of anxiety and depression amongst medical students is increasing. Academic counseling is a support program that assists the students in optimizing their path to completion of the MBBS course while fulfilling individual professional needs of students.

2. **Objectives.** The objectives of academic counseling are to: -

- a. Provide students a faculty member, as mentor, who is familiar with the students' problems (academic/ health issues/ psychological) and who can serve as an advocate for them.
- b. Guide the students in identifying their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- c. Assist the students in learning strategies, time management and tune their personal habits to the demands of the medical curriculum.
- d. Communicate to students about their learning gaps, poor attendance, lower academic performance than the standards expected from medical students, motivate them for optimal performance and ensure remedial measures for the above.
- e. Ensure relief in cases of emotional stress.

3. **Implementation of the Policy.** A committee will be constituted by the Principal for implementation of the policy according to the rules (Part-1).

4. **Constitution of the Committee.** The Principal will constitute a committee as under:-

- a. **President.** Director Students Affairs
- b. **Members**
  - Respective HOD

- HOD Psychiatry Department
- Academic counselors
  - For 1st&2nd year  
(Prof/ Assoc Prof from Basic Sciences)
  - For 3rd& 4th year  
(Prof/ Assoc Prof from Preclinical Sciences)
  - For Final year  
(Prof/ Assoc Prof from Clinical Sciences)

## 5. Job Description of Members of Committee

a. **President:** The president will be responsible to:-

- (1) Maintain a list of Students having
  - Academic performance < 50% after completion of each block/term
  - List of students having attendance < 75% on monthly basis
- (2) Conduct meeting with members of counseling committee.
- (3) Refer the student having any problem (regarding physical or mental health) to the respective specialist.
- (4) Recommend the concerned HOD for arrangement of remedial classes.
- (5) Prepare minutes of every meeting with members of counseling committee regarding the discussed issues.
- (6) Collaborate with the Principal and Vice Principal about the problems faced and actions taken for improving the performance of the students.
- (7) Obtain written statement from the students having attendance <75% (even after taking remedial classes) that his/her admission will not be sent for annual exam. **Student of such status will appear in supplementary exam after completing the required attendance of minimum 75%.**

b. **Counselors.** They will be responsible to:-

- (1) Counsel the students in collaboration with the respective HODs by maintaining integrity, confidentiality, respect and sensitivity.
- (2) Determine **the factors which are affecting the academic performance of the student and need immediate attention. Counsel the students individually and include parents' intervention, if needed.**
- (3) Be accessible and available to students and to respond to their questions and concerns respecting their individual needs and diverse requirements.
- (4) Guide the students in identifying their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- (5) Assist the students in learning study skill, strategies, time management and tuning personal habits to demands of the medical curriculum.
- (6) Collaborate regularly with faculty members of related departments to identify similar issues/deficiency existing in other subjects.
- (7) Refer the difficult/ resistant cases to the chairperson of the counseling committee
- (8) Maintain record of counseling sessions in Performa (Annexure-2).

### **PART-1**

#### **6. Rules to Implement the Policy:**

- a. Academic counselors of each class will be apprised of the following lists by the student affairs department:
  - List of students having attendance less than 75% on monthly basis.
  - List of students having academic performance less than 50% after completion of each block
- b. Students of each class will be counseled by their counselors in collaboration with respective Head of Department.
- c. The student affairs department will inform the parents through letters regarding these issues after completion of each block/ term.

- d. Parents of students having attendance <50% will be called for a meeting by the Students Affairs Department and referred to the respective HOD and academic counselor.
- e. Status of student's eligibility for annual examinations will be communicated to the parents.
- f. Results of end block/ term examination will also be discussed with the parents.
- g. Remedial classes and academic coaching/ assistance will be arranged by the respective HOD in the summer break for students having attendance <75%.
- h. The Department of Medical Education (DME) will arrange workshops for the training of academic counselors.

**PART-2****PROFORMA-A****COUNSELING OF STUDENTS HAVING ATTENDANCE <75%**

Session: -----

Academic counselor: -----

Se r	Roll No.	Name of stude nt	Atten dance (%)	Date of couns eling	Justific ation by student aboutth e issue	Remarks by member of counselin g committe e	Signa ture of stude nt

Block/term: -----

**PROFORMA-B****COUNSELING OF STUDENTS HAVING ACADEMIC PERFORMANCE <50%**

Session: -----

Academic counselor: -----

Block/term: -----

Se r	Roll No.	Name of stude nt	Atten dance (%)	Date of couns eling	Justific ation by student aboutth e issue	Remarks by member of counselin g committe e	Signa ture of stude nt



## **POLICY FOR CAREER COUNSELING**

1. **Introduction.** The career counseling of students comprises of three main components: -

- a. Providing assistance to the students to acquire greater self-awareness and decision-making skills to select careers well suited to their interests, values, abilities, and personality styles.
- b. Linking individuals to sources so that they can become well-informed about occupations and professions.
- c. Supporting individuals to be dynamic leaders, managers, researchers and decision makers while maintaining composure in career transitions and balancing various life roles to become lifelong learners and scholars.

2. **Objectives.** The objectives of the policy are to:-

- a. Build skills that facilitate self-discovery and enhance decision making abilities of students.
- b. Enable the students to identify the career that matches their aptitude, skills, life goals, and temperament.
- c. Guide the students to choose the most appropriate medical specialty in the regional context.

3. **Implementation of the Policy.** The Principal will constitute a committee of counselors to implement this policy according to the procedures and guidelines (Part-1).

4. **Composition of the Committee.** The Committee will comprise of following counselors:-

- a. **President.** Vice Principal
- b. **Members**
  1. A Professor of Surgery and Allied Sciences
  2. A Professor of Medicine and Allied Science
  3. Lecturer of college who has cleared Part-1 exam recently

5. **Job Description of the Counselors.** Career Counselors will help equip the future doctors with the tools and knowledge to facilitate them in discovering the most appropriate specialty choice.

6. **Procedures and Guidelines**

- a. Career counseling will be provided during Final year MBBS.
- b. Career counseling will be carried out in small groups or individually:

7. **Individual Counseling.** For individual career counseling the student will apply to the Student Affairs Department and the department will make arrangements for the most appropriate counseling.

8. **Group Counseling.**

- a. The college will arrange meetings, workshops, lectures and symposiums for group counseling.
- b. Groups will have up to eight participants and one or two counselors for career counseling.

## **POLICY FOR PSYCHOLOGICAL COUNSELING**

1. **Introduction.** Psychological counseling also known as talking therapy is a collaborative space to explore one's difficulties in a safe and confidential setting. Sometimes medical students feel overburdened, overwhelmed, overenthusiastic, depressed, and unable to cope with the studies in changed environment being away from home. In such circumstances a psychological counselor can provide a supportive non-judgmental environment where they may feel more at ease to talk openly about his /her problems. Thus psychological counseling is a very good tool to mitigate stress and strain amongst students and can bring them to main stream.

2. **Objectives.** To provide a supportive non-judgmental environment where the student may feel charmed to talk openly about his problems so as the counselor be able to redress his/her issues regarding:

- a. Studies (decision making, exam anxiety, fear of authority)
- b. Relationship and partner conflicts, problems finding partners.
- c. Isolation and social phobias.
- d. Separation from parents, new orientation.
- e. Depression, anxiety, self-harming behavior, suicidal tendencies, psychosomatic ailments, eating disorders, compulsive disorders.
- f. Addictions (e.g. drugs, gambling, computer or internet addictions)
- g. Integration of international students
- h. Any other issue.

3. **Implementation of the Policy:** The policy will be implemented by a counseling cell. Following is the composition of the cell:-

- a. **President.** HOD Psychiatry Department
- b. **Members**
  - Assistant professor Behavioral sciences
  - Lecturer from Behavioral sciences
  - Clinical Psychologist

**4. Responsibilities of the Counselors.** All the students of Wah Medical College and their parents / guardians will have access to any of the counselors for counseling services. The responsibility of the counselors will be to:-

- a. Listen, encourage and empathize with the students to see their issues more clearly or in a different perspective.
- b. Help the students to understand themselves better and find their own solutions to resolve or cope with their situations.
- c. Provide enabling environment to solve the problems.
- d. Be pivotal to empower them to unleash their hidden potentials and capabilities.
- e. Have an open door policy during the office hours. However they will be available round the clock in circumstances of need.
- f. Maintain complete confidentiality except under extraordinary circumstances like self-mutilating behavior, suicidal tendencies and threat to life and property.
- g. Ensure availability and easy access of mental health professionals when so needed.

## **“GRIEVANCE REDRESSAL” POLICY FOR STUDENTS**

1. **Introduction.** Wah Medical College (WMC) recognizes the importance of providing safe and harmonious learning/ working environment to its community. A Policy has been outlined for students, staff and faculty members, who wish to seek redress for the acts committed by any individual student, faculty or staff member of academic / administrative units.

2. **Definitions:**

- a. **Grievance** shall mean a formal complaint made by any member of the faculty, staff or student that she/ he may have been subject to a violation, inequitable application or misinterpretation of a specific provision of WMC policy or procedure affecting her/ him. Grievances may be related to any dissatisfaction or negative perception arising out of anything not in agreement with any aspect of the College activities and services that a student, staff or faculty member thinks, believes or even feels is unfair, unjust or inequitable.
- b. **Grievant** shall mean a student, staff member, faculty member or a group of students or staff or faculty members submitting the grievance.
- c. **Respondent** shall mean individual student or staff/ faculty member of any Academic department or Administrative unit against whom the formal complaint is filed.
- d. **Administrator** shall mean any faculty/ staff member designated by the Principal for resolution of complaints of Grievances against WMC faculty/ staff or students.
- e. **Conference** when used shall mean a communication between two or more individuals by telephone, in writing (including e-mail, fax or posted letter), through videoconferencing or in person.

3. **Objectives.** The objectives of this policy are to:-

- a. Improve the learning / working environment of WMC.
- b. Set up an effective, fair, impartial and equitable system for grievance redressal with complete confidentiality.

- c. Implement appropriate steps to prevent recurrence of such incidences in future.
4. **Implementation of the Policy.** The Grievance Redressal Committee and Administrators will be nominated by the Principal.
5. **Composition Grievance Redressal Committee**
  - a. **President.** Dean
  - b. **Members**
    - Professorial cadre from Basic/ Preclinical Sciences Depts
    - Professorial cadre from Clinical Depts
    - Administrator, Director Students Affairs

**Note:** No member of the Committee shall be personally or professionally associated with the allegation.

6. **Job Description**

- a. **Administrator** will:-
  - (1) Receives the complaint and will deal with the complaint both in informal and formal way.
  - (2) Inform the Dean/ Principal about his disposal/ decision of the complaint.
- b. **President** of the “Grievance Redressal Committee” will ensure proper handling of the grievance in person or through any of the committee member or the Committee.
- c. **Members** of the “Grievance Redressal Committee” will:
  - (1) Act on advice of the President of the Committee to handle the matter without discrimination, victimization and justified based on the evidence provided by either party or gathered by the committee.
  - (2) Ensure that all the evidence gathered/ investigation proceedings are properly recorded/ preserved.
- d. The **Principal as authority** of the appeal board will:
  - (1) 4.1 Order a review of the decisions to the Administrator or the Grievance Redress Committee or himself review the decision.
  - (2) 4.2 Notify the final decision to the concerned parties within specified time.

**PART-1****7. Procedures & Guidelines for Grievance Redressal.****a. Student Grievances****(1) Grievances of academic nature**

- (a) Academic content, quality, course material.
- (b) Class scheduling / time table.
- (c) Issues related to students' progress such as internal assessment, attendance / relaxation.
- (d) Inadequacy / non-availability of learning resources such as library books, journals, lab equipment, IT facilities, maintenance issues.

**(2) Grievances against faculty (Including HOD)**

- (a) Academic delivery and quality
- (b) Classroom conduct/ regularity and punctuality
- (c) Any discrimination / victimization of students

**(3) Registration and examination related**

- (a) Registration / student records, attendance related matters.
- (b) End block/ Pre-annual/ University examinations related issues
- (c) Grading / results, De-barred

**b. Grievances regarding discrimination or non-adherence to placement rules and procedures****(1) Non-academic grievances (amenities and services)**

- (a) Deficiency in common services such as transportation, canteen, medical, facilities.
- (b) Quality of food and hygiene in hostels and messes.
- (c) Any deficiency in co-curricular activities and facilities/ identity card related issues

**(2) Accounts related grievances**

- (a) Fees and dues
- (b) Fee concessions
- (c) Refunds /Financial aids

(3) **Student to Student Grievances**

Conflicts between students of same class / different classes

c. **Procedure to lodge the complaint.** The complaint for redressal, maybe lodged through either an 'Informal Procedure' or a 'Formal Procedure' to the respective Administrator.

- (1) **Informal procedure.** The grievant, will lodge complaint **verbally** within 03 working days of the event.
- (2) **Informal procedure.** The grievant will file a formal complaint in writing, within 20 working days of the happening of alleged act (if a satisfactory resolution is not reached through informal procedure mentioned above).
  - (a) The grievant will have the right to submit his/her complaint for formal procedure, in writing within 20 working days to the respective administrator without going through informal procedure
  - (b) If the complaint is against respective Administrator, then grievant will file a formal complaint directly to the Grievance Redressal Committee.
  - (c) The written complaint will include:-
    - i. A concise description of events of act.
    - ii. All facts relevant to the grievance and the name(s) of the respondent.
  - (d) The remedy/resolution being sought along with arguments/relevant supporting documents for the desired solution.

d. **Procedures to resolve the complaint:**

- (1) **Informal Resolution:** The "Administrator" will:



- (a) Interview both the grievant and the respondent separately to know their points of view. Personal discussions in an amicable manner within 07 working days of receiving the complaint.
- (b) Arrange a conference with them and will encourage/ facilitate them to resolve the issue directly through.
- (2) **Formal Resolution.** Upon receipt of the written complaint, the concerned Administrator will:-
  - (a) Immediately inform the respondent, in writing.
  - (b) Start an inquiry within 03 working days involving both the grievant and the respondent in the resolution process individually and collectively.
  - (c) Allow an opportunity to the complainant/ respondent to discuss the complaint in person for any clarification/ evidence.
  - (d) Dismiss the complaint if the grievant fails to prove the case.
  - (e) Notify the decision to the complainant/ respondent

e. **Appeals**

- (a) The grievant will have the right to appeal to the Principal regarding dismissal of the complaint
- (b) Either of the grievant or the respondent may submit an appeal to the Principal; if he/she is not satisfied with the decision of the Grievance Redressal Committee.
- (c) The appeal will be submitted in writing within 07 working days
- (d) The Principal will convene the hearing within 10 working days of the receipt of the appeal.
- (e) The Principal will review and communicate with the grievant, the respondent, the Administrator/ the Grievance Redressal Committee regarding the disposal/ decisions made at their levels and whether procedures were followed accordingly.
- (f) The Principal may send back the case for review.
- (g) The Principal will give his final decision within 30 working days of receipt of submission of appeal.
- (h) The decision of the Principal will be final

## **ANTI HARASSMENT POLICY**

1. **Introduction.** All individuals have right to learn/ work with peace of mind without any intimidation. No institution can strive without harassment free environment, equality and justice. The Administration of Wah Medical College (WMC) considers harassment a breach of its standards of conduct, so an Anti-Harassment Cell will be set up for students, staff or faculty to lodge complaints against any type of harassment for fair and timely resolution.
2. **Objectives.** The objectives of this policy are to:-
  - a. Create and maintain a congenial learning and working environment for students and employees of WMC free of all types of harassment.
  - b. Promote awareness about sexual harassment.
  - c. Ensure fair and timely resolution of harassment complaints.
3. **Implementation of the Policy.** The Principal will constitute a committee to execute the policy under the procedures and guidelines given below.
4. **Composition of the Committee.** The composition of the committee will be as under: -
  - a. **Chairperson:** A senior female Professor.
  - b. **Members**
    - Director Students Affairs
    - 1 x Male Professor from Preclinical Sciences
    - 1 x Female Professor from Clinical Sciences
    - 1 x Female Professor from Basic Sciences
5. **Responsibilities of Anti-Harassment Committee.** The chairperson and members will have the following responsibilities: -
  - a. **Chairperson will be responsible to: -**
    - (1) Ensure fair and timely resolution of harassment complaint.
    - (2) Process all the individual complaints and take suitable action in the manner and mode as per the guidelines of the policy.

- (3) Form / review the guidelines of policy to rectify the grievance of sexual harassment as required from time to time, in the light of the acts of the parliament/ Government of Pakistan on the subject.
- (4) Take preventive steps for all types of harassment specially gender discrimination and sexual harassment.
- (5) Promote awareness about harassment through printed materials, posters or workshops.
- (6) Deal with the false allegations as serious offense and take action under the disciplinary regulations of WMC.

b. **Members will be responsible to:**

- (1) Register complaints of harassment, made by any female/male student or employee of WMC.
- (2) Provide confidential counseling service to sexual harassment cases, so they can speak about the sensitive incident.
- (3) Forward the complaint to the chairperson.

6. **Procedures and the Guidelines of the Policy.** The following types of harassment may be reported to anti-harassment cell for resolution: -

- a. **Physical harassment.** It involves physical attacks or threats and includes:
  - (1) Direct threats of intent to inflict harm
  - (2) Physical attacks (hitting, shoving, kicking)
  - (3) Threatening behavior (shaking fists angrily/ shouting)
  - (4) Destroying property to intimidate
- b. **Personal harassment.** It is bullying in its most basic form and includes: -
  - (1) Inappropriate comments/ offensive jokes
  - (2) Personal humiliation/ critical remarks
  - (3) Ostracizing behavior/ Intimidation tactics
- c. **Discriminatory Harassment.** It includes unfair treatment of a person because of race, color, religion, national origin, age, disability, gender identity, and gender expression.

- d. **Psychological Harassment.** It generates a negative impact on a person's psychological well-being/self-esteem. It often creates a domino effect, affecting the physical health and interfering with individual's work or academic performance. It includes: -
- (1) Isolating or denying the victim's presence.
  - (2) Belittling or trivializing the victim's thoughts.
  - (3) Discrediting or spreading rumors about the victim.
  - (4) Opposing or challenging everything the victim says.
- e. **Cyber bullying and online harassment.** It includes:
- (1) Sharing humiliating things about the victim by e-mail or chat with mass
  - (2) Spreading lies or gossip about the victim on social media.
  - (3) Sending harassing text messages directly to the victim.
- f. **Power Harassment.** The harasser exercises his/ her power by bullying a victim who is lower on the office hierarchy. The harasser subjects the victim to:-
- (1) Excessive demands that are impossible to meet
  - (2) Magnified demands far below the employee's capability
  - (3) Intrusion into his/ her personal life
- g. **Sexual harassment.** It is a serious offence. Pakistani law defines sexual harassment as:-
- (1) Any unwelcome sexual advance
  - (2) Request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes
  - (3) Causing interference with work performance or creating intimidating
  - (4) Hostile or offensive work environment,
  - (5) The attempt to punish the complainant for refusal to comply with such a request or is made a condition for employment.

7. **Reporting the incidence:**

- a. The harassed person will approach to any member of the cell personally and/or in company of her/his colleague or departmental head, preferably at the earliest with no time bar.
- b. The harassed person will report the incidence of harassment verbally, on telephone, by written application or email to any member of the cell for onward submission to the chairperson.

8. **Harassment Resolution.** Resolution may be followed through three progressive levels.

- ❖ Informal Resolution (with or without a written complaint)
  - ❖ Formal Resolution (with or without a written complaint)
- a. **Informal Resolution.** The committee will normally seek resolution through informal means. **The chairperson will:-**
    - (1) Interview both the harassed and the harasser separately to know their points of view.
    - (2) Arrange a conference with them and encourage/ facilitate them to resolve the issue directly through personal discussions in an amicable manner within 07 working days of receiving the complaint.
  - b. **Formal Resolution.** If informal resolution fails then formal resolution will be done. Upon receipt of the complaint, the chairperson will:
    - (1) Inform the harasser immediately in writing.
    - (2) Start an inquiry within 03 working days based on the evidences provided by the complainant or collected by the committee members.
    - (3) Involve both harassed and the harasser in the resolution process.
    - (4) Allow an opportunity to the harassed and harasser to discuss the complaint in person for any clarification or evidence.
    - (5) Dismiss the complaint if the harassed person fails to prove the case.
    - (6) Notify the decision to the complainant/ respondent

9. **Disciplinary Action for Established Harassment/ False Allegation.**

Depending upon the nature and gravity of the established offence or false allegation, the disciplinary action shall be one or more of the following:

a. **For Faculty/ Staff**

- (1) Removal from an administrative/ academic position.
- (2) Dismissal or suspension from service
- (3) Withholding of increment/s
- (4) Financial compensation deductible from accused pay and allowances

b. **For Students:**

- (1) A verbal or written warning will be issued to the student under intimation to the parents/guardian.
- (2) Imposition of fine
- (3) Temporary/ permanent expulsion from hostel/ college
- (4) Withdrawing scholarship/ other benefits
- (5) Debarring from appearing in any test/examination or other evaluation process
- (6) Debarring from representing WMC in any national or international event.

10. **Right to appeal.** The accused or complainant, if dissatisfied, will have the right to appeal to competent authority (Principal).

**POLICY FOR SAFE CUSTODY AND CONFIDENTIALITY OF STUDENTS RECORDS**

1. **Introduction.** Confidentiality is a person's obligation not to disclose or transmit information to unauthorized persons. Student records encompass all, academic documents, and other materials that contain information directly related to the student. The Student Affairs Department of the institute must keep the records in safe custody and safeguard the confidentiality of student education records collected or maintained. Assessment results, attendance records, disciplinary records and transcripts all should be kept in safe custody in a fully confidential manner.
2. **Objectives.** The objectives of the policy are to:-
  - a. Assure the safety of students' records.
  - b. Pledge the confidentiality of information contained in students' records.
3. **Implementation of the Policy.** The policy will be implemented by the Director Student Affairs Department according to the following:
  - a. **Access to Student Record**
    - (1) By applying for admission to Wah Medical College (WMC) in MBBS program, students accept that Student Affairs Department will have the right to collect pertinent personal information from the documents submitted by them. The information will be needed to establish a record of students' academic performance and financial affairs. Students also agree that all documents submitted in support of an application for admission, hostel accommodation or financial assistance, or any petition or appeal, becomes the property of the College.
    - (2) Student Affairs Department of WMC will be committed to take every step to protect the confidentiality and privacy of the information contained in student records. The confidential contents of student records will not be disclosed to any party outside WMC unless compelled to do so by law, or authorized by the student in writing.

- (3) An electronic record of students' achievements at the College/University will be preserved permanently.

**b. Safe Custody and Maintenance of Students' Record.**

- (1) A separate file bearing a unique number will be maintained for each student.
- (2) All relevant documentation received from academic departments / NUMS/ UHS/ PM&DC (attendance record, academic performance, discipline matters, Registration cards, Detail marks certificates etc.) will be filed in personal file of the student.
- (3) A separate clerk will be designated for maintenance and safe custody of files of the students of each class.
- (4) File of the students of each class will be kept under lock and key at all times in the cupboard.
- (5) Files of the students will be treated as confidential and no one will be allowed to see the files without permission from Director Student Affairs or his representative.
- (6) A separate register will be maintained by the concerned clerk for temporary access to the files to the faculty / administrative staff.
- (7) Every paper / letter in the file will be numbered.

**c. Access to Confidential Student Records and Disclosure of Information**

- (1) **Public access.** Under no circumstances, the file of the student will be shown/ handed over to any unauthorized person. It will be the Student Affairs Department's practice to make a minimum of information freely available to all inquirers. This information includes the student's active registration status, current field of studies and degree(s) that have been conferred by the University and the date(s) of conferral.



(2) **Students ' Access**

- (a) Students have the right to inspect all documents contained in their own record, with the exception of evaluations and letters of reference supplied to the University with the understanding that they be kept confidential.
- (b) 3.2.2 Students have the right to request that erroneous information contained in their records be corrected and that recipients of any information found to be in error be appraised of the correction.
- (c) 3.2.3 Students wishing to inspect their record shall make an appointment with the Director Student Affairs.

- (3) **Employees' Access** . Employees of the WMC will be permitted access to information contained in student records, if they need to know it in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs will be given access to the contents of student records.

## **POLICY FOR CO-CURRICULAR ACTIVITIES**

1. **Introduction.** Co-curricular activities are activities that take place outside regular class teaching and yet are related to student learning. As such, they fall within the scope of the institutional goals. Co-curricular activities take care of students' different developmental needs such as their moral values, attitudes, skills and creativity. Through their participation in co-curricular activities, students learn to communicate, cooperate with others and, enrich their life experiences.

2. **Objectives.** The objectives of co-curricular activities are to:-

- a. Inculcate program planning and leadership qualities by having opportunities to organize co-curricular activities.
- b. Enable the students to recognize the significance of learning beyond the classroom.
- c. Facilitate the students to discover and develop their potential.
- d. Develop wholesome attitudes and good human relations amongst the students.
- e. Provide wide variety of platforms to students for enhancing their development as healthy, confident, creative, socially adept and culturally aware individuals.

3. **Implementation of the Policy.** A committee will be constituted by the Principal to implement the policy according to procedures & guidelines (Part-1).

4. **Composition of WMC Sports Board.** The Principal will constitute WMC Sports Board as under: -

- a. **President.** A senior Professor
- b. **Vice President.** Director Students Affairs
- c. **Members**
  - A Professor from Basic Medical Sciences

A male member from Professorial cadre of Pre-clinical Sciences

- A female member from Professorial cadre of Pre-clinical Sciences
- Three Assistant Professors from Basic/Pre-clinical Sciences
- Students' Representatives (from all classes)

## 5. **Job description**

a. **President.** The president will be responsible for: -

- (1) Liaising with the Principal and Administration of WMC for smooth conduct of all the co-curricular activities.
- (2) Scheduling the program/various competitions in consultation with the members of the sports board and getting approval from the Principal.
- (3) Presenting the annual report of the Students' week of last year at the inauguration ceremony.

b. **Members.** They will be responsible for: -

- (1) Arranging meetings with the event in-charges/students' representatives for discussing their role during Annual Students week& inviting their valuable suggestions.
- (2) Coordinating with the Principals of sister institutions for provision of suitable judges for various events.
- (3) Forwarding the demand for booking of sports complex/ provision of sports equipment, trophies, medals & certificates.
- (4) Preparing the score sheets.
- (5) Helping the president in supervision of Annual Students' week.

c. **Event In Charges.** Faculty members selected for in-charges of various events will be responsible for:-

- (1) Conducting meetings with the respective class representatives for deciding topics for the event & getting names of the participants.
- (2) Facilitating smooth conduct of the event from the preparation till its completion following standard rules.

- (3) Ensuring proper reception of judges, their entertainment and to see them off.
- (4) Submitting the names of first three position holders to the president shortly after the declaration of results.

6. **Students' Societies**. Following student societies will be in

place: - a. Sports Society

b. Literary Society

c. Dramatics Society

d. Arts and Craft Society

e. Media Club

f. Each society will comprise of:

(1) President and lady president: Elected from final year MBBS

(2) Vice president and lady vice president: Elected from 4th year MBBS

(3) Members (boys & girls): Elected from 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year MBBS

g. **Job Description**. They will be responsible for: -

(1) Organizing indoor and outdoor sports matches during the course of year.

(2) Encouraging students to participate in debates, poetry, stage drama, video graphy, report/article writing.

(3) Coordinating with the Sports' Board and Administration for organizing various events.(selection of events/ venue/ prerequisites)

(4) Developing harmony between students of different classes.

## **PART-1**

7. **Procedures & Guide lines of the Policy**.

a. **Sports Facilities throughout the Year**. Students of WMC will be provided indoor and outdoor sports facilities which include:

1.1 Sports grounds

1.2 Sports equipment.

1.3 Technical support

b. **Annual Students' Week**

- (1) Annual Students' week will be designated for the promotion of co-curricular activities.
- (2) Board of Studies will decide its dates, with preparation time of four weeks.
- (3) It will be organized by the various Student Societies under the supervision of WMC Sports Board.
- (4) Various outdoor and indoor sport competitions and stage events will be held under supervision of designated event in-charges.
- (5) Sports equipment for practice & competitions will be provided to all the classes / participants by WMC Administration free of cost.
- (6) Technical support will be provided by the experts from Sports Complex.
- (7) Referees and Umpires will be hired from the Sports Complex.
- (8) Each class will compete as a team in every event
- (9) Judges will be invited from the nearby sister institutes for different stage events to minimize the bias; they will be provided pick and drop services and awarded WMC souvenir.
- (10) Medals, shields and certificates will be awarded to for their achievements during the week.
- (11) Monitoring of all the events will be allocated to different departments on daily basis and will be followed by submission of daily report to the Sports Board.
- (12) Attendance will be mandatory for all the students whether participating or not.
- (13) Food and drinks will be provided to all the students throughout the week.
- (14) The students will be under strict observation & disciplinary action will be taken against the students who fail to adhere to the oath/Rules and Regulation set for the respective event.

- (15) The Annual Students' week will be concluded by the Prize Distribution Ceremony, followed by the Annual Dinner.
- (16) Feedback taken from the faculty/ student representatives will be analyzed in the debriefing meeting to improve the future organization of students' week.

c. **Prize Distribution Ceremony**

- (1) Trophies for main events will be awarded during prize distribution ceremony.
- (2) The Champion's Trophy for the year will be awarded to the class with the highest aggregate points scored in various events during the week
- (3) Shields will be awarded to the Sports Board in recognition of the strenuous efforts during student's week.

d. **Participation in Intercollegiate Competitions**

- (1) Students of WMC will be encouraged to participate in co-curricular competitions (poster and oral presentations, seminars, debates, Qiraat & Naat competitions, brain crunch & calligraphy) organized by other medical institutions at Islamabad / Rawalpindi and Peshawar.
- (2) It will be mandatory for the interested students to take written permission from concerned teachers. Permission will be granted after checking the academic record & attendance.
- (3) A willing faculty member will accompany the students.
- (4) List of participants will be sent to Student Affair Department and President Sports Board for onward submission to college administration.
- (5) Application for final approval will be submitted to the Principal WMC at least 10 days prior to the event, along with written permission from concerned teachers.
- (6) Pick and drop facility will be provided to the students by WMC administration.



- (7) The participating students will have to be dressed up in proper college uniform.
- (8) Students will be allowed to participate in two intercollegiate events (in two institutes) in one academic year.

## **POLICY FOR STUDENTS EXCURSION / SHOPPING TRIPS**

1. **Introduction.** Excursion/ shopping trips are important means of recreation. These trips promote the development of power of observation, exploration, judgment and selection. The students plan and enjoy the travel as a group, which enhances their ability for team work and mutual cooperation.
2. **Objectives of the Policy.** Objectives of the policy are to:-
  - a. Provide an opportunity to students for shopping / entertainment.
  - b. Ensure safety of students and staff during the activity.
3. **Implementation of the Policy.** The Principal shall constitute a committee for implementation of this policy according to procedures/guidelines (Part-1) for planning and smooth conduction of the trips.
4. **Composition of Committee.** The committee will be constituted as under:-
  - a. **President.** Director Student Affairs
  - b. **Members**
    - Manager Administration
    - Class Teacher in-charge
      - i. Professor of Biochemistry (1<sup>st</sup> year)
      - ii. Professor of Physiology (2<sup>nd</sup> year)
      - iii. Professor of Forensic Medicine (3<sup>rd</sup> year)
      - iv. Professor of Pathology (4<sup>th</sup> Year)
      - v. Professor of Medicine (Final Year)
    - Warden Fatima / Jinnah hostel
    - Students' Representatives: Class representative (CR), Girls representative (GR)/ Hostel representative (HR) of the respective class.
5. **Job Description of Committee.**
  - a. Girl hostilities will be allowed shopping trips after every two months. For this purpose, the Hostel Representative (HR) in consultation with others write an application for the event. The Chief Warden will forward it to Director Students Affairs for onward submission to the Principal. If



authorized the resident Warden will accompany the girls. The Director Admin will provide the logistics.

- b. In case of excursion trip, the class representatives will plan the trips in consultation with Class Teacher In-charge/ warden, well ahead of time. Consequently, the application written by the class will be forwarded by the class teacher in-charge to the Director Student Affairs.
- c. Director Student Affairs will send the application along with his comments to the Principal.
- d. The Principal will grant the final approval for the trip.
- e. The Manager Administration will provide the arrangements for vehicles, security staff and food.
- f. Accompanying faculty/ warden will ensure implementation of guidelines of the policy.
- g. All the members will participate in debriefing to make next trip more successful.

**PART-1****6. Procedures and Guidelines for the Policy**

- a. Excursion trip will be allowed to students once during an academic year and shopping trips will be allowed after every two months for female boarders only as per recommendations of the college administration.
- b. The trip will be carefully planned by the students' representatives in collaboration with the Class teacher In-charge/Warden and Director Student Affairs.
- c. The request for trip will be submitted at least two weeks in advance by CR, GR / HR to the Director Student Affairs.
- d. The Director Student Affairs will forward the application to the Principal WMC for final approval.
- e. All the students willing to join the excursion trip (boarders or day scholars) will submit written permission from their parents/ guardians at least a week prior to the excursion trip. However permission for shopping trips will be taken by the warden on telephone.
- f. Two faculty member will accompany the students for the excursion trip and Warden/Assistant warden will accompany the boarders for shopping trip.
- g. The list of all students going on trip will be provided by GR/CR/ HR with their latest mobile numbers to the Student Affairs Department and to the senior faculty member accompanying them.
- h. Students will be provided with proper food and transport by the college administration on actual charges.
- i. Discipline will be maintained by all students going out. Committees will be formed to carry out various tasks like loading/ photography.
- j. Strict timings will be observed as decided by the Administration.
- k. Behavior of the students shall commensurate with their status in the society.
- l. Any student not following the instructions ordered by the accompanying faculty member will be reported to the Director Students Affairs



- m. Any adverse report about any student by the accompanying faculty will subject him/her to any or both of the following disciplinary actions:
- n. He/she will not be allowed for excursion trip in the subsequent year/ in future.
- o. A fine may be imposed.
- p. Proper debriefing will be done at the end of each excursion trip for the betterment of the next trip.

## POLICY FOR LEARNING RESOURCE CENTRE



1. **Introduction.** With the advent of internet, e-education and other telecommunication systems the old days Libraries have evolved into Learning Resource Centers (LRCs). These are important corner stones of a healthy community to explore research and experience new ideas while at the same time providing a sense of place for cogitation. The Learning Resource Centre (LRC) of Wah Medical College (WMC) serves a large collection of learning materials for students and medical professionals.
2. **Objectives.** The objectives of Learning Resource Centre (LRC) policy are to:-
  - a. Provide best scholarly and educational resources to all faculty members, students and administrative staff in a secure, comfortable and clean environment.
  - b. Foster an atmosphere that encourages diversity, excellence, and continued growth in finding ways to surpass high educational standards.
  - c. Provide resources/ access to data basis for futuristic study/ research needs of the students/faculty.
3. **Implementation of LRC Policy.** The Principal shall constitute a committee to implement the policy according to the procedures and guidelines laid down in
4. **Composition of the Committee.** Composition of committee for LRC will be as under:-
  - a. **President.** A Senior Professor
  - b. **Members**

- Librarian
- Deputy Librarian
- Documentarist

5. **Job Descriptions of LRC Committee Members:**

- a. **President.** The responsibility of the president will be to:-
- (1) Identify, manage and ensure availability of learning resources to the faculty, students and staff, to keep them abreast with new horizons of knowledge.
  - (2) Provide the junior staff with advice, guidance and overview of their performance.
- b. **Librarian/ Deputy Librarian.** They will be responsible to:-
- (1) Manage LRC under the guidance of the chairperson by observing the LRC procedures and guidelines.
  - (2) Keep liaison with the publishers, book sellers, IT department, WMC administration, the students and the faculty members.

**PART-1**

6. **Procedures and Guidelines for LRC Policy**

- a. **Membership.**
- (1) All faculty, staff and students of WMC will be eligible for LRC membership.
  - (2) For the issuance of LRC membership card the Bio data of the member will be entered in the LRC software which will generate an application form. The form along with one passport size photograph will be submitted to the LRC. A membership card will then be issued.
  - (3) Every member will be required to show his/her card to prove identification at the circulation counter.
  - (4) All members will be responsible to inform the LRC about any change in their address or loss of LRC card.
  - (5) LRC membership form will be available on LRC circulation desk.
- b. **General Rules:**

- (1) The LRC will remain open from 08:00 a.m. to 08:00 p.m. (Monday – Friday); from 11:00 a.m. to 6:00 p.m. (Saturday); from 11:00 a.m. to 4:00 p.m. (Sunday).
- (2) All personal belongings such as files, books, bags, umbrellas, parcels will be stored in the cupboard, present outside LRC.
- (3) Reservation of seats in reading areas will be permitted.
- (4) The LRC staff will not be held responsible for any loss or misplacement of personal belongings.
- (5) All issued books should be returned for duly notified stock taking or physical verification/ inspection.
- (6) Only personal books and belongings will be carried out of LRC, otherwise strict disciplinary action will be taken.
- (7) The LRC in-charge will have the right to request a member to leave the premises of the LRC/ to revoke membership as a result of any violation of the LRC policy.

c. **Lending of Books:**

- (1) Books will not be issued without a valid LRC membership card.
- (2) A book will be re-issued if any other member has not requested for its issuance.
- (3) Reference books, Newspapers, Periodicals and Electronic collection will not be issued to any member and will be available for use in LRC only.
- (4) Books accidentally damaged will be reported and damage paid after suitable assessments.
- (5) Borrowing privileges for various categories of users will be as under:-

Designation	Allowed Books	Duration

HODs/ Professors	06	1 month
Associate/ Assistant Professors	04	1 month
Lecturer/Demonstrator	02	2 weeks
Staff	02	2 weeks
Students	02	2 weeks

d. **Purchase of Books:**

- (1) The latest list of books sent by different book vendors will be circulated to all departments.
- (2) The heads of departments will be requested to send demand for new edition of books with quantity as per PM&DC recommendation for LRC.
- (3) Selected and recommended books will be processed for purchase after the approval of the competent authority.

e. **Damaged/ lost Books:**

- (1) For unavoidable losses of books, damage of books beyond repair, irrecoverable loans etc. in LRC, guidelines from the practices adopted by Libraries under aegis of HEC will be adopted.
- (2) "Losses to the extent of 3% per annum of the available stock in an open access library shall be meant for write off by the competent authority on the recommendation of committee for LRC".
- (3) In case a book is lost or damaged by any member, the same must be replaced by him/her along with the fine for late return (if applicable). If any student leaves the college/ graduates without returning issued books, a fine equivalent to the original cost of books will be deducted from his/her security.
- (4) Books will be carefully examined on return and the borrower will be responsible for any damage. In case, a book is damaged by any member, the same will be replaced with a new one or a fine equivalent to the cost of the book (market rate) will be charged.

- (5) A prescribed fine will be charged on late return of books.
- (6) Books theft will be prevented by the radio-frequency identification (RFID) system installed in LRC.
- f. **Prohibited activities in LRC.** The following activities will be prohibited in LRC premises:-
  - (1) Use of mobile phones (should be on silent mode).
  - (2) Loud noises or any kind of disruptive behavior.
  - (3) Harassment, aggressive and hazardous attitude.
  - (4) Devastation or mutilation of library materials and equipment.
  - (5) Smoking.
  - (6) Theft of any library material.
  - (7) Writing, underlining/ marking or disfigurement of any book.
  - (8) Shelving of books by readers (after reading, books should be left at the tables).
  - (9) Bringing beverages in closed and open containers



## **POLICY FOR HOUSE JOB INTERNS**

1. **INTRODUCTION.** House job is a supervised training of the MBBS graduates in situ whereby they sharpen their skills to independently practice their knowledge of medicine and surgery to heal the patients.

2. **OBJECTIVES.** The objectives of the Policy are to: -

- ❖ Inculcate skills and procedures required to practice medicine and surgery in fresh MBBS graduates.
- ❖ Train the graduates for taking history, diagnosis and the best possible treatment / management of the patients.
- ❖ Ingrain empathy in the medical graduates as essential part and parcel of medical practice.

3. **IMPLEMENTATION OF THE POLICY**

The policy will be implemented through two committees according to the guidelines laid down below: -

4. **COMPOSITION OF THE COMMITTEES**

There will be two committees. One will select the interneers and will be called Internship Selection Committee (ISC). The other committee will be responsible for overall implementation of the policy and will be termed Monitoring and Certification Committee (MCC).

a. **Internship Selection Committee.**

(i) Headed by the Principal WMC, this committee will comprise of the following: -

- |                                 |   |                    |
|---------------------------------|---|--------------------|
| ❖ Principal Wah Medical College | : | President          |
| ❖ HOD / Professor of Medicine   | : | Member             |
| ❖ HOD / Professor of Surgery    | : | "                  |
| ❖ HOD / Professor of Paeds      | : | "                  |
| ❖ HOD / Professor of Gynae      | : | "                  |
| ❖ Clinical Coordinator          | : | Member & Secretary |

(ii) **Responsibility of the Committee**

The committee will select the house officers according to the merit list as

prescribed by the policy. This committee will interview the candidates and assign the department for their placement.

**b. Monitoring & Certification Committee (MCC).**

(i) The Principal WMC will constitute a committee comprising the following: -

❖ Comdt / DyComdt POF Hospital	:	President
❖ HOD / Professor of Medicine	:	Member
❖ HOD / Professor of Surgery	:	“
❖ HOD / Professor of Paeds	:	“
❖ HOD / Professor of Gynae	:	“
❖ Clinical Coordinator	:	Member & Secretary

**(ii) Responsibility of the Committee**

This committee will be responsible for overall smooth running of the house job training / internship at POF hospital in letter and spirit of the policy. The committee will also be responsible for the discipline of the interneers and record keeping till the completion of house job and award of certificates.

**5. ELIGIBILITY CRITERIA**

- ❖ A house job shall be for a minimum period of one-year and mandatory for being eligible for grant of a Full License.
- ❖ Only MBBS or equivalent qualification registered with PMDC, can apply for the house job.
- ❖ A house job shall consist of full time and structured training as specified by the National Medical and Dental Academic Board and approved by the PM&DC to be conducted by clinical faculty having the minimum qualifications prescribed by the National Medical and Dental Academic Board.
- ❖ Wah Medical College shall pay a stipend to a house officer being not less than the stipend payable to house officer of public sector hospital of that province/territory.
- ❖ A house job is compulsory for full registration with Pakistan Medical& Dental Council. Only provisionally registered Doctors shall be eligible for

house job and house job can only commence after provisional registration. Any internship done prior to the provisional registration shall not be acceptable as house job towards attainment of full registration.

- ❖ Once the house job program begins, House Officer shall not be permitted transfer to another teaching hospital before the completion of a rotation of six months.(Ref: 14 PM&DC regulation 2018)

## 6. **PROCEDURE**

- ❖ Notice for commencement of House Job Training will be issued after announcement of the final professional exam.
- ❖ WMC graduates will submit an application to the Student Affairs (HO Section) along with the following documents: -
  - PMDC Provisional License (**Mandatory**)
  - DMCs of all the 5 Years of MBBS
  - 1 x copy CNIC
  - 1 x passport size photograph
- ❖ Each House Officer will be given opportunity to select his / her department of choice based on availability of slots and final merit.
- ❖ Following House Job structure is offered as per PM&DC regulations of 2018: -
  - Module – I : 3 x months duration in internal Medicine - **Compulsory**
  - Module – II : 3 x months duration in Medicine & Allied dept - optional and up to candidate / institute's choice / convenience.
  - Module – III : 3 x months duration in Gen Surgery - **Compulsory**
  - Module – IV : 3 x months duration in Surgery & Allied dept – optional and up to candidate / institute's choice / convenience.
- ❖ The Selection Committee will select House Officers for House Job Training as per the student choice / merit / availability of seats.
- ❖ A merit list based on total marks of the candidates in 5 x years (Professional Exams) will be prepared & provided to the Committee by the Student Affairs Department.

- ❖ The Selection Committee will interview the candidates and assign the departments to House Officers for their placement.

## 7. **PLACEMENT OF HOUSE OFFICERS**

- ❖ House Job rotations are split into 2 x 6 months during one year.
- ❖ Half of the graduates selected will proceed to Medicine & Allied while other half will proceed to Surgery & Allied.

### a. **PLACEMENT IN MEDICINE & ALLIED DEPARTMENTS**

- ❖ Half of the candidates, available for house job will be assigned to Medicine & Allied department for 6 x months rotation based on their merit.
- ❖ 2 / 3<sup>rd</sup> of the candidates joining Medicine & Allied will opt for Module-I - (3 x months Gen Medicine & 3 x months Paeds).
- ❖ Remaining 1/3<sup>rd</sup> candidates will have to go for Module II (3 x months Gen Medicine & 3 x months Subspecialties).
- ❖ In case some seats are left vacant in Module II (Subspecialties), these subspecialties will be covered by rotating HOs from general Medicine (Module II) for two weeks each.
- ❖ During 3 x months rotation in Gen Medicine candidates will be rotated in Medical Wards, ICU and CCU.
- ❖ Rotation in Medicine & Allied Subspecialties will be for a period of 3 x months depending on candidate choice / Institute choice / Convenience / merit in any subspecialty out of the following: -
  - Emergency Medicine
  - Nephrology
  - Pulmonology
  - Dermatology
  - Psychiatry
  - Gastroenterology
  - Neurology
  - Oncology

### b. **PLACEMENT IN SURGERY & ALLIED DEPARTMENTS**

- ❖ Each house officer will have to complete 3 x months general surgery compulsory and 3 months allied in any chosen specialty.

- ❖ Depending upon merit each HO will be given opportunity to select his/her department of choice, taking care to provide House officers in all specialties (Radiology, Anesthesia, Neurosurgery, Urology, Orthopedics, Burn Unit, Eye, ENT& Gynae).
- ❖ If no House officer opts to join allied specialty then the House officers working in Gen Surgery will be rotated for 2 weeks each to continue smooth working.
- ❖ Following will be the number of seats allocated for rotation in General Surgery and its Allied specialties.
  - Gynae : 10-14
  - Orthopedics : 1-2
  - ENT : 2-3
  - Eye : 2-4
  - Anaesthesia : up to 4
  - Radiology : up to 3
  - Neurosurgery : 1-2
  - Urology : 1-2
  - General Surgery : (Remaining)

## 8. MISCELLANEOUS PROVISIONS

- ❖ 10 x casual leaves during one year of training (12 x months) will be authorized to the house officers.
- ❖ 05 x days per rotation (i.e 6 x months) Casual Leave will be allowed.
- ❖ 10 x Casual Leave + 05 x Epidemic/Pandemic (if declared) leaves will be paid leave without any deduction in salary.
- ❖ If a House officer avails any medical leave he / she will have to complete these days / period at the end of the training period. These days / period will be considered as paid.
- ❖ Any additional leave (marriage, maternity, compassionate grounds etc) will only be allowed at the start or end of a module and not during any of the four modules.

- ❖ Any extra ordinary leave request will be allowed / declined by the MCC on case to case basis.
- ❖ Those who apply for one-month delay in joining shall have to complete the period at the end of the house job.
- ❖ Those WMC graduates applying after a year will be placed at the end of the merit list.
- ❖ House Officers' performance will be reflected in their log books and will be kept as record. Their house job certificate will also reflect their performance accordingly (Excellent, Very Good and Satisfactory).
- ❖ All the departments will ensure proper turn out and check HOs attendance.
- ❖ Attendance will be verified by concerned HOD and Clinical Coordinator.
- ❖ The house officers will abide by POF hospital discipline. They will display their respective identity prominently, will remain in proper dress; abide by procedures and protocols of duty in specific areas like CCU, ICU, Operation Theater and wards. They will adopt all necessary precautions to minimize hospital bound infections. Violation of these provisions will be dealt with strict disciplinary action by MCC.
- ❖ Any HO found guilty of violating discipline or showing political involvement will be subjected to disciplinary action.
- ❖ Negligence in Patient care / discipline by HO will be dealt accordingly to the rules of POF through MCC.
- ❖ Log Books will be completed before last day of the house job rotation of that specialty

9. **EXIT EXAM, REPORTING OF RESULT AND CERTIFICATION OF COMPLETION OF HOUSE JOB:**

- a. A proforma regarding all the House Officers whereby the HO will be assessed in all the three learning domains i.e. Cognitive domain, affective domain and psycho-motive domain (**Annexure I**) duly filled will be kept ready for submission to the Commandant POF Hospital through Clinical Coordinator by the respective HOD at the end of each module. This will provide the basis for issuance of the final house job completion certificate.

- b. Exit exam will be conducted on the completion of one year House Job on the format (**Annexure II**).
- c. The POF hospital shall issue on the successful completion of the house job a certificate countersigned by The Principal WMC confirming that the house officer has satisfactorily completed the mandatory house job modules as prescribed. It will also depict the modules / rotations completed by the house officer with factual dates and grading obtained.
- d. The teaching hospital shall submit the completion certificate to the Council within ten days of completion of the house job by the house officer.
- e. A workshop on BLS shall be mandatory during the house job and shall be arranged in POF Hospital by The HOD Medicine in collaboration with Emergency department of POF Hospital.

**Annexure I**

Department \_\_\_\_\_

Ser	Name HO	Date of Joining	Date of Completion	Leave Aailed	Absent if Any	Disciplinary Actions if any	Log Book	Overall Perform ance	Pen Picture by HOD