

Student Guidelines & Policies



**Sharif Medical & Dental
College, Lahore**



CODE OF CONDUCT

Cheating, social misconduct or infractions of College rules, stealing, willful destruction of College property, use of physical force against other students, patients or staff, use of drugs, possession or use of weapons, inciting disturbance or strikes, repeated absence without permission from classes, clinics or laboratories will be referred to the College Disciplinary Committee, which after investigation will recommend appropriate action. It may result even in the removal of students' name from the College roll.

Students are expected to attend all classes, demonstrations, practical and clinical teaching sessions. Student Attendance & Academics record is properly maintained by the respective teaching departments and Student Affairs Section of the College Secretariat. A copy of students' attendance record of each trimester is posted to parents/guardian for their information and feedback from them.

It is mandatory for the students (as per rules of the College and the University of Health Sciences), to have at least 75% of the total class attendances to be eligible to appear in University Professional Examinations. The admission forms of those students who do not fulfill this criterion are not forwarded to the University for the respective Professional Exam.

Students would not be granted leave of absence during working days except in case of an emergency. All leave applications must be addressed to the Principal in writing for sanction.

Students are expected to take care of College / Hospital property. Any damage caused by the students will be charged in full to the students involved in such mischief.

The College is not responsible for the loss of any valuables during a student's tenure at the College. Students are expected to safeguard their own belongings.

Dress Code

The dress code is to be strictly followed at all times during college working hours.

Boys:

Trousers, Shirt and Shoes (Open-toed shoes are not allowed). Qameez Shalwar is not allowed on any college day.

Girls:

Qameez and Shalwar/Trousers, which should be decent and of appropriate lengths (proper and well suited to our cultural requirements).

All students must wear overall and college ID card during college working hours.

Elective (External Students)

- National & International Students desirous of doing electives at SMDC shall submit their applications to the Office of the Principal SMDC at least 4 weeks before desired commencement, specifying the time frame and the specialties of the electives.
- An official letter and/or duly filled application forwarded by the Head of Parent Institution is a prerequisite.
- In case of non-availability of the Student Selected Component (SSC) or inadequate facilities in the desired specialty, the same shall be communicated to the applicant.
- MBBS students in the Fourth year and Final year of their studies from an accredited WHO/FAIMER or PMDC recognized Institute are eligible to apply.
- College is not responsible for providing or arranging boarding, food, or medical facilities for elective students.
- Change in the dates or discipline without prior formal request at least 2 weeks before the commencement date of electives, shall not be allowed.
- The candidate shall report to the Students Affairs Office at the commencement of the elective.
- Students shall be evaluated on a standard evaluation form countersigned by the Supervisor and record kept in file. A copy shall be mailed to the parent Institution for information.
- The student at the conclusion of the electives shall report to the Director Student Affairs SMDC and submit a copy of the elective details duly signed by the concerned Head of Department, for issuance of certification in this regard.

Elective (SMDC Students)

1. SMDC students desirous of doing electives outside SMDC shall do so in a WHO/FAIMER accredited or PMDC recognized Medical Institute.
2. The following shall be submitted to the Principal office.
 - An application through the Student Affairs Office, at least 4 weeks in advance specifying the time frame of the electives.
 - One current passport-size photograph.
 - Prescribed paid fee challan.
 - Duly filled in the application form of the institute (where elective is to be done).
3. After formal approval from the Principal, the Student Affairs office shall issue a NOC/Bonafide certificate for onward submission.
4. External electives shall only be allowed during vacations.
5. Students shall report to the Student Affairs Office SMDC at the end of the electives and submit a copy of electives details from the concerned Institution for office record.

Disciplinary

Strict maintenance of discipline is a priority at SMDC. Any breach in conduct by the students is reported in writing to the Principal. Once informed, the Principal refers the matter to the College Disciplinary Committee for detailed scrutiny and investigation. The committee after thorough investigation recommends appropriate penalty or otherwise.

The committee aims to provide a fair and formal chance to the students to clear their position against the impending action against them.

The misconduct considered as a disciplinary breach in the college regulations include:

- Cheating
- Social misconduct or infraction of College rules
- Stealing
- Willful destruction of College property
- Use of physical force against other students, patients, or staff
- Use of drugs
- Possession or use of weapons
- Inciting disturbance or strikes
- Repeated absence from classes and clinics without sanctioned leave

Process

- The Disciplinary Committee's proceedings are conducted in a fair and transparent manner within 2–3 working days of receiving the complaint.
- The student shall be informed of the complaint and the date of the interview in writing/verbal in this regard.
- The concerned student will be interrogated in detail and the student will be given a fair chance to respond.
- The Committee may call others concerned who they think are deemed appropriate for seeking any information or evidence with regards to the case.
- The final recommendations of the Disciplinary Committee will be communicated to the Principal in writing for its approval or otherwise.
- The notification in this regard will be issued by the principal's office and disclosed to the concerned student in writing.
- A copy will be sent for information to the parents of the student, and another kept in the student's file for record.
- The student shall have the right to appeal against the decision and in such a case, a committee shall be constituted to give a fair opportunity for reconsideration of the penalty.



Students' Grievance and Counseling

1. The students with any grievance against their fellow students, Departments, Administration, or various sections of the Institute may submit an application to the Principal SMDC.
2. The Principal shall forward the application to the Students' Grievance and Counseling Committee for thorough investigation and security addressing the grievance appropriately. The Student's Grievance and Counseling committee comprises senior faculty members who empathetically deal with any complaints lodged by the students regarding their academic issues or otherwise.
3. The committee shall call the grieved student and the concerned against whom the complaint has been lodged.
4. Detailed inquiry of the matter shall be informed and all possible pieces of evidence sought.
5. Appropriate guidance shall be given and remedial action recommended.
6. Any medical/psychological help if needed shall be provided.
7. Parents/guardian of the students shall be informed of the proceeding and the recommendations of the committee.
8. Documentation shall be placed in the student's file for record.
9. The students with poor academic performance, health issues, and those facing disciplinary sanctions may also be referred by the concerned departments to the committee for appropriate counseling and remedial action. Such referral may be made on the basis of the aforementioned concerns regarding the students and brought to the notice of the authorities by the faculty, other students, or the Departments.

Additionally, the college has a well-organized Students' Mentorship program, which comprises 10 students of MBBS & 6 of BDS. Each group is supervised by notified Mentor throughout the sessions. A student once placed in a Mentees group remains in that group till his/ her exit from the College. These sessions are held regularly on a monthly basis on the second Saturday of every month from 10:15 am-11:00 a.m.

The objective of these sessions is to:-

1. Keep the staff and students in touch with each other for the purpose of student feedback and promotion of good mutual understanding between faculty and students.
2. Pay personal attention to academics as well as other difficulties of the students

Attendance and a brief report of these sessions are submitted to the office of the Medical Education Department within 3 days of each tutorial meeting (by Tuesday of the succeeding week) in the form of the summary report for onward information to the Principal's office, for necessary action on the pointed out Student concerns.

Students' Feedback

Evaluation is an integral part of medical education. Although there are various methods of teachers' evaluation, students' feedback is considered as the most effective and reliable method.

- Feedback shall be taken as:
- Verbal feedback
 - Written feedback

Verbal/Informal Feedback

This shall be taken in student's mentorship sessions, large group interactive sessions, and small group discussions.

Written/Formal Feedback

Formal Feedback shall be taken on *Student Feedback Proforma* for the course and faculty evaluation. This shall enhance various aspects of the delivery of knowledge, faculty skills in teaching and developing interest in students for the taught topic, study environment & resources, and innovation introduced in assessment and teaching/learning tools.

Evaluation

Feedback report will be generated by each department enunciating the remedial measures that are to be incorporated in light of this report. This report must be regularly sent to the Department of Medical Education.



Co-Curricular Activities

The college shall provide ample opportunity to its students to encourage and polish their co-curricular talents. These activities shall commence each year with a welcome party for the first year followed by Annual Spring festivities like Annual sports, Annual Funfair, Annual Debates, and Annual Drama. The co-curricular activities shall be notified as a co-curricular calendar at the commencement of each year.

The Sports activities shall be organized by the Sports Club under the supervision of the Sports President. The club shall be supported by a qualified Director of physical education. Various notified sports clubs working under it are table tennis club, hockey club, football club, basketball club, badminton club, table tennis club, and cricket club headed by their respective Club Presidents.

The Literary and Dramatic Club shall organize Debates and Declamation contests and Drama festivals each year. The club shall also manage the publication of Annual College Magazine - The Literata and Annual photographs of the faculty, students, and staff.



Students' Access to Academic & Medical Record

1. Student files shall be maintained for each admitted student of SMDC, which shall be updated regularly, as and when required. The file shall contain:
 - Duly filled admission application form
 - Attested copies of original documents required at the time of admission
 - Offer letter of admission
 - Copies of students trimester reports including Academic & Attendance records for the stipulated time period
 - Copies of University Examination Results
 - Any other University/PMDC correspondence from either side
 - PMDC/UHS registration certificate.
 - Documentation & letter of disciplinary sanction, if any

The concerned faculty and student's parents/guardians may have access to the student's file after formal approval from the competent authority.

2. Additionally, the students shall have access via notices boards to their:
 - Academic results in each subject
 - Monthly and cumulative attendance
3. The student health records are not for open access except as required by law with the written consent of the student; these records are available only to the student, parents, or the medical personnel designated by the student.

Students' Assessment

- The continuous internal assessment shall be carried out at the end of each topic, e.g., stages/sub-stages, class tests, etc., clinical skills assessment by clinical supervisors.
- A retake /supplementary exam may be held for such tests if deemed essential for the topic by the respective Head of Department
- Wherever applicable the yearly Log Book will be an important reflection on a student's performance.
- **Revision Tests:** Multiple tests shall be held during the revisions held near session end
- **Final Assessments:** Final Assessment shall be held at the end of each academic year before the class is finally sent off for the preparatory leave for University Professional Exam. It shall be a whole course exam for each subject for the respective year.
Final Assessment held prior to the annual university examination shall be compulsory for students of all classes. Students who do not appear or fail in the examination will be regarded as students whose academic performances are incomplete and unsatisfactory and will not be allowed to appear in the university professional examination for promotion to the next higher class. Candidate must score at least 40% marks in the Final assessment/send-up examination
- The following shall be used as tools of assessment for the Assessment of Knowledge, Skills, and Attitude and will contribute towards internal assessment:
 - Multiple Choice Questions (single best type)
 - Short Essay Questions
 - Oral Viva
 - Practical/Clinical Examinations (OSPE/OSCE)
- The minimum passing marks for class tests/revision test shall be 50%. The students shall have to pass various aforementioned components of the exam separately to be declared successful.
- The awards of internal assessment in all respective subjects for each class shall be submitted to the Controller of Examinations of the affiliated university prior to the annual professional examination.
- Proper records of continuous internal assessment shall be maintained by respective departments of the medical college. Internal assessment awarded in a particular year may not be decreased subsequently detrimental to the candidate.

The following policy shall apply to all the Internal Exams at SMDC:

1. The Internal test/exams of various subjects shall be the responsibility of the respective departments.
2. The proper record shall be maintained in academic registers in each department.
3. The eligibility of each candidate shall be checked according to the laid down criteria and regulations of each Department.



4. Date sheet one notified as to the academic calendar by the respective Department shall not be changed. The Head of Department, however, under exceptional circumstances may change the date.
5. The examination venue shall be requested for by the concerned Head of Department at least 2 weeks prior to the date of the exam.
6. The seating arrangement for an examination shall be the responsibility of the Examination Hall Incharge.
7. It is mandatory that the seating arrangement must be completed one day prior to the examination.
8. All the examinations shall be conducted and supervised by the invigilators and the examination Incharge nominated by each Department for their respective examination.
9. The exam shall be conducted in a fair, peaceful, and quiet environment without letting the candidates resort to any kind of unfair means. Only the personnel authorized by the Department shall be allowed to enter the Hall.
10. The Departmental Examination Incharge shall give instructions to the invigilating staff and the candidates before the commencement of the exam.
11. Only the person authorized by the department shall be allowed to enter the Hall.
12. Entry into the examination center shall be refused by those candidates who are late by more than 15 minutes after the commencement of the exam. However, in exceptional circumstances, the exam Incharge may provisionally allow the candidate into the Examination Hall after formal approval from the concerned Head of Department.
13. The staff shall be ensure that only the genuine candidates sit for the examination and there is no impersonation on the part of candidates
14. In case the examination starts late, the time for the period that has been lost may be extended to the extent of the time lost.
15. Candidates shall take into the Examination Centre pens, pencils, rubber, and any item that is to be used for attempting the paper in writing.
16. Candidates shall not take into the Examination Centre books, notes, mobile phones, or any other unrelated thing. Anyone found in possession of any of the above articles shall be disqualified from the exam.
17. The attendance sheet shall be signed by each candidate taking the exam
18. The exam Incharge shall sign on the top of Answer Sheets and subsequent issues
19. No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed.
20. The candidate shall not borrow anything from other candidates during the examination.
21. The candidate shall hand over both the MCQ paper and MCQ response sheet to the invigilators at the conclusion of the MCQ paper, after which the essay paper shall start.
22. The invigilator shall collect all the answer books at the conclusion of the exam, arrange and pack them properly
23. After the exam is over the invigilating staff shall:
 - a. Make a bundle containing appropriate answer books of each question or a group of questions separately (in case of essay question) and include the question paper with its answer key in the bundle.
 - b. Label the bundle with:



- i. Bundle number, question number, and subject
 - ii. Maximum marks of the question
 - iii. Name of the examination
 - c. Handover the bundle to the faculty nominated to mark the papers
24. The candidate who tries to use unfair means or creates a law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Case (UMC)".
 25. Any ambiguity arising out of result compilation in the calculation of marks, unmarked questions or their parts, totaling of marks, etc. shall be dealt with by the examination Incharge of the department, and necessary corrections, if any shall be made with the approval of the concerned Head of Department. The paper in dispute may be shown to the candidate with the approval of the concerned Head of Department.
 26. The result of a candidate shall be declared R.L (Result Later) in case of a UMC.
 27. Positions/Distinctions in the examination among all candidates shall be declared.
 28. The solved papers and result sheets shall be kept in the departmental store and discarded 2 years after the declaration of the respective results.