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Professor Jamshed is a Medical Graduate and Ophthalmologist who did his Membership (MCPS) in 1989 & Fellowship (FCPS) in Ophthalmology in 1991 from College of Physicians and Surgeons Pakistan. He then did Fellowship in Ophthalmology (FRCS) from the Royal College of Surgeons Edinburgh in 1993. He was awarded Membership Fellow Faculty of Surgical Trainer (FFST) by the Royal College of Surgeons Edinburgh in 2013. In the same year he also completed MCPS HPE (Health Profession Education/Medical Education) from College of Physicians and Surgeons Pakistan. He is a faculty member, supervisor, trainer and examiner at under graduate and post graduate level for University of Health Sciences, Punjab University and College of Physicians and Surgeons Pakistan for over twenty years. He is Executive Council Member of OSP Lahore Branch and the Chairman Scientific Committee for National Ophthalmological Congress “The Lahore Ophthalmo” for 2014 and 2015 and Editor of “Pakistan Journal of Ophthalmology” in addition to Curriculum Faculty Member for Higher Education Commission and PMDC. Professor Jamshed Nasir has vast experience in the field of Ophthalmology as a surgeon and as teacher and known for his innovative development in the field of Ophthalmic Surgery. He has also introduced new teaching methodologies for the students at post and under graduate level of medical education.

“I would like to welcome Medical and Dental College students session 2015-2020/2019 to Fatima Memorial System. Since its inception at the dawn of the new millennium, FMH College of Medicine and Dentistry has taken many strides to establish it as a major health professional training institution of the country. Recognized by a number of accreditation and recognizing bodies from all over the world including PMDC and UHS, its aim is to train medical, dental, allied health sciences and nursing students to be lifelong learners in this fast changing world in accordance with highest professional standards so that they can take a leadership role in health care, research and education in future. We believe and practice that education is a process of lighting a candle rather than filling an empty pail therefore we encourage active participation of student in the learning process in a refreshing and stress free environment.

38 University positions and 475 distinctions in academics have been achieved by the students of FMH College of Medicine and Dentistry over the past years. This reflects favorably on the competence, dedication and interest of our faculty, our training facilities and enthusiasm of our students. We have an active system of electives which provides our students a broad based education in accordance with their variable interests both inside the country and abroad. We expect our students to adhere to the highest ethical standards of judgment and conduct as it applies to the health care milieu and demonstrate a critical self appraisal in their knowledge and practice of medicine as well as give and receive constructive appraisal from patients, colleagues and other health care professionals what today is known as 360 degrees feedback system. We want to make them an active and useful health professional member of the society in general and the community in particular.

We have a robust admission process which is based on merit and transparency. The candidates selected will have the satisfaction of being the best and the institution will ensure that their potential is fully realized in their training.”
INTRODUCTION

The FMH College of Medicine and Dentistry was established in 2000: The Undergraduate Degree Programs of the FMH College of Medicine and Dentistry are affiliated with the University of Health Sciences (UHS), Lahore.

The Post Graduate programs of the College are affiliated with the College of Physicians and Surgeons of Pakistan. The members of the College faculty hold excellent academic and professional qualifications from Pakistan, United Kingdom, and the United States of America. The faculty members hold professorial ranks that meet or exceed the requirements stipulated for such positions by the Pakistan Medical and Dental Council (PM&DC).

The faculty consistently research and participate in professional conferences and publish their work in domestic and foreign referred journals.

The FMH College of Medicine and Dentistry (FMHCM&D) operates in accordance with the general regulations of the Pakistan Medical & Dental Council (PM&DC) and those of the University Health Sciences (UHS). In addition, the FMH College of Medicine and Dentistry has established its own policies and procedures consistent with these general regulations. Unique services provided by the FMH College of Medicine and Dentistry for its students are also outlined. Students have the responsibility to be fully acquainted with and to comply with the PM&DC, UHS and the FMH College of Medicine and Dentistry regulations, policies and procedures.
# MBBS Scheme of Studies

## Pre-Clinical Years

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
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</thead>
<tbody>
<tr>
<td>Anatomy (Including Histology)</td>
<td>Anatomy (Including Histology)</td>
</tr>
<tr>
<td>Physiology</td>
<td>Physiology</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biochemistry</td>
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<tr>
<td>Behavioral Sciences</td>
<td>Behavioral Sciences</td>
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</tbody>
</table>

## Clinical Years

<table>
<thead>
<tr>
<th>3rd Year</th>
<th>4th Year</th>
<th>Final Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacology &amp; Therapeutics</td>
<td>Community Medicine</td>
<td>Medicine</td>
</tr>
<tr>
<td>Forensic Medicine</td>
<td>Special Pathology</td>
<td>Surgery</td>
</tr>
<tr>
<td>General Pathology</td>
<td>Otorhinolaryngology (ENT)</td>
<td>Obstetrics / Gynaecology</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>Ophthalmology (Eye)</td>
<td>Pediatric Medicine</td>
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FMHCM&D MEDICAL DEPARTMENTS

BASIC SCIENCES DEPARTMENTS

Department of Anatomy
Study of Anatomy is a core component of undergraduate medical education. The Anatomy and Histology department of FMH College of Medicine and Dentistry has two major areas of activity; education and research. Both these activities of the department occur in well-equipped laboratories. Cadaver dissection is a primary teaching method in the subject of gross anatomy, which is accomplished in a well-ventilated dissection hall comprising of 10- dissection stations and two mortuary plants, accommodating six bodies each.

DEPARTMENT OF PHYSIOLOGY
Located on the ground floor, this department shares well-equipped and well-furnished multi-disciplinary lab I and II, each having bench space for 45 students. These labs are stocked with modern equipment required to carry out various experiments in Physiology. Facilities of library and CD demonstrations in the computer lab are accessible to all students. Experimental work in Physiology is designed to include and illustrate important physiological concepts and measurements. The use of advanced recording and monitoring of equipment and techniques is demonstrated emphasizing the importance of precise recording and analysis of data in the solution of medical problems. A cardiopulmonary lab with qualified and experienced staff further supports these labs.

DEPARTMENT OF BIOCHEMISTRY
Biochemistry is the science concerned with the chemical constituents of living cells and with the reactions and processes they undergo. It is also study the various molecules in living cells with their chemical reactions. The department is fully equipped with sophisticated lab for teaching, resource and research. The departmental library has a diverse collection of the latest books and journals related to the subject.
DEPARTMENT OF PHARMACOLOGY AND THERAPEUTICS
Pharmacology is the study of sources, nature, properties and the body's reaction to drugs. A good physician has to be a good pharmacologist. The department of pharmacology and Therapeutics is located on the second floor of the college building. The department looks after for the training of 3rd Year M.B.B.S and 2nd Year B.D.S classes in the subject of pharmacology and therapeutics and Basic Pharmacology respectively. Each lecture session is well planned to deliver maximum relevant information to the students. The clinical aspects as well as rationality of use of a given drug are discussed with the students. The given practical exercises are discussed and demonstrated beforehand with the students. In addition, the students learn prescription writing and drug interactions. Departmental museum displays a good number of Pharmacognosy specimens and glazed illustrations. These illustrations appertain with the Pharmaco-dynamics i.e. mechanism of drug action and pharmacological effects. The department of pharmacology is headed by highly qualified and efficient faculty with diverse experience. Students of B. Sc. third year Physiotherapy and B.Sc. second year nursing are also taught in the subject of pharmacology by the faculty.

DEPARTMENT OF FORENSIC MEDICINE
The subject of Forensic Medicine deals with the application of medical knowledge to the purpose of law and furtherance justice. This department trains students to assist the courts of law. The departmental offices and the labs & museum are located on the first floor of the college building. The museum contains different models, specimens, necessary instruments and other audiovisual aids for teaching purposes.

The department shares two well-established laboratories for practical demonstrations of all disciplines of Forensic Medicine. These labs are fully equipped with all kinds of modern equipment for practical teaching of the subject. Autopsy work and other medico-legal cases are demonstrated at an authorized sister institution in the city at King Edward Medical University.
DEPARTMENT OF PATHOLOGY
The department of Pathology of FMH College of Medicine and Dentistry is located on the first floor of the main College Building. The department has two air conditioned lecture theatres with all modern facilities, including multi-media, projection on microscope with LCD facility. It has a well-endowed spacious museum with nearly 450 mounted specimens. There is a well-equipped laboratory (MDL-3) and 20 microscopes for students. Imported and local slides are also available to facilitate the teaching staff and the students. Department recognized for FCPS Part II histopathology training by college of Physicians and Surgeons Pakistan. Department is well equipped with a five head teaching microscope and three double head microscopes for training and reporting.

DEPARTMENT OF COMMUNITY HEALTH SCIENCES
Situated on the third floor, the Department of Community Health Sciences aims to promote primary health care and community based learning initiatives by implementing Community Oriented Medical Education (COME) Program for 3rd and 4th year M.B.B.S students. Apart from being exposed to traditional teaching methodologies such as class room teaching, tutorials, field visits and a well equipped learning resource center, our students gain practical experience within the community that serves as our laboratory. The Department of Community Medicine imparts training through structure Community Rotation Program. Students get training in primary and secondary level skills in providing comprehensive care in resource constrained areas. They also engage in research projects during their training period in which they are trained in research methodology, data collection, data editing, entry and analysis using SPSS software. There is an activity by which the students are assigned case studies which they present in the class. This provides training in situation analysis and program planning.
CLINICAL SERVICES

FMHC&D is affiliated with the following hospitals for clinical practice:

Fatima Memorial Hospital
Fatima Memorial Hospital is a not for profit hospital situated in the heart of Lahore. It was established in 1977 as a 200 bed community hospital for women and children. Fatima Memorial Hospital's vision on its inception was the betterment of the standard of maternal and child healthcare in Pakistan by providing state of the art quality tertiary care. Over the years it has evolved into a 510 bed, multi-specialty, tertiary care teaching hospital offering state of the art clinical & diagnostic services through experts in various fields to patients from all walks of life.

Obstetrics and Gynecology
The hospital has comprehensive facilities to manage all types of Obstetrical and Gynecological cases. It has one of the oldest private sector obstetrics department which handles an average of 7,000 deliveries per year. In addition it provides minimally invasive Laparoscopic surgery for complicated gynecological diseases as well as consultations in infertility and women health.

Pediatrics and Neonatology
The hospital has an excellent Pediatrics department catering to the need of all patients ranging from new born to adolescents. It accepts critically ill new born and pediatric patients from all over Punjab. The department also offers consultation in Neonatology, Pediatric Nephrology and Pediatric Hematology and Thalassemia. Services such as vaccination, nutrition counseling and growth monitoring are also available.

Emergency Services
Fatima Memorial Hospital has a fully equipped ER for both Adults and Children operating 24 hours a day.
Intensive Care Units
Fatima Memorial Hospital has several fully equipped intensive care units. These include neonatal, pediatric, medical, coronary and surgical intensive care units as well as the high dependency units providing care to complicated patients including the ones needing ventilator support. Critical care specialists manage this facility.

Diagnostic Services - X-ray and Lab
Fatima Memorial Hospital provides extensive Laboratory and Radiological services overseen by a team of highly qualified professionals specializing in their respective fields. The labs are operational 24 hours a day enabling all clinical services to perform their functions 24 hours a day. The CT scan service is also available 24 hours a day including weekends with urgent reporting.

Surgical Services

General Surgery

Orthopedics
Our Orthopedic surgeons perform a wide range of advanced procedures including complicated general orthopedics, Trauma, Arthroscopy, Reconstruction with ilizarov as well as joint replacement.

Urology
The urology department of the hospital offers a complete range of services which include endoscopic and minimal invasive surgery. It also has experts on male sexual health including infertility.
**Pediatric Urology**
Pediatric Urology deals with the disorders of children's genitourinary systems such as posterior urethral valve, epi and hypospadias, neurogenic bladder, Wilm's tumour, hydronephrosis and stone diseases of kidney and urinary bladder for both boys and girls ranging from birth to 16 years of age. FMH has one of the few dedicated centers for such patients. A fully trained Pediatric Urologist is responsible for providing this service.

**Laparoscopic Surgery**
This is a modern surgical technique in which operations in the abdomen are performed through small incisions (usually 0.5–1.5 cm) as opposed to the larger incisions. The recovery times from these procedures are usually much shorter. FMH provides a complete range of general and Gynecological surgery by this method.

**Bariatric Surgery (Weight loss surgery)**
This surgical technique helps an obese patient lose weight by a modification of their gastrointestinal tract. Again this surgery is done by minimally invasive methods and has shown excellent results. FMH is one of the pioneers in this field where experienced surgeons perform this procedure along with a team of very competent anesthesiologists.

**ENT**
A complete range of ENT procedures are provided by our specialists in this field.

**Ophthalmology**
With a fully functional eye department; the facilities available are phacoemulsification cataract surgery, glaucoma diagnostic tests, oculoplastic and lacrimal system management and medical retinal disease diagnosis and treatment. The cost of service is very affordable.
Medical Services

*Internal Medicine*

Experts in the field of Diabetes, hypertension and other general medical areas provide a wide range of services to patients at FMH.

*Gastroenterology and Hepatology*

FMH has a leading center in this field taking care of complicated liver and gastrointestinal disease patients. A state of the art endoscopy unit provides endoscopy services including ERCP, upper and lower GI endoscopy.

*Rheumatology*

Rheumatologists deal with clinical problems involving joints, soft tissues, autoimmune diseases, vasculitis, and hereditary connective tissue disorders. FMH provides advanced Rheumatological care making the hospital one of the few in Punjab to provide this level of care in the specialty.

*Neurology*

Fatima Memorial Hospital provides both clinical and diagnostic care to neurology patients; facilities include sleep lab, CT scan and EEG

*Nephrology*

Fatima Memorial Hospital has a well-established department of Nephrology. It also has a state of the art dialysis centre providing Haemo-dialysis to patients.

*Dermatology*

The department offers procedures such as Cautery Epilation, Cryo-Surgery, I/L injections apart from basic clinical services. It also offers diagnostic services such as skin biopsies and fungal scraping of skin, hair and nails.
Pulmonology
One of the oldest and most well established departments being run by leading pulmonologist of the city. The Pulmonology department includes chest&Asthma clinic, Tuberculosis clinic and Lungs Cancer Diagnostic clinic; it offers bronchoscopy, pleural biopsy, Lung Functions and both invasive & noninvasive ventilation to patients.

Psychiatry
Trained psychologists and psychiatrists at Fatima Memorial Hospital offer clinical services for depression, masked depression, Conversion disorder, Anxiety, Panic Attacks, and Phobia etc.

Other Services

Physiotherapy
This department offers comprehensive services in the fields of Orthopedic, Neurological, Pediatric, Integumentary, Cardio-pulmonary and Rheumatological Rehabilitation as well as fitness training. It is headed by a US trained specialist who issupported by several fully trained experts in this field.

Clinical Nutrition & Dietary Services
The Clinical Nutrition department offers services to a wide range of patients with various ailments. It also provides its services to pregnant and critically ill patients.

Fatima Memorial Dental Hospital
Fatima Memorial Dental Hospital is a fully equipped hospital with clinical services available in all specialties.

Hijaz Hospital
Over the past two decade, Hijaz Hospital has established it self as a center of excellence providing comprehensive patient care free of cost to thousands of indigent patients. This pioneer state of the art hospital located in Lahore was founded by Inam Elahi Asar.
The hospital progressed from a humble start as dispensary in 1987 to a full-fledged 120-bedded hospital. It has today a five story building, adequately equipped with latest machinery and advanced facilities including X-Ray, Ultrasound, ECG, and Pathology Laboratory. Specialized services are being provided in the field of, Ophthalmology, Surgery, Medicine, ENT, Dentistry, Pediatrics, Orthopedic, Kidney Dialysis and Medical Emergency. Hijaz Hospital is one of the teaching hospitals associated with FMH College of Medicine and Dentistry.

Khair-Un-Nisa Hospital
Khair-un-Nisa Hospital (KNH) was established in 1976 and is located in thickly populated area of Johar Town, Lahore. Main objective was to provide good quality healthcare facilities to poor and needy patients. Presently hospital has 71 beds indoor facility, which comprises of general wards both for male and female patients. In addition the hospital has private rooms, Post-operative ward and Nursery. The Out Patients clinics consist of Gynaecology and Obstetrics, Medicine, Pediatrics, Surgery, Nephrology and General Outdoor. KNH is one of the teaching hospitals of FMH College of Medicine and Dentistry.
Academic Policy

1. Eligibility to appear in UHS Professional Examination.
   a. Attendance:-
      - For all subjects **75%** attendance (individually in lectures, practical and clinical sessions) is mandatory to appear in UHS Professional Examinations as per regulations.
      - Assignments and presentation will not be awarded as an alternative to lecture / practical / clinical attendance or performance.
      - No repeat test or extra classes will be held in summer vacations to cover short attendance.
   b. Leave:-
      Leave is considered to be absent. In case of serious illness/disease it may be considered by the Principal and concerned faculty on case to case basis. The remainder academic period will be evaluated according to the eligibility policy.
   c. Retained Students (taking 1st Attempt in Supplementary):-
      - The retained students, who are ineligible for UHS annual examination, have to make up their deficiencies in order to appear in supplementary examination by undertaking prescribe remedial work till the time of declaration of university result of their respective class, failing which they will be detained and not allowed to appear in the supplementary examination.
      - The students who are appearing in Professional examination for the 1st time in Supplementary are provisionally promoted to the next class only after the supplementary examination. Their attendance for the next class will be counted immediately after supplementary examination. They have to maintain minimum **90%** attendance (individually in lectures, practical and clinical sessions) in remaining academic session in order to be eligible for the next Annual Professional examination.
d. **Supplementary Students (taking 2\textsuperscript{nd} Attempt in Supplementary):**

Students appearing in supplementary examination after attempting annual examination are allowed four days exemption per supplementary subject from their attendance (including two days off for each written and viva/practical).

e. **Detained Students:**

After the declaration of result of the supplementary examination, the detained student must contact the respective teacher incharge and will be required to attend 75% classes / practical / clinical sessions before being considered eligible to appear in next Annual Professional examination.

f. **Performance:**

Students with poor academic record may also be declared ineligible to appear in UHS Professional Examination.

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2. **Grading Policy and Internal Evaluation**

The system of internal assessment as part of formative assessment for each student, which strictly follows the regulation protocols, lay down by the UHS, the examining body for FMHCM&D.

The University of Health Sciences “UHS” is the examining body for Medical Colleges in the province of Punjab. The emphasis is laid on the student's attendance, regularity in the classes, practical's, clinical attachment and all academic activities separately and the performance of the students in the class test assessments and the send up examinations. The present weightage given by the University is 10% of the total examination marks for any subject both from the theory and the practical examination.
Those students who are regular in the classes and perform well in the class tests can achieve full marks in the internal assessment. The system of internal assessment is uniformly followed by all the discipline and the parents are informed about the student's attendance and performances on regular basis.

As per the UHS criteria the students need to maintain 75 % of their attendance to appear in annual examinations. FMHCM&D faculty and administration ensures a close monitoring and screening of student performance all over the year.

The following factors are kept in mind for the grading policy and internal evaluation of each student as per the criteria set by the University of Health Sciences (UHS):

i) The weightage of internal assessment shall be 10 % in all subjects.

ii) Continuous internal assessment shall consist of evaluation at the end of each assignment, e.g. stages/sub-stages, class tests etc., attitudinal assessment from educational and/or clinical supervisors, clinical skill assessment from clinical supervisors, and the work books for each academic year.

iii) Assessment of Knowledge, Skills and Attitude shall contribute towards internal assessment.

iv) The score of internal assessment shall contribute 10% to practical score in the final examination. Final university examination of each subject shall contribute 90% to total score, and the candidate shall pass in aggregate.

v) Awards of internal assessment in all the subjects of each candidate shall be submitted to the Controller of Examination along with Admission Forms for the annual examination. Internal assessment received after commencement of the final examination shall not accepted.
vi) The marks internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations. It is further emphasized that fresh assessment or a revision of assessment for supplementary examination shall not be permissible.

vii) Proper record of continuous internal assessment shall be maintained by the respective departments.

3. **Periodic Student Performance Appraisal**

   The underperforming students will be identified and their parent may be called for meeting with the faculty.
DEPARTMENT OF STUDENT AFFAIRS (DSA)
The Department of Student Affairs (DSA) at FMHCM&D is responsible for managing a large portfolio of student related activities on campus. The DSA is a focal point on campus where students can bring all their questions and concerns, academic or of personal nature, to the attention of the DSA. The DSA is mandated to deal with all student needs related to academic advisement, counseling, campus residence and extra-curricular activities. One of the central jobs at the DSA is to maintain all personal information with complete confidentiality that the students share with the DSA. The department functions under the supervision of H.O.D, Director Student Affairs to promote and facilitate curricular and extra-curricular activities. The DSA coordinates student activities and attends to students issues and works towards providing them a healthy environment for education free from any distraction.

FUNCTIONS OF DEPARTMENT OF STUDENT AFFAIRS

ACADEMIC ADVISING
A motivated and informed student body at FMH College of Medicine & Dentistry is capable of making the most of the opportunities available for personal and intellectual development at campus. The Academic Advising Centre within the department of Student Affairs looks after the advisory needs of the student body. The department also acts as an Information Resource Centre for the students and their parents regarding courses of studies, fee structure, dates for admission test, interviews and financial assistance.

EXTRA CURRICULAR ACTIVITIES
The Extracurricular Activities Office is a vital part of the Student Affairs Department as it acts as the governing body for all Clubs / Societies managed by the student representatives of the clubs. The key to the success of each club and society is the student initiative, enthusiasm, and involvement.
**VERIFICATION & REGISTRATION**
The student affairs department is responsible for the verification of student's documentation from their respective Boards and Universities once they are admitted to the college which is followed by registering them with the PMDC and University of Health Sciences within the given time frame. All correspondence on behalf of the students is done through the Student Affairs Department. The examination forms and all the documentation regarding examination and correspondence with the universities are carried through the DSA. The migration cases are also handled by this department. The department is also responsible for verification of ECFMG, Medical Board California, PLAB and other international medical licensing examinations on behalf of the students and graduates.

**RECORD KEEPING AND EXAMINATION**
Each student's individual record of their attendance and performance in the class tests and other examinations are kept in the DSA for reference. The attendance and class test performance is sent to the parents on regular basis and their feedbacks are recorded. The record for all extracurricular activities carried out by each student during their time at FMH College of Medicine & Dentistry is also kept at the DSA. The record is stored in specially designed software for ready reference and research study along with constant updating.

**STUDENT TRANSCRIPTS**
The development of student's transcript for elective rotation and other academic attachment is prepared at this department. It is also responsible for coordination of PLAB and ECFMG documentation and online verification. Documentation for examinations and verification of the papers is carried out with extreme care to ensure completeness and to update the status of application. The list of accepted names for registration is carefully formulated and is shared with all the concerned for all future references.
HEALTH SERVICES
All students at the FMH College of Medicine & Dentistry are eligible to use the health services at Fatima Memorial Hospital. The Student Health Service program provides most services on an appointment basis. However, injuries or illness that requires immediate attention may be evaluated at the Emergency Care Unit of Fatima Memorial Hospital.

CAREER GUIDANCE SERVICES
The Office of Career Guidance Service has been designed to ease the transition from study to employment for current students by bringing them together with experienced professionals from the public and private sector.

The office achieves excellence by committing to the following:
- Facilitating self-assessment and marketing competence pertaining to job availability in order to enable students to develop a clear career objective.
- Offering high quality training, career counseling and coaching in order to meet our students' individual needs.
- Holding workshops and on-campus recruitment in order to enhance career related experiences.
- Actively build partnerships with hospitals to create the best career opportunities for our students.

The values/guiding principles are:
- Strong service orientation with commitment to treating everyone with dignity and respect.
- Empowering students to make effective career choices from freshmen through alumni.
- Recognition and respect of individuality and diversity of our students and medical contacts.
- Teamwork and working collaboratively with others both on and off-campus.
- Continuous professional development to stay up-to-date so that we may better serve our students.
ALUMNI OFFICE (Fatima Memorial Alumni Association)
Alumni Office is in charge of strengthening alumni engagement by inspiring them to become informed, involved and invested in the life and progress of FMHCM&D.

The Department is FMHCM&D main point of contact with its alumni. The Department creates meaningful ways for the alumni to participate in the life and vitality of the college. Through this increased engagement, FMHCM&D hopes that the alumni will help its college move forward and improve its position as one of the nation's leading medical schools.

Alumni Relations fosters engagement in the following key areas:

**BENEFITS AND SERVICES**
Alumni relations maintains partnerships with a multitude of vendors offering discounts and special services for FMHCM&D graduates. The office also serves as the focal point of contact for alumni seeking assistance of FMHCM&D's services such as transcript requests, degree questions and library services, among others.

**EVENTS**
From small campus gatherings to annual events, Alumni relations and alumni volunteers host events throughout the calendar year with a large number of attendees.

**STUDENT COUNSELING SERVICES**
The student counselor works under the supervision of Department of the Psychiatry and Behavioral Sciences at the FMH College of Medicine & Dentistry to work on an ongoing basis with students for emotional and support. The services offered cover a wide array of issues such as stress management techniques, anger management, relaxation methods, psychological issues, ethics, morals, values, enrollment, withdrawals, grade appeals and procedural issues related to student status, attendance, suicidal tendencies & cases of any harassment.
POLICY MANDATE

Working and studying in a tertiary care teaching hospital can expose students to traumatic and upsetting events. The Management and Department of Psychiatry recognizes that both work and non-work related issues can often impact on the well-being of its students and can lead to sickness, absence, and poor performance in studies. Thus, the Department of Psychiatry and Behavioral Sciences at FMHCM&D offers confidential counseling service to its students. It is aimed to help the student to take control of their own lives and to make choices & decisions and put them into action. This avenue offers the opportunity for the student to be heard in a safe, unbiased environment. FMH College of Medicine & Dentistry believes that students who are supported in their personal and professional lives are more likely to achieve job satisfaction and are better equipped to carry out their roles.

WHEN AND HOW TO ACCESS THE COUNSELING SERVICE

There are no prescribed conditions that predispose the use of the Counseling Service. It can be accessed for help for either concerns around studies or work-based incident or for situations relating to personal circumstances.

Here are a few examples of situations that may require access to the Counseling service:

- Involvement in a studies related issues, resulting from a complaint from respective teachers
- A non-work related situation in which students may feel they need help to address and resolve specific problems impacting on the individual's well-being at FMH College of Medicine & Dentistry
- Decision-making
- Coping with crisis
- Developing personal insight and knowledge
- Working through feelings of inner conflict
- Improving relationships
- Suicidal tendencies
- Victims of Harassment
For further information and appointments the students can contact the Student's Affairs Department who will then coordinate with the respective counselors.

**PROCEDURE**

- The Counseling Service will be available to all students enrolled at the College.
- The service can be accessed by self-referral; however, currently many seek counseling at the suggestion of the Student Affairs Department, respective teachers or the HR management.
- Each student accessing the service will be entitled for sessions free of charge.
- Students with problems that need in-depth therapy, testing and emergency services will be responsible for costs and are entitled to discounted rates.
- The Student Affairs Department will be keep a record of the students, their complaints and suggestions or any treatment offered as per policy.
- Access to the counseling service data is strictly confidential and the counselor will not disclose this information to anyone without seeking permission of the concerned.
- When an appointment is made to see a counselor, the student is expected to attend at the time agreed upon.
- Cancellation of an agreed session must be made in line with the time scales agreed with the counselor and will be part of the student record.
- Reasonable adjustments will be made to cater for students, who have a disability with regards to the accessibility of venue, timing of meetings, full oral explanations to aid understanding, etc.

The Counselor is responsible for:

- Ensuring they provide complete information of the students (Bio data) to student affairs for record keeping.
- Providing their students with a code of conduct at the first session.
- Providing free student counseling sessions.
- Holding a degree in Psychology or be a Consultant Psychiatrist.
- Having extensive knowledge and experience of varying races, cultures and religious beliefs.
STUDENT RESPONSIBILITY

FMH College of Medicine & Dentistry expects all students to be responsible for their actions on campus as well as off campus. Their behaviour should reflect a respect of law and their contractual obligations, a consideration for the rights of others, and a shared set of standards for considerate and ethical behavior.

Students at FMH College of Medicine & Dentistry are supported in their academic pursuits by various individuals and groups including faculty, academic advisors, programme coordinators and the staff at the Students Affairs Department. Each student is required to pass the final University of Health Sciences Examination i.e. for meeting the requirements for graduation with his or her respective degree. If there are any further queries, questions should be directed to the appropriate offices.

Exemplary conduct and discipline is expected from FMS Students. Any student found indulging in conduct unbecoming, in the classroom or on the campus, shall be administered a stern warning. If the defaulting student does not show improvement in behaviour/ conduct, his/her name may be struck off from the college roll.

If there is a complaint of unprofessional conduct regarding a student, the Principal of FMH College of Medicine & Dentistry has the right to suspend the student immediately and refer the case to the Disciplinary Committee for further action.

PROFESSIONAL CODE OF CONDUCT POLICY

FMH College of Medicine & Dentistry takes the professional conduct of its students extremely seriously. This entails honesty and adherence to all university and medical college rules, policies, and requirements; appropriate respect for colleagues, faculty, staff and peers; adherence to the Human Relations Code of Conduct behavior in public that is not embarrassing to the ideal of the professionalism. In order to study at FMH College of Medicine & Dentistry, students must display good judgment, a sense of responsibility, morality, sensitivity and compassion for individual needs, and the ability to synthesize and apply knowledge, demonstrating that they are capable of becoming safe and effective medical professionals.
NON-DISCRIMINATION
It is unethical for a student to refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference. It is also unethical to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student.

It is not, however, unethical for pregnant students to refuse to participate in activities that may cause a significant risk to her fetus.

MEDICO-LEGAL CASES
All medico legal cases on illegal actions including suicidal attempts by students of FMH College of Medicine and Dentistry, FMH institute of Allied Health Sciences & FMH COLLEGE OF MEDICINE & DENTISTRY will be dealt according to the law of the land.

Free or Subsidized treatment will not be provided to illegal cases by FMH.

All such cases will be referred to Government hospitals, however, ambulance along with medical staff required for the shifting of such cases to other hospital, will be provided free of cost. The medical staff will revert back to FMH after handing over the patient to the concerned hospital.

CONFIDENTIALITY
The patient's right to the confidentiality of his or her medical record is a fundamental principle of medical care. The discussion of diagnoses or diagnoses of a patient by professional staff/ medical students in public including on the web violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from the institution, nor is photocopying of the record permitted. For presentations or rounds, students are permitted to extract information but not copy the full medical chart.
PROFESSIONAL DEMEANOR
The student should be thoughtful and professional when interacting with patients and their families and co-workers. Inappropriate behavior includes the use of offensive language, gestures, or remarks with sexual overtones, extreme lack of interest and/or dishonesty. The student should seek supportive services when appropriate and under pressure of fatigue, professional stress, or personal problems, students should strive to maintain composure. Symptoms of stress or depression or other mental or physical illness may manifest in behaviors such as fatigue, disinterest, poor attendance or poor attitude and these may be commented upon in the student's evaluation. It is the student's responsibility to ask for and get help for any problems in order to avoid this type of misinterpretation.

MISREPRESENTATION
A student should accurately represent herself or himself to patients and others on the medical team. Students should never introduce themselves as “Doctor” as this is clearly a misrepresentation of the student's position, knowledge, and authority.

HONESTY
Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty, and colleagues. They may not cheat, plagiarize, lie or steal, or assist others in the commission of these acts. The student must assure the accuracy and completeness of his or her part of the medical record and must make a concerted effort to provide the best possible patient care. Students must be willing to admit errors and not knowingly mislead others or promote themselves at the patient's expense.
The student is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by other students or health care providers through the appropriate channels as communicated by the Head of Department.

CONSULTATION
Students should seek consultation and supervision whenever their care of a patient may be inadequate because of lack of knowledge and/or experience.
CONFLICT OF INTEREST
When a conflict of interest arises, the welfare of the patient must at all times be paramount. A student may challenge or refuse to comply with a directive if its implementation would be against his or her own ethical principles, when such action does not compromise patient welfare.

Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical, or other manufacturers or distributors should not be accepted as acceptance can influence the objectivity of clinical judgment.

SEXUAL MISCONDUCT
The student will not engage in sexual, or any other unprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient's care. The student is at the same time is not to tolerate inappropriate sexual behavior from other medical personnel or patients.

IMPAIRMENT
It is the responsibility of every student to protect the public from an impaired colleague and to assist a colleague whose capability is impaired because of ill health.

The student is also obligated to report personnel of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

CRITICISM OF COLLEAGUES
It is unethical and harmful for a student to disparage without good evidence the professional competence, knowledge, qualifications, or services of a colleague to a review (judicial) body, staff, students, or a patient. It is also unethical to imply by word, gesture, or deed that a patient has been poorly managed or mistreated by a colleague without tangible evidence.
Professional relations among all members of the medical community should be marked with graciousness. Thus, erudite contributions should be acknowledged, malicious comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community. The medical student is expected to deal with professional, staff, and peers in a cooperative and considerate manner.

PRINCIPLES OF STUDENT DISCIPLINARY ACTIONS

**FIRST DISCIPLINARY WARNING**
Given to students to indicate that their behavior is in violation of Institute’s regulations and that repetition may bring more serious consequences.

**DISCIPLINARY PROBATION**
A formal warning period which indicates to a student that further policy violations may result in more serious consequences including suspension or expulsion.

**DISCIPLINARY SUSPENSION**
The student is suspended from FMH College of Medicine & Dentistry for a specific period of time and is required to leave the institute. Return to campus, by a student on disciplinary suspension, may occur only with prior notification and approval of the Principal. The student may apply for re-admission at the end of the specified suspension time. Re-admission is at the sole and absolute discretion of FMH college of Medicine & Dentistry and a student may be required to fulfill specific conditions prior to and following re-admission.
**EXPULSION**
The student is permanently separated from the College without opportunity for re-admission at any time. The student is required to leave the College within the time determined and cannot be in or on College property without the prior notification and approval of the Principal's Office.

**FINES**
Apart from reimbursement or restitution, monetary fines may also be levied.

**GROUP DISCIPLINARY ACTION**
Institute-recognized, sponsored, or sanctioned student groups are subject to the same disciplinary action as individual students and may also have the above mentioned or other penalties applied: limitation of social and other organization privileges or programs; alternative action, removal, or limitation of funding; and suspension or expulsion. If membership within the group is an element in the violations of the grounds for Disciplinary Action, the penalty may also include a limitation on membership.

**DISCIPLINARY COMMITTEE**
Matters relating to violation of professional norms are referred to the Disciplinary Committee (DC). When a case is referred to this committee, it conducts a detailed investigation. After providing a hearing to the student(s) and reviewing the extent of the misconduct, the Committee has the authority to take decisions and impose penalties (including separation from the Program). Serious violations, such as cheating, plagiarism, use of unfair means, and unprofessional conduct may lead to discontinuation of any financial assistance from FMH College of Medicine & Dentistry and even separation from the program. In case of disciplinary action, all future financial aid may be cancelled and students will not be allowed to graduate unless they return all previously disbursed financial aid along with accrued interest and penalties for delayed payments, if any.
**PETITION**

The student(s) against whom a decision has been taken may petition to Principal, FMH College of Medicine & Dentistry within 3 days for a review of the disciplinary decision.

**PROFESSIONAL CONDUCT**

One of the aims of the program at FMH College of Medicine & Dentistry is the development of personal and professional ethics among students. Students are expected to conduct themselves as professionals in all aspects of their life at the college. Fines may be imposed in case of violation of the norms of the college and unprofessional behavior can also result in dismissal from the program.

A student dismissed for unprofessional behavior may not be considered for readmission.

Professional conduct covers a wide range of activities from interpersonal behavior to maintaining and enhancing the professional values of the FMH College of Medicine & Dentistry. In case of any doubt about appropriate behavior, students must immediately consult their Class Coordinator/Head of Department of their major, Faculty Advisor or any member of the faculty/students are to maintain proper decorum and etiquette, and adhere to accepted local social norms while interacting with their peers, faculty members, guest speakers and the staff at the institutions. The same sensitivity should be exhibited in their dress code.

**NORMS AT FMH COLLEGE OF MEDICINE & DENTISTRY**

- While on campus, students are expected to be formally dressed for interviews, class presentations, seminars by guest speakers, and other academic events.
- In public places like the Library, Auditoriums, Computer labs and the Cafeteria disruptive behavior is considered unprofessional. Students should refrain from being noisy in the corridors as this disturbs the classes.
- Students must not engage in any activity that may result in damage to the FMH College of Medicine & Dentistry and its affiliated properties.
- Students should not indulge in behavior which may tarnish the image of the college.
Phones in the faculty and staff office areas are not to be used by students. Students may use the phones in the department of Student Affairs in cases of emergency.

Activities, such as eating and drinking, can only be carried out in designated areas in the cafeteria and in open areas. Food and drinks with the exception of water, are not allowed in classrooms, discussion rooms, computer labs and the Library.

Keep the campus clean! Littering on campus is highly unacceptable.

It is the student's responsibility to ensure that the security, rules, regulations and behavioral norms of the college are not violated by their guests.

Students should not be late for classes and should not leave the classroom when the class is in session except under exceptional circumstances with the permission of the instructor.

During class, the instructor should not be interrupted by any of the following:
- Late arrivals
- Unsolicited comments by students
- Disruptive behavior of students, exchange of notes and cross talk
- Ringing of mobile phones

**VISITORS AT CAMPUS**
Friends and relatives of students are discouraged to visit during the college hours. However, in case of emergency they may contact the Student Affairs Office. Visitors are not allowed to enter classrooms, the library or the computer labs.

**ID CARDS**
All students are required to possess valid student ID Cards. Students are strictly required to display their cards before entering the College Campus, Labs, and Classrooms. Students are bound to produce ID Cards on demand by any college official.

**SMOKING**
Smoking is not allowed indoors - Offenders shall be fined and repeated violations can lead to strict disciplinary action.
DRESS CODE

- Students must ensure that their attire conforms to the cultural and social norms of the society.
- Since this is entering a university programme that leads to professional degree after which the students are allowed to practice in different medicinal fields it is only proper to that a proper dress code is followed.
- Students are expected to wear their white coats and name tags at all times especially while working in a lab or during clinical encounters with patients. The students are expected to keep their white coats clean.
- Students should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient population served.

MALES

- Formal pants, slacks, khakis, Tee shirts (only polo necks without offensive words / images painted on them)
- Leather Shoes & Loafers
- Patchy, tattered and shabby looking Jeans, Crew neck Tee Shirts, Loafers, Flip flops are not allowed

FEMALES

- Shalwar Kameez with Scarf/Dupata
- Trousers with long shirts and scarf/Dupata, modest make up and jewellery, if worn.
- Each Student, male or female, is expected to give a neat look on campus badly creased clothes or disheveled hair are not allowed
- Students violating dress code can be fined Rs. 500/- and may also not be allowed to attend classes.

DRINKING/EATING

Drinks and eatables can be taken only inside the cafeteria or designated areas. Drinking/eating at all other places is prohibited.
CELLULAR PHONES
Use of cellular/mobile phones, I-pods, and electronic games etc is strictly forbidden in the class rooms/labs/wards while an academic session is being carried on. The management will confiscate an instrument if a student is found to be using it and refer the issue to the disciplinary committee.

RULES FOR DRIVING TO COLLEGE
- Any student found driving to College without a driving license is subject to strict disciplinary action by the disciplinary committee.
- A parking area has been allocated for the benefit of the students; all students who bring their own vehicles should park them in the designated area. A shuttle service is provided for commuting to and from the college.
- The college authorities shall not be responsible for loss or damage incurred to any vehicle parked outside this area.

COMPUTER ACCESS
Students are allowed access to computing facilities at the FMHCM&D and at some distance education site facilities. All students, regardless of location, are required to activate an e-mail account. Students' use of computers and/or accessing data stored on a computer system/network without proper authorization is subject to disciplinary action, as stipulated in the FMHCM&D Regulations:

- Unauthorized Use of Computer Accounts or System Access; Unauthorized use of computers includes free standing as well as networked computers. It is to be emphasized that giving one's password or other log on information to an unauthorized user of the system is unauthorized system access. Regardless of the purpose or the intent of unauthorized access,
- Unauthorized Viewing or Changing of Data only authorized users are to have access to data. "Browsing" of data by unauthorized users is a violation of the FMHCM&D rules and regulations.
This statement covers all administrative systems on campus, including the Student Information System. Unauthorized access of another person's account to view that person's files comes under this heading as well. Such access includes, but is not limited to, accessing another student's files, accessing a professor's file and accessing a patient's file without proper authority.

Unauthorized Copying of Software and Data, all commercial software and data are covered by copyrights of some form. Duplication of software and/or data covered by such copyrights is a violation of the copyright law.

Computers should not be used for the unauthorized downloading of pornographic or offensive material. Unapproved programs should not be placed on the computer. Appropriate disciplinary action will be taken in case of violation of these rules.

**PAYMENT PROCEDURE**

- Fees and other charges are payable in advance before the start of the academic year.
- Tuition fee once paid are only refundable as per PM&DC policy.
- The dates for payment of the fee are firm and are notified through college notice boards at the beginning of the academic year. Any delay in payment of fee will result in imposition of fine and the annual examination forms will be withheld.
- The College does not take responsibility of sending reminders to parents to pay the outstanding dues.
- Students will not be allowed to appear in any university examination unless all outstanding dues are fully cleared prior to the registration deadline of the examination.

**Mode of Payment**

- Tuition fee payment in cash is not accepted.
- Fee is to be paid through demand draft / pay order in favor of “FMH College of Medicine & Dentistry”.
Payment may also be made through Visa or Master Card at FMHCM&D account department subject to 2% financial charges.

Fee may also be deposited online in Bank. (Bank Accounts detail is available with Finance Department)

**Late Payment Charges:**

Students are required to pay the annual tuition fee before the due date. In case of delay in payment of fee late fee fine will be charged as detailed below:

**Session 2000 to Session 2008**

- A fine of Rs. 50 per day will be charged to the students for the first 30 days
- After 30 days of the due date a fine of Rs. 100 per day will be charged to the students.
- After 60 days of the due date students who fail to clear the dues without any valid reason will be debarred from attending the classes till payment of dues with fine.
- In case of nonpayment of fee after 70 days of due date without any valid reason, the student's name will be struck off from the college roll and in case of readmission student has to pay full admission fee.

**Session 2009 to Session 2011**

- A fine of Rs. 100 per day will be charged to the students for the first 30 days
- After 30 days of the due date a fine of Rs. 200 per day will be charged to the students.
- After 60 days of the due date students who fail to clear the dues without any valid reason will be debarred from attending the classes till payment of dues with fine.
- In case of nonpayment of fee after 70 days of due date without any valid reason, the student's name will be struck off from the college roll and in case of readmission student has to pay full admission fee.

**Session 2012 to Session 2014**

- A fine of Rs. 200 per day will be charged to the students for the first 30 days.
After 30 days of the due date a fine of Rs. 300 per day will be charged to the students.

After 60 days of the due date students who fail to clear the dues without any valid reason will be debarred from attending the classes till payment of dues with fine.

In case of nonpayment of fee after 70 days of due date without any valid reason, the student's name will be struck off from the college roll and in case of readmission student has to pay full admission fee.

Detained Students Fee:
Students who fail in all (100%) subjects in supplementary examination will have to study for one additional year and will pay additional full tuition fee for the session. Those who fail in less than 100% subjects will pay additional fee accordingly to the percentage of subjects they have to reappear. (For example: those who have to reappear in one out of three subjects will pay 35% of the total tuition fee and those who fail in 2 subjects will pay 70% of the total tuition fee.)
CALENDAR
Gazette Holidays: The FMH College of Medicine & Dentistry Campus will be regulated by the gazeted holidays as issued by the Governments of Pakistan and Punjab at the beginning of each fiscal year.

HOLIDAYS 2016

- Kashmir Day 5th February 2016, Friday
- Pakistan Day 23rd March, 2016, Wednesday
- Spring Break Last week of March
- Labour Day 1st May 2016, Sunday
- Summer Vacation June / to July 2016
- Eid-ul-Fitr Subject to moon sighting
- Independence Day 14th August 2016, Sunday
- Eid-ul-Azha Subject to moon sighting
- Youm-e-Ashur Subject to moon sighting
- Iqbal Day Nov, 9 2016, Wednesday
- Quaid's Day 25th December 2016, Sunday
- Winter Vacation Last week of December
DISCLAIMER AND WAIVER NOTIFICATIONS

This edition of the FMH College of Medicine and Dentistry Student Handbook is complete as of October 31\textsuperscript{st} 2015. Additions, deletions and changes may occur after this date without prior notification (Email announcements will be sent to students if any changes occur). The Student Handbook and relevant updates once approved will be available on the official college website.

The FMH College of Medicine and Dentistry reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the FMH College of Medicine and Dentistry. The College at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for health professionals.

Any of the policies contained within this Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing PMDC or UHS policy) following review and written approval by the student's faculty advisor (for currently enrolled students), the relevant department head(s), and the Principal (or designee). It is the responsibility of each student enrolled in FMHCM&D to know current academic policies and scholastic regulations, general and specific requirements and operational policies that apply to registration and instruction.
HEALTH FORM

Full name_________________________________ Father's name _____________________________

Sex____________ Date of birth _________________ Blood group ___________________

In case of Emergency call: Name (relation with student) ______________________________

Residential Address _________________________________________________________________

Telephone /Cell no:______________________ Email:_________________________________

IMMUNIZATION RECORD

Please (*) tick:

- BCG
- DPT & Polio
- Meningitis
- Hepatitis B
- MMR

Do you have any known allergy? [Medicines, food, plants, animals, fabric etc.]
____________________________________________________________________________

Have you had any illness or injury requiring hospital treatment or surgery?
____________________________________________________________________________

Do you have any physical or psychological disability / problem that the college must know about?
____________________________________________________________________________

DECLARATION OF STUDENT AND GUARDIAN: I have read carefully filled the above document
and provided the correct information.

Student's Signature_________________________ Parent's Signature ___________________

Disclaimer: I ______________ have read the contents of the Student Handbook and I will strictly
abide by the rules laid out by the institution i.e. FMH College of Medicine & Dentistry The College
reserves the rights to take any action in case I fail to abide by them during the course of my studies
at the College

Name:______________________________________ S/D/O:________________________________

Address ____________________________________ Roll No.:__________ Date:_______________