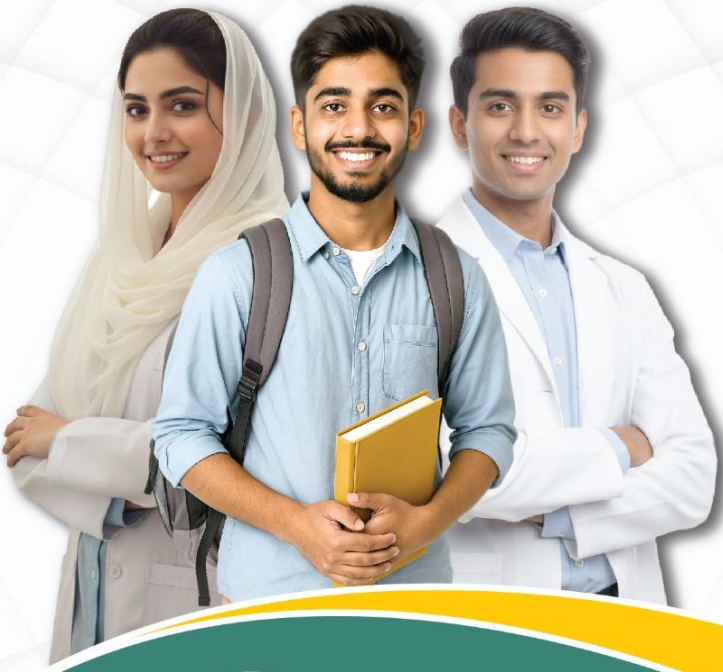
FMH
COLLEGE OF
MEDICINE & DENTISTRY
COMMITTED TO TRAIN, EDUCATE & INSPIRE



STUDENT HANDBOOK

2025-2026

Disclaimer

"Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the FMH College of Medicine & Dentistry reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. FMH College of Medicine & 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 of the FMH College of Medicine & Dentistry. The institution 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 PM&DC / UHS Policy following review and written approval by the student's faculty advisor (for currently enrolled students), the relevant department head and the Principal. It is the responsibility of each student enrolled in FMH College of Medicine & Dentistry to know current academic policies and scholastic regulations, general and specific requirements, and operational policies that apply to registration and instruction."

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1. FMH College of Medicine & Dentistry

1.1 MISSION STATEMENT

"To establish an evidence-based educational environment that cultivates socially accountable and competent healthcare professionals, self-directed learners, advocates for community health, collaborative team members, and individuals who strive for excellence to address global health challenges of times".

1.2 FUTURE VISION

"To produce healthcare professionals, who consistently uphold the international standards of excellence and contribute to achieving national community health outcomes".

1.3 OUTCOMES

KNOWLEDGEABLE - Medical graduate will be able to demonstrate knowledge of basic medical and clinical sciences and apply it to real-life medical situations.

SKILLFUL - Medical graduate will be able to demonstrate sound clinical skills grounded in knowledge of patient-centered care and will be able to identify and manage common clinical problems.

COMMUNITY HEALTH PROMOTER - Medical graduate will be able to demonstrate knowledge of Community Health and healthcare systems.

CRITICAL THINKER - The medical graduate will be able to critically evaluate and reflect existing knowledge, technology and information necessary for solving problems. PROFESSIONAL (BEHAVIOR AND PROFESSIONALISM)- The medical graduate will be able to demonstrate attributes of professionalism and ethical values that embody good medical practice i.e., life-long learning, altruism, empathy, cultural and religious sensitivity, honesty, accountability, probity, ethics, communication skills, and working in teams.

SCHOLAR & RESEARCHER - The medical graduates will demonstrate constructive criticism, a spirit of enquiry, creativity and a research- oriented attitude.

LEADER AND ROLE MODEL - The medical graduates will be able to demonstrate the ability to build a team and attributes of a good team leader.

1.4 COLLEGE INTRODUCTION

Fatima Memorial System is one of the leading institutions of the province and the country. FMH College of Medicine & Dentistry has a purpose built campus located in Shadman, in the heart of Lahore attached to Fatima Memorial Hospital. The facilities comprise of spacious Dissection Hall, Multi-Disciplinary Laboratories (MDLs) furnished with up to date equipment, Departmental Museums equipped with latest specimens and mannequins for training, Departmental Libraries, Lecture Halls with 100 to 150 seating capacity, air conditioned and equipped with modern teaching aids including multimedia, public address system and overhead projectors, two Conference Halls, Small Group Discussion / Tutorial rooms. The FMH College of Medicine & Dentistry has a fully developed Clinical Skill Lab consisting of state of the art mannequins, material and supporting equipment for hands on training for students of FMH College of Medicine & Dentistry.

The learning resource center consists of a Library and a state of the art fully air- conditioned computer laboratory with one hundred computer workstations providing facilities essential for the students, faculty and staff. High -speed Internet connectivity as well as online research journals availability is just a few of the facilities available in this computer lab. Latest editions of the text and reference books as well as journals are available in the Library for the guidance of students and faculty. The Computer Lab and the Library remains open after the working hours and on Saturday to facilitate learning. Clinical Skills Lab is located at the ground floor equipped with the essentials equipment required and is extensively used by the students of FMH College of Medicine & Dentistry.

The offices of Medical Principal and Dental Principal are located on 4th floor (College Building) and Ground Floor (Dental Hospital) respectively, while

the office of Student Affairs and reception are located at the 2nd Floor of the College building.

Over 70 Faculty Offices for the staff members along with a host of other necessary spaces have been provided. Gen. Atiq-ur-Rehman auditorium is located in the hospital building, is fully air-conditioned and equipped with basic and advanced technical support. Cafeteria is run under the supervision of qualified nutritionist. An air-conditioned mosque is also present within the premises.

Students have achieved so far 58 positions and 1456 distinctions in UHS examinations in Medical and Dental College.

2. COLLEGE EVENTS / HOLIDAYS

Kashmir Solidarity	5th February, 2026
Eid – ul – Fitr	19th to 21st March, 2026 (Subject to sighting of Moon)
Pakistan Day	23rd March, 2026
Spring vacation	24th to 28th March, 2026
Labour Day	1st May, 2026
Eid – ul – Adha	27th to 29th May, 2026 (Subject to sighting of Moon)
Debates (Intra College)	9th June, 2026
Drama (No Vacation)	10th June, 2026
Ashura	25th & 26th June, 2026 (Subject to sighting of Moon)
Summer vacation	29th June to 25th July, 2026
Independence Day of Pakistan	14th August, 2026
Eid-Milad-un-Nabi (SAWW)	9th August 2026 (Subject to sighting of Moon)
Debates (No vacation)	4th to 7th September, 2026
LDG	18th to 22nd September, 2026
ACGPQ 5.0 and 2nd PHYSCON	3rd & 4th October, 2026
Sports Day/ Funfair	22nd October, 2026
Iqbal Day	9th November, 2026
Quaid-e-Azam Birthday/Christmas	25th December, 2026
Winter vacation	28th December 2026 to 2nd January, 2027

Note: Also, all other Gazetted holidays notified by Government of Pakistan for the year 2026.

STUDENT PARTICIPATION IN COMMITTEES

FMH College of Medicine & Dentistry ensures student representation and appropriate participation in following educational committees:

- Curriculum Committee
- Unfair Means Committee
- Disciplinary Committee
- Harassment Committee
- Extra-Curricular Committee
- Academic Review Committee
- Program Evaluation Committee

3. SCHEME OF STUDIES

3.1 MBBS SCHEME OF STUDIES

<table>
<tr><th colspan="6">1st Year MBBS</th></tr>
<tr><th colspan="6">Modular Integrated Curriculum 2K23</th></tr>
<tr><th colspan="2">Block 1</th><th>Block 2</th><th colspan="2">Block 3</th></tr>
<tr><td>Foundation-1
Module 1</td><td>Hematopoietic & Lymphatic Module</td><td>Musculoskeletal & Locomotion Module-1</td><td>Cardiovascular-1
Module-1</td><td>Respiratory-1
Module -1</td></tr>
<tr><td>08 Weeks</td><td>03 Weeks</td><td>08 Weeks</td><td>07 Weeks</td><td>04 Weeks</td></tr>
<tr><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
Behavioral Sciences
Medicine
Community Medicine</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
Behavioral Sciences
Medicine
Community Medicine</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
B. Sciences
Rheumatology
Community Medicine
Surgery
Radiology</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
B. Sciences
Pulmonology
Community Medicine
Radiology</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
B. Sciences
Cardiology
Community Medicine
Radiology</td></tr>
<tr><td>PERLs-2</td><td>Quran-1</td><td colspan="2">Islamiyat & Civics</td><td>Pak Studies</td></tr>
<tr><td colspan="6">C- FRC- 1 (Clinical- Foundation, Rotation, Clerkship)</td></tr>
</table>

<table>
<tr><th colspan="6">2nd Year MBBS</th></tr>
<tr><th colspan="6">Modular Integrated Curriculum 2K23</th></tr>
<tr><th colspan="2">Block 4</th><th colspan="2">Block 5</th><th colspan="2">Block 6</th></tr>
<tr><td>GIT & Nutrition-1
Module no: 06</td><td>Renal -1
Module no: 07</td><td>Endocrinology & Reproduction
Module no: 08</td><td>Head & Neck, Special Senses
Module no: 09</td><td>Neurosciences-1
Module no: 10</td><td>Inflammation
Module no: 1</td></tr>
<tr><td>06 Weeks</td><td>04 Weeks</td><td>07 Weeks</td><td>05 Weeks</td><td>07 Weeks</td><td>01 Week</td></tr>
<tr><td>Anatomy
Physiology
Biochemistry
Gastroenterology
Pathology
Pharmacology
Behavioral-Sciences
Surgery
Community-Medicine</td><td>Anatomy
Physiology
Biochemistry
Nephrology
Pathology
Pharmacology
Behavioral Sciences
Urology
Community-Medicine</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
Community-Medicine
Gynaecology
Behavioral-Sciences</td><td>Anatomy
Physiology
Biochemistry
Pathology
ENT
Ophthalmology
Community-Medicine
Behavioral-Sciences</td><td>Anatomy
Physiology
Biochemistry
Pathology
Pharmacology
Behavioral-Sciences
Surgery
Neurosurgery
Community-Medicine</td><td>Anatomy
Biochemistry
Pathology
Pharmacology
Behavioral -Sciences
Community Medicine</td></tr>
<tr><td colspan="2">PERLs-2</td><td colspan="2">Quran-2</td><td colspan="2">Islamiyat & Civics
Pak Studies</td></tr>
<tr><td colspan="6">C- FRC- 1 (Clinical- Foundation, Rotation, Clerkship)</td></tr>
</table>

3rd Year MBBS		
Modular Integrated Curriculum 2K23		
Block 7	**Block 8**	**Block 9**
Foundation-II & EBM General & Clinical Pharmacology Hematopoietic & Immunity & Transplant Forensic Medicine & Toxicology-I	Musculoskeletal & Locomotion-II Infectious Disease Neoplasia Forensic Medicine & Toxicology-II	Cardiovascular -II Respiratory-II Community Medicine & Family Health-1 Forensic Medicine & Toxicology-III
PERLs- 3		Expository-3
C- FRC- 3 (Clinical- Foundation, Rotation, Clerkship)		

4th Year MBBS		
Block X	**Block XI**	**Block XII**
Community Medicine & Family Health-II	Neurosciences-II Psychiatry & Behavioural Sciences	Endocrine & Reproduction-II
GIT & Nutrition- II	Renal-II	Dermatology
Eye & ENT-I	Eye & ENT-II	Eye & ENT-III
11 WEEKS	14 WEEKS	11 WEEKS
PERLS-4 | ELECTIVES-4		EXPOSITORY-4
CFRC-4 (Clinical-Foundation-Rotation-Clerkship)		

<table>
<tr><th colspan="4">Final Year MBBS</th></tr>
<tr><td colspan="2">Block A
Medicine & Paediatrics
(16 weeks)</td><td colspan="2">Block B
Surgery & Gynecology-Obstetrics
(16 weeks)</td></tr>
<tr><td rowspan="6">Classroom Teaching
(16 weeks)</td><td>Medicine Clinical Rotation
(8 weeks)</td><td rowspan="6">Classroom Teaching
(16 weeks)</td><td>Surgery Clinical Rotation
(8 weeks)</td></tr>
<tr><td>End Rotation Clinical Exam
(Medicine)</td><td>End Rotation Clinical Exam (Surgery)</td></tr>
<tr><td>Paediatrics Clinical Rotation
(8 weeks)</td><td>Gynecology & Obstetrics Clinical Rotation
(8 weeks)</td></tr>
<tr><td>End Rotation Clinical Exam
(Paediatrics)</td><td>End Rotation clinical exam
(Gynecology & Obstetrics)</td></tr>
<tr><td>Block A Exam Theory</td><td>Block B Exam Theory</td></tr>
<tr><td colspan="4">CFRC-5 (Clinical, Foundation, Rotation and Clerkship)</td></tr>
</table>

3.2 BDS SCHEME OF STUDIES

<table>
<tr><th colspan="2">PRE-CLINICAL YEAR BDS</th><th colspan="2">CLINICAL YEAR BDS</th></tr>
<tr><th>Modular 1st Year</th><th>Modular 2nd Year</th><th>3rd Year</th><th>Final Year</th></tr>
<tr><td rowspan="14">Oral biology
Biochemistry
Anatomy
Physiology
Pharmacology
Gen. Pathology and Microbiology
Community Dentistry
Behavioral Sciences
Oral Medicine
Periodontology
Oral Pathology
General Medicine
Pre-Operative Dentistry</td><td rowspan="14">Oral biology
Biochemistry
Anatomy
Physiology
Pharmacology
Gen. Pathology and Microbiology
Science of Dental Material
Community Dentistry
Behavioral Sciences
Oral Medicine
Periodontology
Oral pathology
General Medicine
Pre-Operative Dentistry
Pre-Prosthodontics</td><td>Periodontology</td><td>Prosthodontics</td></tr>
<tr><td>Oral Pathology</td><td>Operative Dentistry</td></tr>
<tr><td>Oral Medicine</td><td>Oral & Maxillofacial Surgery</td></tr>
<tr><td>Gen. Medicine</td><td rowspan="5">Orthodontics</td></tr>
<tr><td>Gen. Surgery</td></tr>
<tr><td>Oral & Maxillofacial Surgery</td></tr>
<tr><td>Prosthodontics</td></tr>
<tr><td>Operative Dentistry</td><td></td></tr>
<tr><td colspan="2">Applied Radiology</td></tr>
<tr><td colspan="2">Comprehensive Patient Care</td></tr>
<tr><td colspan="2" rowspan="8">PRISME (Professionalism, Research, Informatics (Dental), Social Responsibility, Management/ Entrepreneurship and Evidence Based Dentistry)
CFRC-1 & 2
Islamiyat/ Civics & Pak Studies</td><td colspan="2">Professionalism: Cultural Communication Competency</td></tr>
<tr><td colspan="2">Research</td></tr>
<tr><td colspan="2">Medical & Dental Education, Leadership and Management</td></tr>
<tr><td colspan="2">Cross Infection Control Curriculum</td></tr>
<tr><td colspan="2">Self-Directed learning Sessions</td></tr>
<tr><td colspan="2">Lectures on Ethics and Morality</td></tr>
<tr><td colspan="2">Mentoring Program</td></tr>
</table>

* Disclaimer:
1st & 2nd year will be modular System

4. CURRICULUM MANAGEMENT

Enrolled students shall be provided with study guides containing requisite information about subjects to be studied each year, relevant learning outcomes, modes of information transfer, and assessment methodology. In addition, academic planners of each year shall also be shared accordingly.

5. LEARNING MANAGEMENT SYSTEM

Online Learning Management System (LMS) was introduced during Covid-19 lock down. The effectiveness of LMS provided new insight regarding provision of ready learning resources to the student that can be accessed round the clock across the world. As a result, this facility has been retained in the post-covid time as well. Institution intends to further improve LMS in accordance with the emerging trends in online learning.

6. ELECTIVE POLICY

The FMH College of Medicine & Dentistry follows the UHS Policy for the Electives.
https://uhs.edu.pk/downloads/mbbsintegratedcurriculum2k23-04.pdf

7. ASSESSMENT POLICY

Types of Assessment		Weightage	Frequency and Time	Methods and Tools for Assessment
Formative		-	During and after the teaching sessions.	Class presentations, Assignments, SEQs, MCQs, Tutorials (Q&A) sessions, Case Based Discussions, Problem Based Learning.
Summative Internal Assessment	Internal assessment for 1st to Final year MBBS Modular Integrated System 2K23, 1st and 2nd Year BDS Modular Integrated System 2K25	20% (Theory 10% + Practical 10%)	Three block exams are conducted for 1st to 4th year MBBS and two blocks for Final year MBBS respectively with 20% weightage sent to UHS as internal assessment at the end of each block. (75% attendance is mandatory as per UHS Policy which is sent to UHS after each block)	Class tests and block exams comprising MCQs (one best answer), OSPE, OSCE, Long Case, Short Case, OSVE, simulated patients, portfolios, and logbooks.
	Internal assessment for BDS 3rd and 4th year (Annual system).	10%	For BDS 3rd and 4th year, 02 or 03 term tests, Send-up & Re-Send-up, before the professional exam Attendance, Block Exam, Continuous assessment (75% attendance is mandatory as per UHS Policy)	Class tests & term exams comprising MCQs (one best answer), OSPE, OSCE, OSVE, simulated patients, logbooks and portfolios.
Summative	UHS Professional Examination Modular Integrated System	80 %	UHS Professional Examination at the end of the academic year, carrying 80% weightage for 1st to Final year MBBS and 1st to 2nd year BDS.	Comprise of MCQs, OSPE, OSCE, OSVE, short cases, long cases, simulated patients, Portfolios and logbooks.
	UHS Professional Examination	90%	UHS Professional Examination at the end of the academic year for 3rd and 4th year BDS.	Comprise of MCQs, OSPE, OSCE, OSVE, Simulated patients, and logbooks.

7.1 FORMATIVE ASSESSMENT

7.1 FORMATIVE ASSESSMENT

Formative assessment of students is carried out informally as and when needed, during and at the end of lectures (quizzes), tutorials (Question/ Answer session), MCQs, Case-based discussions, and class presentations.

Regular feedback sessions are conducted for students after every term examination for improvement of their performance.

7.2. SUMMATIVE ASSESSMENT

7.2.1. INTERNAL ASSESSMENT POLICY

1: Continuous Internal assessment for each student will strictly follow the regulation protocols laid down by the UHS curriculum committee and academic council.

2a: For the 1st to Final year MBBS and 1ST to 2nd year BDS integrated block examinations, the University allots 20% of the total marks to internal assessment. This internal assessment score is equally divided between the theory and practical components of the professional examination. The remaining 80% of the total marks are awarded through the final University professional examination.

2b: For 3rd and 4th BDS examination the weightage given by the University is 10% of the total examination marks for any subject both for the theory and the practical examination respectively.

3: Internal assessment for any subject (Basic/Clinical) will be distributed in all years of study (examination & non-examination year) through a structured distribution which will be shown by the concerned department.

Internal Assessment Criteria for MBBS

It shall constitute 20% of the total assessment at the end of the academic year.

(1st to Final Year MBBS)		
	Scoring Parameter	**Weightage (percentage)**
Theory 10 %	Attendance	75% attendance -1 % >85% attendance -2 %
	Block Exam	5 %
	Continuous assessment	3 %
Practical 10 %	Attendance	75% attendance -1 % >85% attendance -2 %
	Block Exam	5 %
	Clinical logbooks	3 %
• Remedial / Re-sit Exam Policy		

***Attitude/Behaviour/Attendance/Presentations/Assignments/Academic Achievements: 30% in Basic Sciences Subjects except Anatomy which is 20%**

Following is the sub division of 20-30% of marks:

Attitudes
25% to be divided into following sub components:

- Punctuality
- Discipline
- Honesty and integrity
- Behavior
    - Conduct
    - Attire
    - Active Participation
    - Honesty
    - Initiative

Achievement
25% to be divided into the following sub components:

- 1st three class positions for class tests
- 1st three class positions in the Term Tests
- 1st three class positions of the Send Ups Examinations

Assignments
25% allotted to the assignments.

Attendance
25% to be divided into the following sub components:

Attendance Breakup

76-80%	05% Weightage
81-85%	10% Weightage
86-90%	15% Weightage
91-95%	20% Weightage
96-100%	25% Weightage

BLOCK/INTERNAL ASSESSMENT CRITERIA BDS

<table>
<tr><th colspan="6">BDS Year-I</th></tr>
<tr><th>Subject</th><th colspan="2">Theory</th><th colspan="2">Practical</th><th>Total</th></tr>
<tr><td rowspan="3">Block I
Foundation I
CranioFacial |
Cariology I</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>08 OSPE (01 station -CFRC)</td><td>72</td><td rowspan="3">300</td></tr>
<tr><td>08 OSVE</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="2">Internal Assessment 10%</td></tr>
<tr><td rowspan="3">Block II
Foundation II
CranioFacial II
Neurosciences I
Alveolocemental Complex I</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>08 OSPE (01 station -CFRC)</td><td>72</td><td rowspan="2">300</td></tr>
<tr><td>08 OSVE</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="2">Internal Assessment 10%</td><td></td></tr>
<tr><td rowspan="3">Block III
Blood & CVS
GIT
Occlusion I</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>08 OSPE (01 station -CFRC)</td><td>72</td><td rowspan="3">300</td></tr>
<tr><td>08 OSVE</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="2">Internal Assessment 10%</td></tr>
<tr><td rowspan="2">Islamic Studies/Civics & Pakistan Studies</td><td colspan="2">Islamic Studies/Civics 03 LEQs of 20 marks each</td><td colspan="3">60 marks</td><td rowspan="2">100</td></tr>
<tr><td colspan="2">Pakistan Studies 02 LEQs of 20 marks each</td><td colspan="3">40 marks</td></tr>
<tr><td colspan="5">Total Marks :</td><td>1000</td></tr>
</table>

<table>
<tr><th colspan="7">BDS Year-II</th></tr>
<tr><th>Subject</th><th colspan="2">Theory</th><th colspan="3">Practical</th><th>Total</th></tr>
<tr><td rowspan="3">Block IV
Craniofacial Ill
Occlusion Il
Hepatorenal</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>07 OSPE (01 station - CFRC)
01 OSCE</td><td>72</td><td rowspan="3">300</td></tr>
<tr><td>08 OSVE
(01 station -PRISME)</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="3">Internal Assessment 10%</td></tr>
<tr><td rowspan="3">Block V
Endocrinology
Cariology II
community gentistry & Public Health I</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>06 OSPE (01 station - CFRC)
02 OSCE</td><td>72</td><td rowspan="2">300</td></tr>
<tr><td>08 OSVE
(01 station -PRISME)</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="3">Internal Assessment 10%</td><td></td></tr>
<tr><td rowspan="3">Block VI
Occlusion Ill
Community Dentistry & Public Health II
Respiration</td><td rowspan="2">MCQs (120)</td><td rowspan="2">120 Marks</td><td rowspan="2">Practical/Clinical Examination</td><td>06 OSPE (01 station - CFRC)
02 OSCE</td><td>72</td><td rowspan="3">300</td></tr>
<tr><td>08 OSVE
(01 station -PRISME)</td><td>48</td></tr>
<tr><td colspan="2">Internal Assessment 10%</td><td colspan="3">Internal Assessment 10%</td></tr>
<tr><td colspan="6">Total Marks :</td><td>900</td></tr>
</table>

(1ST TO FINAL Year BDS)

1. Give weightage to each component, e.g.
Term Tests, Class Tests, Practical, Assignments, Clinical Quota, Clinical Assessment, Attitude, Responsibility, Punctuality, Behaviour, etc. as appropriate out of 100.
2. Score marks for each component weightage for the student.
3. Add up for percentage Scores
4. Determine Eligibility
5. Convert into score out of 100
6. Award Marks based on Percentile as per the following conversion

Percentile	Int Assess / 10
85-100	10
70-84	9
55-69	8
40-54	7
26-39	6
0-25	5.5

Enter Internal Assessment by adjusting to UHS Maximum Internal Assessment. E.g. If the Maximum score is out of 20, multiply the score by 2.

Remedial

Students not able secure UHS defined passing marks will have remedial session and repeat mock exams until they achieve the passing marks as per UHS remedial policy.

7.3 ELIGIBILITY CRITERIA FOR PROFESSIONAL ANNUAL EXAMINATION

7.3.1 Annual Eligibility

a) Attendance Policy

As per the PMDC / UHS rules and regulations, a minimum of 75% attendance is mandatory separately in lectures (Including CPC/CDE) and Practical/ tutorial/ clinical sessions/ community visits. In addition, ward/clinical tests/assessments, assignments, and clinical quota as applicable are mandatory for a student to be ELIGIBLE for UHS Annual Professional Examinations. The remaining 25% attendance margin is for medical and other emergencies.

Students appearing in supplementary examinations are required to fulfill 75% attendance criteria as stated above however, ten working days per subject of the supplementary will be excluded from their attendance calculation.

No compensatory classes will be offered by the institution to any students for their short attendance at the end of the year.

b) Performance Criteria

The students are required to pass Send Up Examinations of all the subjects.

Students failing in the Send up Examination of any subject and securing more than 40% marks will be allowed to appear in a Re-Send up Examination.

Students failing to pass the Re-Send up Examination will not be eligible for UHS examination.

The students securing less than 40% marks in Send up Examination will not be allowed to sit in Re-Send up Examination and will be considered ineligible for the annual UHS examination.

The admission forms of the students passing in Re-Send Up examination will be sent with double fee.

The passing of ward/clinical test is mandatory for appearing in UHS Annual Examination.

The student failing in send up examination of a subject with 40% or more than 40 % marks but have passed all term test of the subject will be eligible to appear in UHS examination.

Individual special cases with extraordinary circumstances will be discussed separately on a case-to-case basis.

Note: - Assignments, presentations, remedial classes or electives will not be awarded as an alternative to attendance or performance.

7.3. 2. Retained Students

The retained students, who are declared ineligible for UHS annual examination, are required to make up for their deficiencies in order to appear in the UHS supplementary examination.

Performance deficiency will only be covered by passing the sendup examination of the failed subjects.

Attendance of retained students (for the next year) will be considered after supplementary examination and those students are required to fulfill 75% attendance.

7.3.3. Detained Students

It is mandatory for the detained students to maintain minimum of 75% attendance after the announcement of supplementary results by the UHS with the regular class in the respective subjects to improve their Internal Assessment & performance in the Annual Professional Examination. The detained students are required to pass the term test and send up exams taken after the UHS results.

7.3.4. Attendance & Performance Protocols for Supplementary and Retained Students

For deficiencies in clinical training, students have to make up for their deficiency by attending clinics during vacation time, or evenings as planned by the HOD of the concerned department.

1st Term test will be rescheduled for retained and supplementary students. This clause is subject to the decision of the management.

Respective HODs will arrange missed areas of the subjects to be covered through specially arranged sessions

8. ATTENDANCE PROTOCOLS FOR STUDENTS

- Quarterly attendance of the student for the previous month will be displayed
- by the HOD of each department (Basic and Clinical) at their respective Notice Boards.
- It is the responsibility of the students to review the displayed attendance and to improve their attendance for eligibility.
- Final Attendance duly verified by the HOD will be submitted to the Principal's Office and will not be changed once submitted to the Principal's office.

- The attendance record will be sent to Student's Affair Department for following:
- Uploading in student's personal file
- Quarterly information for the parents (twice a year just after the term tests).
- For Parent Teacher meeting
- As per UHS requirements attendance and assessment results will be uploaded in the UHS portal on quarterly basis

9. LEAVE POLICY FOR STUDENTS

- Student are required to submit their leave application at respective Principal's Offices before proceeding.
- Principal Office will get the application signed by all concerned subject HODs.
- The signed application will be sent to Principal's office and student affairs department for record keeping.
- Student are required to submit leave applications prior to their leaves, but medical or other emergency leaves can be submitted within 3 working days after rejoining the college.
- Absence without leave application may necessitate disciplinary action.
- Medical leave will only be accepted after submission of medical certificate vetted by FMH & in case of prolong leave, approval to be taken from the medical board.

10. STUDENT PERFORMANCE APPRAISAL

- FMHCM&D faculty and administration ensures a close academic monitoring of student performance throughout the year.
- Quarterly Report of academic performance and attendance record will be sent to the parents/guardians through all available means of communication. (twice a year for all classes)
- It is the responsibility of students to keep student affairs updated about current mailing address and contact details.
- Parent Teacher Meeting of poor performing/low attendance students will be held after first and second term test if desired necessary.

11. CODE OF CONDUCT

The faculty and administration ensure complete implementation of all the institutional policies

11.1. STUDENT RESPONSIBILITY

- FMHCM&D expects all students to be responsible for their actions on and off campus. Their behavior 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 are expected to observe gender separation in all activities and spaces, in alignment with campus policies and Islamic values.
- Exemplary conduct and discipline is expected from FMH College of Medicine & Dentistry students. Any student found indulging in conduct unbecoming, in the classroom or on the campus, shall be issued a stern warning. If the defaulting student does not show improvement in behavior/conduct, his/her name may be struck off from the college rolls.
- The student is expected to deal with professional staff and peers in a cooperative and considerate manner. Inappropriate behavior including the use of offensive language, gestures, or remarks with sexual overtones, extreme lack of interest and/or dishonesty will be strictly dealt with.
- If there is a complaint of unprofessional conduct regarding a student, the Principal, FMH College of Medicine & Dentistry has the right to suspend the student immediately and refer the case to the Disciplinary Committee for further action.

11.2. PROFESSIONAL CODE OF CONDUCT

- FMH College of Medicine & Dentistry takes the professional conduct of its students extremely seriously. This entails honesty and adherence to all university and institutional rules, policies, and requirements; respect for colleagues, faculty, staff and peers; adherence to the Human Relations Code of Conduct behavior in public. The 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 health care professionals.

- Students are expected to be non-discriminatory towards their teachers, patients, colleagues and peers with regards to race, religion, ethnicity, socioeconomic status, age or gender.
- All medico legal cases on illegal actions including suicidal attempts by students of FMH College of Medicine & Dentistry will be dealt according to the law of the land.
- The students are required to maintain the confidentiality of their patients and their medical records. 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 required to seek permission and help from their clinical supervisors.
- A student should present herself or himself to patients as "medical student" and not "doctors" as this may be a misrepresentation of their position, knowledge and authority.
- The student should not cheat, plagiarize, lie or steal, or assist others in the commission of these acts.
- The student should not engage in any unprofessional relationships with a patient. The student at the same time should immediately report inappropriate behavior from other medical personnel or patients to the department of student affairs.

11.3. CAMPUS CONDUCT

11.3.1. STUDENT DRESS CODE POLICY

Female Students

- Knee-length scrubs (color-coded by academic year)
- Scarf or dupatta is mandatory
- Abaya over scrubs is allowed
- Laboratory coat is mandatory
- Closed-toe, flat shoes only (no high heels, party shoes, or slippers)
- No heavy jewelry or heavy makeup
- Open hair is not allowed; Hair must be neatly tied;

Male Students

- Mid-thigh scrubs (color-coded by academic year)
- Laboratory coat is mandatory
- Properly groomed or neat beard
- No open chappals or sandals
- Strict compliance is required. Attendance will not be marked in case of violation and repeated violation may result in disciplinary action.

Hygiene

Applicable to all disciplines:

- Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific work area.
- Long or artificial fingernails are prohibited.
- Body or hair cleanliness is mandatory. Odors which may interfere with the health of the patient are not permitted. This includes heavily scented colognes, perfumes, body lotions and cigarette smoke odor.

Jewelry

In clinical, patient care settings:

- Ear rings which dangle more than one inch from the ear lobe and rings which interfere with the care of patients may not be worn.
- Consequences for Dress Code Violation
- If a medical student reports to the classroom, service or clinic improperly dressed, his/her faculty director may instruct the medical student to return home to make appropriate changes. Students violating the dress code.
- Will be considered absent

- On repeated violations, the students will appear before the disciplinary committee

Year based color codes for name tags according to year / discipline is suggested as follows:

MBBS		BDS	
Class	**Code**	**Class**	**Code**
1st Year	Purple	1st Year	Purple
2nd Year	Dark Green	2nd Year	Dark Green
3rd Year	Olive Green	3rd Year	Navy Blue
4th Year	Navy Blue	4th Year	Maroon
Final Year	Maroon		

11.3.2. Drinking/Eating

Drinks and eatables can be taken only inside the cafeteria or designated areas. Drinking/eating at all other places is prohibited.

11.3.3. Phones and Electronic Devices

Phones and electronic devices in the faculty and staff office / areas / classrooms are not allowed by students.

11.3.4. 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. 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. Visitors are not allowed to enter classrooms, the library or the computer labs.

11.3.5. 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 college official.

11.3.6. Smoking

Smoking is not allowed anywhere within the premises of college and hospital. Offenders shall be fined and repeated violations can lead to strict disciplinary action.

11.3.7. Students Car Parking

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 (for information contact department of student affairs). 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.

11.3.8. Computer Access

Computer facilities are available in the computer lab along with Wi-Fi service on campus for academic requirements.

12. COLLEGE PROPERTY PROTECTION

- All students are expected to take care of College property all the time during their presence on campus.
- Any damage caused by the student will be charged in full to the same.

13. CLASSROOM BEHAVIOR

DURING THE CLASS A CERTAIN LEVEL OF DECORUM BENEFITS THE LEARNING ENVIRONMENT. THEREFORE, THE STUDENTS SHOULD:

- Come Prepared to the class and carefully read all the class material shared with them to participate in discussions and completing any assignments that are due.
- Be attentive and responsive in class.
- Maintain respectful atmosphere in the class.
- Contribute to the class by making subject and class specific comments as appropriate.
- The following behavior shall be considered unethical:
- Talking, sleeping, or distracting members of the class.
- Using electronic devices in class without permission or in a manner that disrupts others.
- Disturbing and argumentative behavior.
- Failing to show respect towards peers and instructors.
- In order to facilitate an environment that is conducive to learning and is free from all types of harassment, FMH College of Medicine & Dentistry has zero tolerance for any form of harassment that interferes with the work performance of a student or an employee. FMH College of Medicine & Dentistry has a policy, whose aim is to make the campus free from all sorts of harassment.

14. INVASION OF PRIVACY

- The privacy policy dictates to avoid unwanted invasiveness, audio or video recording without another person's consent and/or the distribution of audio or visual recordings of another individual.

15. THEFT/THREATS/BULLYING

- An act in which personal, private, or College property is intentionally taken without the owner's consent or permission.
- Any person found supporting such act will also be accounted as guilty.
- Violations of this nature include robbery and embezzlement. It would account for serious legal action leading to repulsion.
- Any kind of threat to cause harm, injury or damage the student or any other person for gaining personal benefit at the College is strictly condemned.
- The person making the threats would be treated under a conducted violation.
- It includes bullying (physically; written or oral expression; through electronic means) that has the effect or will have the effect of physically or mentally harming a student, damaging a student's property.
- Bullying in a way that is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment.

16. POLITICAL ACTIVITIES

- Students are strictly prohibited to take part in any political activity within the campus.
- Any student found violating will be referred to the Disciplinary Committee.

17. HARASSMENT POLICY

- The FMH College of Medicine & Dentistry follows the HEC policy for harassment.
- (https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT- POLICY.pdf)
- Harassment is defined as an unwelcome behavior from a person who holds some kind of power or authority over the person who is being harassed. These advances may include, but may not be limited to verbal or physical communication with some sort of overtones, that makes the victim uncomfortable and affects their performance. This becomes particularly problematic for students or employees when:

- Submission to such conduct is made a term or condition for employment or participation in an educational program.
- Submission to or rejection of such conduct is used as a basis for employment or academic decision directly affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance creating an intimidating, hostile, or offensive work or learning environment.

18. COLLEGE DISCIPLINE

This policy is being followed in letter and spirit at FMHCM&D. If anyone (be it a student or employee) is involved in any act of indiscipline and misconduct, the matter will be forwarded to the disciplinary committee who may take action deem fit for the offence. All cases are handled and resolved in a professional manner by disciplinary committee so that the confidentiality of all parties is maintained.

18.1. ACTS OF INDISCIPLINE AND MISCONDUCT:

The following, among other violation of the provision of the Code of Conduct shall constitute acts of indiscipline and misconduct for which action may be taken against the students by the competent authorities for imposing appropriate penalties on the defaulters:

a) Breach of any rule of public morals, such as:
   I. Use of indecent or filthy language in class rooms, hostels, playgrounds and on the Campus;
   II. Use of immodest, improper and provocative dress; this includes girl students as well as boy students. An improper dress is defined as any revealing dress. Revealing does not only mean transparent, but it also includes tight dress. The dress is expected to be within our religious and cultural norms. T-shirts with abusive or obscene slogans or slogans that imply obscenity are also considered improper dress. This would be dealt on the spot by the faculty members and staff authorized to impose penalty. Or, this may be reported to the concerned officer in-charge who will refer the case to the College Disciplinary Committee.
   III. Use of undesirable remarks or gestures;
   Disorderly behavior, such as, shouting, abusing, quarrelling, fighting and Physical contact of any form between students of opposite

gender is absolutely not permitted. This would be dealt on the spot by the faculty members and staff authorized to impose penalty. Or, this may be reported to the concerned officer in- charge who will refer the case to the College Disciplinary Committee.

IV. Use or attempt or threat to use force;

b) Defiance of authority;
c) Impersonation, purgery, giving false information, willful suppression of information, cheating, deceiving and stealing;
d) Inciting or staging a walk out, a strike or an unauthorized procession;
e) Shouting of slogans derogatory to the prestige of the College or the reputation of its teachers and officers;
f) Smoking or consuming alcohol or intoxicating drugs.
g) Keeping of licensed or unlicensed arms/or entering the College with arms
h) Loss or damage to College property movable or immovable;
i) (I) Actions defamatory of and derogatory to Islam, Pakistan & any other Religion.
j) Any act, conduct, disorder or neglect which is considered prejudicial to good order or discipline or unbecoming of a student and a gentleman, by the competent authority, and including any act on the part of a College student to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Principal, or any Authority or Teacher of the College.
k) Any student misbehaving with a teacher/and or official of the College.
l) Indulging in any criminal act(s) or
m) Provoking the students to demonstration or boycott of classes; inside or outside the College Campus; and other constituent educational institutions;
n) Bringing fire arms on the Campus; or
o) Indulging in any immoral act;
p) Misbehaving with a teacher/and or official of the College
q) Any instant of harassment must be immediately reported to the concerned officer in- charge in writing. Harassment is defined as irritating/embarrassing fellow students of the same gender or opposite gender by verbal comments or unnecessary physical proximity or gestures or by stalking or by any other means.
r) ®) As per notice vide letter no. 1001/5095 dated 17.02.2022 RAGGING is totally PROHIBITED in the medical & dental hospital and hostel premises. Anyone found guilty of ragging / or abetting ragging is liable to severe

punishment and the same will be intimated to the Vice Chancellor UHS (as per UHS directives). In case of emergency the students / parents in distress may contact the Principal's office for strict disciplinary proceedings according to the recommendation of the disciplinary committee.

(s) Any false allegation to the institution at any forum will be liable to the disciplinary action if disposed off / dismissed by the respective forum.

18.2. COMPETENT AUTHORITIES:

- Every Member of the Teaching Staff and/or officer of the College Shall Have the powers and it shall be his/her duty to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the premises of the College.
- The Librarian shall be responsible for maintenance of order in the Library. In case of disorderly conduct or any breach of rules, he may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offence to the Professor in-charge of the Library.
- The Laboratory In-charge shall be responsible for the maintenance and functioning of the equipment. In case of any damage or loss to the equipment and utilities, the student shall be liable to compensate for the damage.
- The Director of Physical Education shall be responsible for the maintenance of order among the students on or near the play grounds or while otherwise under his charge.

18.3. PENALTIES:

- The following penalties or any other penalties may be enforced according to the nature of offence by the disciplinary committee.
- Censure and warning for future;
- Withdrawal of financial concessions for one academic session;
- Cancellation of hostel accommodation;
- Imposition of fines; (Decided on case to case basis)
- Recovery of loss or breakage of movable and immovable college property;
- Suspension from the rolls, and / or ban on entry in the premises of the College.

- Withdrawal of financial concessions for more than one academic session;
- Rustication;
- Expulsion and
- Debarring from seeking house job/ postgraduate training in this institute for specific period.

18.4. RECOVERY OF LOSS OR BREAKAGE OF PROPERTY:

- A student shall be liable to make good the loss caused by him to the College property within fifteen (15) days of the notification of the order by the Competent Authority. Failure to make good the loss shall be considered an act of indiscipline and misconduct. The name of such a student shall be struck off the rolls for failure to make good the loss, and besides, the Competent Authority, with the prior approval of the Principal, may intimate legal proceedings against him in a Court of Law.

18.5. DISCIPLINARY ADVISORY COMMITTEES FOR INVESTIGATION OF CASES OF INDISCIPLINE AND MISCONDUCT:

- The cases of indiscipline and misconduct involving students of the college shall be investigated by the Disciplinary Committee constituted by the Principal as decided in the Joint Academic Council meeting held on 22nd October, 2019.
- If some outsider(s)/ex-student(s) is/are involved in an indiscipline and misconduct case along with the College students, the concerned Committee, after careful consideration and with the prior approval of the Principal, may refer such case to the Police to the extent of outsider(s)/ex-student(s) for investigation and appropriate action

18.6. APPEAL AGAINST THE PENALTY:

- A student on whom any major/minor or both penalties has/have been imposed on involvement in a particular case of indiscipline and misconduct on the recommendations of the Disciplinary Committee, may, within thirty (30) days from the date of announcement of the order, may file an appeal against that order to the Principal.

- The Principal, after obtaining advice of the Disciplinary Committee, may dismiss the appeal or acquit/pardon the appellant, or order a fresh enquiry, or reduce or enhance the penalty or suspend the punishment for a specific period conditionally to be re-imposed immediately on evidence of his/her involvement in acts of indiscipline.
- A student on whom only minor penalty is imposed by the Disciplinary Committee(s) concerned, may, within fifteen (15) days from the announcement of the orders, appeal to the Principal concerned, who shall be the competent authority to pass such order as may deem fit.

18.7. REVIEW AGAINST THE ORDER ON APPEAL:

- Appeal against disciplinary committee decision may be submitted to the principal for a review of decision. The principal has the power to send the reviewed appeal to the disciplinary committee.

19. GRIEVANCE POLICY

- FMH College of Medicine & Dentistry is committed to provide a safe, fair and harmonious learning and work environment. Grievance Committee at college is handling day-to-day grievances related to students. Any student with a genuine concern may approach Committee by submitting his/her complaint in writing at student affairs department.

20. FEE POLICY

- Fee and other charges as prescribed and the method as opted are payable on demand and Within the due dates in the designated bank account of the College.
- Foreign students shall make the fee payment according to the fee prescribed in US Dollar (USD); however, it shall be deposited in PKR on the inter-bank conversion rate stipulated by the State Bank of Pakistan on the date of the payment in the designated bank account Provided by the College.
- Fee not paid in time shall entail suspension of student portal, student benefits/services, non-Marking of attendance for all classes, which can result in shortage of attendance and Subsequent ineligibility for appearing in the examination(s). Any prolong non-payment of Dues may result in removal from the students roll and the registration of the student may be

Cancelled permanently by the Council Expelled student may not be eligible to seek Admission as per the prevailing regulations of the Council.

- If the student is removed from the roll; charges may apply for students who requests re- Enrolment. This will not apply to students who have been expelled and are not eligible to Seek admission as per the prevailing law of the Council.
- All efforts shall be made by the College to remain on the prescribed fee structure provided to the students during the time of admission for the entire duration; however, on the basis of the economic situation of the Country and the current inflation, additional charges may Apply.
- Admission fee is non-refundable.
- Government taxes (federal or provincial), Regulatory bodies/affiliating body charges, if any, or levied in future shall be payable by the Student on demand by the College, which shall Not be refundable once deposited.
- The College shall be liable to provide proof of depositing of the taxes in the Government Treasury to the Student after completion of the current financial year for which taxes have Been paid, if any.
- College shall levy a fine on the student for late payment of dues.
- Refund policy of the fee as stipulated from time to time by the College shall prevail and may Follow the regulations of the regulating/affiliating bodies of the College.
- Fee of students for the next year of studies shall be increased by the College as per the Prescribed fee structure given to students at the time of admission; however, subject to Clause 05, above; while detainees shall follow the fee payment rules as stipulated by the College from time to time and may follow the regulations laid down by the Regulating/affiliating agencies.
- Any changes in the Government regulations regarding fee shall be applicable upon Communication of the same by the College.
- Fee is payable directly to the designated bank account stipulated on the Fee Voucher/Challan. College shall not be responsible for any payment made in cash or to any Official of the College

20.1. DETAINED FEE POLICY

- The student failing all the subjects will be charged full fee for the detained year.

- It will be proportionately reduced according to the number of subjects in which the students passed.
- No deposited fee will be refunded; however, it may be adjusted in subsequent yearly academic session.

For Example

Detained in Class with 3 subjects e.g. 1st year MBBS & 2nd Year MBBS	
Detained in 1 subject	1/3 of total feel will be charged
Detained in 2 subjects	2/3 of total feel will be charged
Detained in 3 subjects	100% fee will be charged

20.2. ISSUANCE OF FEE CHALLAN

- Tuition fee is due and payable by a student on promotion to the next year after having passed their professional exam.
- Fee Challan to be issued immediately after declaration of result of exam mentioning due dates or in case where result is awaited within one week from result date.
- Fee Challan to be issued, if classes start for next year and college provisionally allows all students to attend classes before the announcement of the professional exam results.

20.3. LATE FEE FINE POLICY

ANNUAL PAYMENTS				
After Due Date		**Rs. / Day**	**Re-Issuance of Roll No.**	**WHT**
Days				Where applicable
1-10	Local	1,500		
	Foreign	2,000		
>10-20	Local	2,000		
Students will be struck off after 20 days	Foreign	2,500		
>20 till clearance	Local	2,000	35,000	
	Foreign	2,500	50,000	

NOTES

- For foreign students, the fee payment in PKR, the interbank US Dollars conversion rate on the date of payment will apply.

20.4. SCHOLARSHIP & FINANCIAL SUPPORT POLICY

FMH College of Medicine & Dentistry shall offer following scholarships to the students.

- Merit-Based Scholarships
- Need-Based Scholarships
- Saida Waheed Scholarship

OUTSTANDING ACADEMIC ACHIEVEMENT SCHOLARSHIP

- The students securing positions in any of MBBS and BDS Annual Professional examinations of University of Health Sciences will be awarded this scholarship as per the following criteria.

    - First UHS Position Rs. 100,000 /-
    - Second UHS Position Rs. 75,000 /-
    - Third UHS Position Rs. 50,000 /-

SAIDA WAHEED SCHOLARSHIP

- For further details regarding scholarships students may contact Student Affairs Department.

21. SERVICES AVAILABLE TO STUDENTS

21.1. Health Services:

- All students at the FMHCMD are eligible to use the therapeutic health services at Fatima Memorial Hospital including emergency care according to the laid down existing policy.

21.2 Student Counseling Services

- The student counselor available at the FMH College of Medicine & Dentistry provides services related to social and emotional issues. The services offered cover a wide array of issues such as stress and anger management, psychological issues, suicidal tendencies and cases of harassment etc. There are no prescribed conditions that predispose the use of the counseling service and can be accessed for help for either concerns around studies or work-based incidents or personal circumstances.

21.3. Career Guidance & Counseling Services

- The Office of Career Guidance Service is available in Department of Medical Education to ease the transition from study to employment for current students by offering mentorship, career counseling and coaching in order to meet the students' individual needs

21.4. Student Mentorship Program

21.4.1. Introduction and Purpose:

- The FMHCMD BDS Student Mentorship Program is established to foster a supportive and collaborative learning environment within the college. Recognizing the challenges and complexities of medical education, this program aims to connect BDS students and faculty members to provide guidance, encouragement, and practical advice. The program seeks to enhance academic success, facilitate personal and professional development, promote a sense of belonging, and build a strong network within the dental college community. This policy statement outlines the guidelines, expectations, and responsibilities for all participants in the program.

21.4.2. Vision Statement

- The student mentorship program aims to cultivate a supportive and collaborative learning environment within FMHCMD, empowering BDS students across all years to achieve their full academic, personal, and professional potential through meaningful mentorship relationships.

21.4.3. Program Objectives:

The key objectives of the BDS Student Mentorship Program are to:

- Academic Support: Provide mentees with guidance and support in navigating their academic studies, including course selection, study skills, and exam preparation.
- Peer Connection & Networking: Facilitate mentees' integration into the medical college community and promote a sense of belonging.
- Foster a culture of mentorship and peer support within the medical college.
- Career Development: Offer insights into different career pathways within medical fields and assist mentees in exploring their interests.
- Skill Development: Encourage the development of essential professional skills, such as communication, stress management, leadership, and teamwork.
- Mentor Growth: Provide mentors with opportunities to develop their leadership, communication, and interpersonal skills

21.4.4. Eligibility:

- Mentees: All currently enrolled BDS students at FMHCMD should participate as mentees.
- Mixing the students of all 4 years into a group would provide peer support as well.
- Faculty Members:
- Faculty members from various departments who are willing to volunteer their time and expertise to mentor students.
- Ideally should be professors and associate professors.

21.4.5. Mentor and Mentee Responsibilities:

Responsibilities of Mentees:

- Initiate Contact: Reach out to their assigned mentor to schedule initial meetings and maintain regular communication.
- Prepare for Meetings: Come to meetings prepared with specific questions, topics for discussion, and goals they wish to address.
- Be Proactive: Take ownership of their mentorship experience by actively seeking guidance and support.
- Respect Mentor's Time: Be punctual for scheduled meetings and provide adequate notice if a meeting needs to be rescheduled.
- Communicate Clearly: Express their challenges, goals, and expectations openly and honestly with their mentor.
- Be Open to Feedback: Receive and thoughtfully consider advice and constructive feedback from their mentor.
- Follow Through on Commitments: Act upon agreed-upon tasks and recommendations.
- Maintain Confidentiality: Respect the privacy of their mentor and any personal information shared during their interactions.
- Provide Feedback on the Program: Participate in program evaluations and offer constructive feedback to help improve the program.
- Be Engaged and Committed: Demonstrate a genuine interest in the mentorship and actively participate in scheduled activities.
- Inform Program Coordinator of Issues: Report any serious issues, conflicts, or concerns regarding the mentorship relationship to the program coordinator in a timely manner.
- Express Gratitude: Acknowledge the time and effort their mentor dedicates to their development.

22. CLASS REPRESENTATIVE POLICY

- There will be only one Class Representative (CR) along with the Deputy Class Representative (DCR).
- The Deputy Class Representative (DCR) will assist the Class Representative (CR) and represent the class in case, the Class Representative (CR) is absent.
- The Class Representative (CR) and Deputy Class Representative (DCR) will be elected through the fellow students of the same year who fulfill the following criteria
    1. For 1st Year: - The top 20 students in the merit list can compete for the position.
    2. 2nd Year & onwards: -
        - No record of warning /disciplinary action, No supplementary,
        - Not defaulted in any financial matter of the institution 80% Attendance in all subjects of the previous year
        - Students will submit their application to Student Affairs department two weeks before the election.
        - The students will be shortlisted after looking at the prerequisites and recommendations by the class coordinator (Faculty member) of the respective year.
        - The election of the shortlisted students will be held under the strict supervision of Student Affairs Department and Faculty Members.
        - The tenure of the CR is one-year maximum and a student can participate in election twice in full course duration.

23. CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

- FMH College of Medicine & Dentistry strives to provide its students with excellent facilities in all sports and recreational activities. The College provides ample opportunities that not only create a cheerful campus environment but also discovered hidden talents amongst the students.
- There are multiple co-curricular & extra-curricular activities including Sports, Debates, Mushaira, Dramatics, Funfair, Welcome Party, Farewell Party, Blood Donation Drives, Art & Photography Exhibitions, Lectures of Moral & Ethical Values, Sessions on Taleemat-e-Quran, etc. held in the college regularly/annually. The college ensures that extracurricular activities at NUR-FMS aligns with the vision of our founders, the principles

of Hazrat Muhammad (PBUH) and Hazrat Khadija (RA), and the philosophy of Fard-e-Kamil as envisioned by Allama Iqbal.

- These activities are organized by following student societies, where all the positions within a society are managed by students but supervised by senior faculty members.

    - Sports Society
    - Debating Society
    - Dramatics Society
    - Funfair & Carnival Society
    - Takhleeq FMH Art & Photography Society
    - SYNCH-FMHCMD (Solidarity Among Young Nation for Change)
    - VFAHT-FMHCMD (Volunteer Force Against Hepatitis Transmission)
    - IFMSA-FMHCMD (International Federation for Medical Student Association)
    - APDSA-FMHCMD (Asia Pacific Dental Students Association)
    - CHSR-FMHCMD (Center for Health Sciences Research)
    - Humans of FMH & Blood Donation
    - FMHC Physiology Society

Note: *Subject to overall policy of Government and Statutory body.
*The Co-curricular and extra-curricular includes all the online activities.
*Events/activities such as Qawaali nights, Halloween, Drama, Valentine day, any sort of dances performances and live drama are strictly not permitted.

24. ALUMNI

The Department of Student Affairs is the main portal of contact with its Alumni. The Department creates meaningful ways for Alumni to participate in the life and vitality of the system. Through this increased engagement, Alumni will help FMH College of Medicine & Dentistry move forward and improve its position as one of the nation's leading medical schools.

HEALTH FORM

It is mandatory for all students to fill and submit it to the Students Affairs Department.

Full Name_____ Father's Name _____

Roll No._____ Gender _____ Date of birth_____ Blood Group____

In case of Emergency call: _____

Name (relation with student) _____

Residential Address _____

Telephone / Cell No. _____ Email: _____

Immunization Record: ☐ Yes ☐ No

I hereby certify that I am clear of chronic viral ailment like Hep B & C and AIDS ☐ Yes ☐ No

Do you have any known allergy? ☐ Yes ☐ No

Please specify: (Medicines, food, plans, 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?
_____

_____ _____
Student Signature Parents (Guardian) Signature

_____ _____
Contact No. Contact No.

_____ _____
E-mail: E-mail:

- I have read the contents of the Student Hand Book and I will strictly follow the above rules regulations laid by the FMHCM&D.
- The FMHCM&D reserve the rights to take any action in case I fail to abide by them during the course of my studies at the College.
- The FMHCM&D reserves the right to change any rules and regulation.

_____	_____
Student Signature	Parents (Guardian) Signature
_____	_____
Contact No.	Contact No.
_____	_____
E-mail:	E-mail: