



**Shifa
College of
Medicine**

STUDENT HAND BOOK

EDITION 2023

www.stmu.edu.pk/scm

To Students!

Shifa College of Medicine is now your alma mater – It will be what you together with the faculty and its promoters will shape it to be. The intents have been made clear in its mission, policies, and codes. The crucial thing is their implementation. Hopefully, the promoters and faculty/staff set the standards and offer role models; your contribution is requested in imbibing, inculcating and fulfilling the expectations and requirements embodied in the mission, policies and codes with reference to students. It may sound a tall order – nevertheless, it is achievable. You have the potential to do it.

Please do not forget that you have joined a noble profession. For whatever service you provide to a patient, there is a great reward as Allah (SWT) has mentioned in the Holy Quran: ***“If anyone saved a life, it would be as if he has saved the life of all mankind.”***(*Surah Al-Maidah, verse 32*) and the Prophet (PBUH) mentioned in his saying: ***“If one relieves a Muslim of his troubles, Allah will relieve his troubles on the Day of Resurrection.”*** (*Sahih Al-Bukhari & Muslim*)

However, there is a condition for such a reward. It all depends upon your intention i.e. why you want to join this profession. If it is for noble reasons, then you are lucky as the Prophet (PBUH) said: ***“The reward of deeds depends upon the intentions and every person will get the reward according to what he has intended.”*** (*Sahih Al-Bukhari & Muslim*)

Make an honest beginning with determination – The sky is the limit.

Dr. Aamer Nazir Ahmad
Advisor, Student Affairs

Vision

Shifa College of Medicine will play a leadership role in graduating physicians who will serve their community through strong ethical & evidence based practice.

Mission Statement

To graduate physicians for the twenty first century who abide by the rigor of scientific discipline and are altruistic, humane, knowledgeable, skillful and dutiful to their profession and the society at large.

Please Note

This handbook is provided to students for their general guidance only. It does not constitute a contract: either expressed or implied and in subject to change at the University discretion. If there are any inconsistencies between this handbook and policies established and announced by the faculty and management, the latest faculty policies will govern.

Students are required to collect their copy from the Student Affairs Office and review the contents carefully. **“I don’t know”** or **“I didn’t know”** attitude will be counterproductive. Students are advised, in their own interest, to read, understand and follow college policies and procedures. Furthermore, they should keep their eyes and ears open to get hold of the latest revision as and when announced.

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Whilst every effort has been made to ensure the accuracy of the information provided in this booklet, the college reserves the right to alter, without notice, any of the contents published herein or otherwise advertised

Departments

Welcome to Shifa College of Medicine and Shifa Community! This guide will help acclimatize you with the premises and introduce you to the regulations governing it, and as an extension you. Please go over the guide and familiarize yourself with the policies that are in place to enhance your learning experience during your stay. Remember the curriculum at Shifa is **learner centered**; the onus of learning being on you, the student.

Department of Student Affairs

The Department of Student Affairs is your contact from the time of admission to the Shifa College of Medicine to the time after graduation as **alumni** of the college. This office is intended to serve as your advisor, friend, record keeper, supporter and information resource. Student Affairs Office manages the following processes:

Admissions

Student Registration with University & PM&DC

Communication with Students & Parents

Guidance and Counseling

Health care

Reference letters

Student-Faculty Liaison

Students' Extra Curricular Activities through Student Committees

Students' Records

University liaison for students

Graduation

Student Facilities and Alumni Affairs

Department of Health Professions Education

The Department of Health Professions Education oversees the evolution and implementation of the curriculum. You, as student will interact with the department for academic advice, concerns regarding the curriculum, assessments and evaluations. The DHPE will provide and validate your learner and clerkship portfolios.

Basic Health Sciences Administration

The basic health sciences administration will be your liaison for all your academic concerns for the first three years. The administrative staff will maintain your attendance and assessment performance records. They will also generate and distribute module schedules.

Clinical Health Sciences Administration

Located in the Shifa International hospital premises, right next to the Falahi Foundation, the clinical health sciences administration will be for your clinical years. The administrative staff will maintain your attendance and assessment performance records.

Examinations Department

Your assessment results and registration for university examinations will be catered by the examinations department. Your module and Clerkship results, yearly summaries and internal assessment will be emailed to you directly by this department.

The student can collect their original transcripts after the declaration of the results of each professional examination from the Examination Office.

Library & Associated Services

The library provides an extensive collection of printed as well as electronic books for reference as well as subscription. The library also offers internet connectivity for accessing online resources of learning and education. All students must register with the library for availing its services. Photocopying facility (on cost) is available just outside the library.

Shifa Clinical Skills and Informatics Laboratory

The SCIL Lab is designed for teaching and assessing learners at all levels of undergraduate curriculum. Learning is facilitated and enhanced with the help of cutting edge technology tools, manikins, models and simulations. You will spend time in the lab during your module and clerkships.

Accounts Department

To address the matters regarding fee submission, accounts department is available in the College premises.

Facilities and Services

Student Counseling

Medical college has its own unique culture and style which at times can be over-whelming for students. Coming to grips with multiple challenges; a new environment, different learning techniques and a totally new style of curriculum and curricular content can be daunting for even the most seasoned.

Shifa College of Medicine has a group of trained student counselors whose services would be available to any student desirous of discussing his/her social, psychological and emotional problems. Their confidentiality will be maintained and counselors will try to help the students cope with their different issues. The list of counselors is as follows:

S.#	Name	Designation / Department	Email Address
1	Dr. Fahad Azam	Associate Advisor, Student Affairs	fahad.scm@stmu.edu.pk
2	Dr. Aamer Nazir Ahmad	Advisor, Student Affairs	aamer.scm@stmu.edu.pk
3	Dr. Maryam Habib	Assistant Professor, Pathology	maryam.scm@stmu.edu.pk
4	Dr. Umm e Kulsoom	Assistant Professor, Community Medicine	ummekulsoom.scm@stmu.edu.pk
5	Dr. Saeeda Yasmeen	Assistant Professor, Surgery	saeeda.scm@stmu.edu.pk
6	Dr. Abdul Wahab Yousafzai	Associate Professor, Psychiatry	wahab.yousafzai@gmail.com
7	Dr. Waqas Rabbani	Assistant Professor, Behavioral Sciences	waqasrabbani.scm@stmu.edu.pk
8	Ms. Nadia Khalid	Assistant Director, Student Affairs	nadia_khalid.scm@stmu.edu.pk

Career counsellors are also available to provide personalized advice, assess an individual's skills and interests, and offer guidance on suitable educational and professional paths . They empower individuals to make well-informed decisions that align with their aspirations and ultimately lead to greater career satisfaction and success.

S.#	Name	Designation / Department	Email Address
1	Dr. Munir Iqbal Malik	Professor of Pediatric Medicine	munir.scm@stmu.edu.pk
2	Dr. Gulshan Ara Saeed	Professor of Gynae /Obs	gulshan.scm@stmu.edu.pk
3	Dr. Ashraf Hussain	Professor of Anatomy	ashraf.scm@stmu.edu.pk
4	Dr. Muneeza Aamir Sami	Assistant Professor, DHPE	muneeza.scm@stmu.edu.pk
5	Dr. Hareem Fatima	Demonstrator, DHPE	hareem_fatima.scm@stmu.edu.pk

If you ever feel that you need help you should contact the Student Affairs Office (051-8493014).

Dress Code

Students should be wearing the prescribed dress code i.e., a clean white coat will be worn at all times on top of **MODEST**, clean and tidy clothes. “A simple decent dress conforming to our culture and norms is preferred i.e.

Boys with Trousers and Shirt tucked in, along with a Tie / Coat / Sweater with sleeves. Shirt and Shalwar along with a Coat / Waistcoat.

Girls with Kameez Shalwar and Dupatta, Coat / Sweater with sleeves.

Further, students are required to wear clean, white coat with display of ID card in all settings within college and hospital.

PROHIBITED

Boys’ Dress Shorts, casual T-shirts, sports track suit, figures on shirts and odd caps, pony-tailed hair and long hair.

Girls’ Dress Tight trousers, T-shirts, sports track suits, figures on shirts, sleeveless shirts, bright heavy Makeup, long nails and distracting jewelry.”

Student Identity Cards

Students are required to wear the College Identity Card at all times while on campus. Security staff has standing instructions to check or ask for ID Cards. That inquiry must be complied with. Confrontation with security personnel will call for disciplinary action. Application forms to get ID cards can be obtained from Student Affairs Office.

The forms should be filled and returned with a photograph (1” x 1”). Please check the availability of your card in one-week’ time after submitting the form. Identity Cards will be provided once in the whole five-year course. Student will have to pay the prescribed charges for a replacement.

University Roll Numbers for Professional Examinations

All Professional Examinations are conducted by the University. Students would be allowed into a Professional Examinations only on the production of a “Roll Number” card issued by the University. This card is issued on submission of “Examination Registration Form” (available with Examination Office at the time of announcement of the Date Sheet for the said examination) together with the “examination fee (where applicable)”. Students must be aware of the fact that without the card they cannot enter the examination. They must apply for registration when notified, collect the “roll number slip” before the examination and produce it at the examination hall.

Lost and Found

College accepts no responsibility for damage, loss or destruction of personal properties. However, cases of lost and found could be reported to the Student Affairs Office in writing.

Transportation Facilities

College Transport serves only hostelites. Pickup is ½ hour before the starting time of the first lecture and departure from the college is at the close of the day. In case of emergency please contact Administration Office.

Prayer Facility

The prayer area is available in the College premises for males and females separately.

Hostel Privileges

Hostels are maintained by the College to provide a safe and congenial home environment. For that, the hostel is run on non-profit basis. Resident students are invited to participate in the internal management of the hostel so that they can make it as homely as possible. However, it is also the responsibility of the College to ensure that the discipline, image, internal management of the hostel and peace of mind of the students are maintained at an acceptable level. The following faculty members are part of the hostel management committee:

1	Dr. Khurram Qureshi (Associate Professor Physiology)	Warden Boys' Hostel
2	Dr. Saima Perwaiz Iqbal (Prof. and Head of the Department of Family Medicine)	Warden Girls' Hostel

If there are breaches to disturb that balance, the College will move fast to take necessary measures. This may involve disciplinary action and even removal of students from hostel/college at short notice. In general, however, the College would like to make it known to all students and parents that providing hostel facilities is a privilege extended to students and should not be considered as a right. The College can refuse admission into the hostel or ask anyone to withdraw from the hostel any time, without assigning any reason by exercising its discretionary powers.

College Tuck Shop

The College Tuck Shop provide services to students on subsidized rates. It operates on “self-service” basis. It is expected from students to clear the table after eating. Used paper cups and plates should be dumped in the dust bins provided.

Photocopying Service

Service is available near the library on cash payment.

Airline / Railway Concession Forms

These forms can be attested from the Student Affairs Office but demand for “on the spot service” should be avoided. Students are advised to submit forms a day or two earlier.

Reference Letters

Requests for Reference Letters (for electives etc.) should be made at least 2 days in advance. For “certificates” of bonafide or special purposes, students should discuss the matter with the Student Affairs Office before making an application.

No Smoking Alert

The entire building complex of the College and Hospital including wash rooms and student lounges have been declared “**No Smoking**” zone. Students are expected to respect it.

Mobile Phone Policy

Use of mobile phones by students is strictly prohibited on Campus. All mobile phones used in these areas will be confiscated and the offender may be subjected to disciplinary action.

Grievances and Gender Conflict Committee

This committee will address grievances of the students and will take appropriate action to address their grievances. A student can write a request / appeal to:

Chairman of Grievances, Harassment and Gender Conflict Committee

Prof. Dr. Ashraf Hussain

Email: ashraf.scm@stmu.edu.pk

Student Committees for Co-Curricular & Extra Curricular Activities

Students elect their representatives to serve on various committees. Each committee has a faculty Advisor to help and advice. Students will have to approach him or her for guidance and help in the first instance. All students' activities are coordinated through Student Affairs Office. Advisor details are as follows:

For Co-Curricular Activities

Name of Committees	Faculty Advisor & Chairperson
Literary and Debating Committee	Dr. Ashraf Hussain
Student's Curriculum Committee	Dr. Riffat Shafi
Research Committee	Dr. Sajida Naseem

for Extra Curricular Activities

Name of Committees	Faculty Advisor & Chairperson
Sports Committee	Dr. Waqas Rabbani
Shifa Students Society Liaison Committee	Dr. Huma Tasleem

Committees can always co-opt more members with consensus. Students with failures in examinations immediately preceding the elections are not allowed to contest elections in their own interest.

Confidentiality of Student's Records

Students' personal particulars and academic data are held in confidence with the Student Affairs Office. No one, other than students and parents, has access to that. Friends and well-wishers of the family or telephone callers will not be entertained and no information would be made available to them. Parents and students are, therefore, respectfully reminded not to use these channels for raising inquiries with the Student Affairs or Admission Office, on matters pertaining to individual students.

Mailing Addresses

IT IS CRITICAL TO CONTINUOUSLY UPDATE YOUR CONTACT INFORMATION . Important communications, and other urgent matters relevant to students, are mailed to parents on the address

indicated on their application forms. Both students and parents are requested to keep their mailing address, phone contacts, and email address updated with the Student Affairs Office.

Institutional email addresses

At start of first year MBBS, institutional email addresses will be issued to all MBBS students and login details will be shared with you.

- ✓ These email addresses are meant to be used for official purposes only and are a valuable resource for communication between you and the college administration.
- ✓ It is important to note that the email addresses will be deactivated shortly after you graduate from the college.
- ✓ It is again being reminded to use these email addresses for official communication only.
- ✓ Any misuse of these email addresses will not be accepted and appropriate action may be taken.

College Leaving Clearance

Students leaving the college, prematurely or after graduation, are required to obtain a “CLEARANCE CERTIFICATE” from the college before the release of their transcripts and security. A form is available from the Student Affairs Office. It has to be rotated through all the departments and library and can take time. The completed certificate should be returned to Student Affairs Office for issuance of a College Leaving Certificate.

College Calendar

Academic Calendar: The summarized recording of module dates, examination dates, breaks and vacations are shown in the academic calendar for all 5 classes. Weekly time tables that are circulated to students each week (Friday) are based on this calendar. Copies of weekly timetable can be collected from the respective coordinator. Changes, if any, would be notified on the College Notice Boards. Schedules of clinical rotations and clerkships are posted on each notice board. The College currently operates on 36 weeks of ‘modular instruction’ per year schedules.

Solicitation of Funds

No student of Shifa College of Medicine may collect donations for any “**DESERVING**” patient or other charity works without written authorization from the Dean/Principal.

Financial Information & Awards and Honors

Fee Payment Rules:

The fee payments rules of Shifa College of Medicine is designed as per regulations provided by PM&DC and STMU.

- a) The fee structure for all 5 years of MBBS program is finalized at the commencement of the First year. The finalized structure is shared with the students through the website and prospectus.
- b) The College may revise upward every year the rate of fees to cover increased costs and inflation in line with the PM&DC policy.
- c) Tuition fee and hostel charges must be paid in lump sum every year before the last date given for that academic year.
- d) The PMDC student registration charges will be as per actual.
- e) The University Professional Examination charges would be charged for each academic year as per actual.
- f) Convocation & Degree charges will be charged as per university policy
- g) No results and college leaving certificate will be issued without clearance of college dues.
- h) The hostel charges once paid are non-refundable.
- i) **Once the student is considered eligible on academic performance, clearance of college dues is pre requisite to appear in the professional examination.**
- j) Fee concession for students repeating a year will be according to PM&DC.
- k) **Late Fee:** Rs. 200.00 would be charged per day in case of non-payment of college dues up to 45 days after the fee due date.
If the college fee is not paid up to 45 days after the fee due date, students name would be removed from the college roll and the student will have to deposit the admission fee to get readmitted.
- l) **Payment of Fee and Charges in Installments:** depositing fee in installments shall only be a privilege and not the right of the student. Installment application shall be evaluated strictly on need-cum-merit basis in accordance with the university's policy.
- m) **Refund Policy:** Refunds shall be ascertained as per PM&DC regulations

Policy for Scholarship and Financial Assistance

Shifa College of Medicine's financial assistance and scholarship policy aligns with the guidelines stipulated by STMU. SCM's primary goal is to acknowledge and reward scholarly performance of its students during the Annual Professional Examinations. The scholarships belong to three categories: High Achiever Merit Award, Need based Scholarship and Special Scholarship.

General Rules for Scholarship / Academic Award

The following general rules will apply to the award of scholarships:

- a) A student would be eligible for only one financial award, in one category, at any time (the prize award is not included in this category).
- b) In the case where a student qualifies for multiple financial awards, only the one with the highest value will be awarded.
- c) In case of any disciplinary issue against the prize /scholarship holder during the academic year, he / she shall not be awarded any prize or scholarship.
- d) There shall be **ONLY** three prizes in the category of prize money.
- e) Prize money will be awarded formally. These cannot be claimed by the students from the Finance Office.

High Achiever Merit Award & Scholarships

In line with its philosophy of promoting quality and recognizing merit, the College has instituted Merit Awards and Scholarship. For Students on Board, the awards are based on their performance in Annual Professional Examinations.

Prize Money:

The prize money will be awarded on securing **at least 80% aggregate** in the annual professional examinations in any year. The amount of prize money shall be calculated on the regular tuition fee of the same year in which the position is determined and shall be distributed as follows:

- | | |
|--------------------|-------|
| a) First Position | = 15% |
| b) Second Position | = 10% |
| c) Third Position | = 5% |

Financial Assistance / Need based Scholarship

SCM offers need-based scholarships to students having financial constraints during the course of their studies.

- a) All the cases are scrutinized by SCM Departmental Financial Assistance Committee (DFAC) and later on, by University Financial Assistance Committee (UFAC), and decisions are made in line with the guiding policies and regulations.

- b) Students seeking need-based scholarship shall apply on the prescribed form. UFAC will determine the eligibility of students based on interviews and information provided in the prescribed forms.
- c) A 25% waiver will be granted in the tuition fee for a student whose father/legal guardian has died during the course of study of the program in which the student is enrolled at that time.

Special Scholarship

Scholarships for the following special categories are offered to students at SCM:

- a) A 20% waiver will be granted in the tuition fee for the second and onward siblings of the current/bona fide student of any STMU constituent college.
- d) A 20% waiver will be granted in the tuition fee for the children of the current full time employees of the University and its teaching hospital (Shifa International Hospitals Ltd).
- e) A 20% fee waiver will be granted in the tuition fee to the spouse of current/bona fide full-time employee of the University. This waiver to the spouse enrolled in the University program shall be applicable till the employment status of the employee is current/ bona fide.
- f) In some special cases committee will be authorized to decide and grant the financial aid.

Policy for Citation of Excellence

1. Objective:

The objective of any form of citation, certificate, award or reward, for academic or co-curricular achievement is to:

- (a) Recognize a distinction or performance of an unusual measure to encourage the individual student concerned, and
- (b) Promote excellence in creativity, innovation and inquiry amongst students.

2. Forms of Citations

The forms of awards could include, a citation, a monetary award or scholarship or both, a shield, set of books or the college color, all accompanied by a certificate.

3. Who is Eligible for Citation?

- (a) Any student or group of students could apply to the Dean/Principal for citation, certificate or award stating the distinction or outstanding achievement (with supporting data and evidence).
- (b) A faculty member could also send a recommendation to the Dean/Principal about a student on similar lines.
- (c) The college could hold competitions and award citations for different achievements to those who excel.

Examples:

1. Citation of Excellence for Creativity, Innovation awarded to students for preparing an original model demonstrating the circulatory system etc...
2. Citation of Excellence, for example, outstanding performance in Tennis – declared the Tennis Champion of the year.
Citation plus college color or shield etc.

4. Who adjudicates Citations?

The committee of Dean/Principal, Advisor, Student Affairs and Chairmen of Basic and Clinical Sciences would adjudicate and approve citations, certificates etc and prize money awards.

Gold and Silver Medal (on aggregate basis):

➤ Gold Medal:

Will be awarded to the best graduate who secured **highest marks** in aggregate in annual professional examinations during the period of 5 years (cumulative).

➤ **Silver Medal:**

Will be awarded to the graduate who secured **second highest marks** in aggregate in annual professional examinations during the period of 5 years (cumulative).

Ibn Sena Gold Medal:

This is an exclusive award of high distinction and is awarded to the top student, amongst those who score at least 80% in each Annual Professional Examination over the 5 year period. It is a gold medal accompanied by an appropriate citation. It is named after the famous Muslim physician and philosopher Bu Ali Sena or Ibn Sena (known as Avicenna in the West). The Shifa College of Medicine Ibn Sena Gold Medal will be awarded on the day of the convocation.

Gold Medals (on yearly basis):

Medals	Eligibility
Dr. Mohammad Amin Gold Medal	Will be awarded to the first position holder in First Professional Examination.
Dr. Masoom Yaseen Zai Gold Medal	Will be awarded to the first position holder in Second Professional Examination.
Dr. Zaheer Ahmad Gold Medal	Will be awarded to the first position holder in Third Professional Examination.
Dr. Nazir Ahmed Gold Medal	Will be awarded to the first position holder in Fourth Professional Examination.
Dr. Sayyed Tauqir A. Shah	Will be awarded to the first position holder in Final Professional Examination.

DISTINCTIONS:

Students securing 80.0% or over in individual discipline (theory & practical) in an annual examination will receive “**DISTINCTION**” in that discipline in that particular examination. All distinction holders will be awarded:

- A citation naming the examination, the discipline, and the score.

Merit Citations and Awards:

Additionally, Merit Citations and Awards would be given for Excellence in co-curricular activities.

Student Research Award Policy

1. Objective:

In order to inculcate the habit of research and to produce doctors who will practice Evidence Based Medicine, the Department of Research will give a **Dr. Syed Qamar Alam Research Award** to a student from the graduating class.

2. Procedure:

- a) The department will receive applications for this award at least three months before graduation.
- b) The application should include four copies of published papers, upon which the student is basing his application as well as the approval letter from the Ethics Committee/ Institutional Review Board (EC/IRB).

3. Who is Eligible for Citation?

In order to qualify for the award, the student must:

- a) Have published or in the process of publication three research papers in five years of college life, in good quality peer reviewed journals accepted by the faculty.
- b) One of these papers has to be a first author publication of the applicant.
- c) The research conducted by the student must have approval of the Shifa College of Medicine/Shifa International Hospital, Ethics Committee/Institution Review Board, or a properly constituted Institutional Review Board of the host institution.

Policies & Procedures

Elective Rotations of Shifa College of Medicine

Introduction:

Welcome to the Shifa College of Medicine Electives Program. The program focuses on your participation and observation of basic medical and clinical sciences. It will help you to develop and enhance your knowledge as well as your personal and professional skills. An elective also helps to build bridges and networks with the host institution, other local and foreign institutions and the community at large.

Eligibility for the Electives Program:

The College reserves for its students a total of nine weeks for electives during the final year. This period is mandated for clinical electives mostly but may be allowed for basic sciences and research if the student so desires. The electives program is mandatory and an integral part of your curriculum (as well as the academic calendar) and as such must be completed.

Your Final Year Transcript will mention whether or not you have satisfactorily completed the electives rotation.

Opportunities for Electives:

Electives are arranged by students themselves either within the Shifa Tameer-e-Millat University and Shifa International Hospital, local institutions or institutions outside Pakistan. Shifa College of Medicine does not 'weigh' international electives higher than 'local' electives. However, as one of the major goals of electives is 'personal development' the students are encouraged to look for electives that help meet this goal. There are no 'set' places to do your electives; any institution that allows electives are open to you. However, we would prefer that students of Shifa College of Medicine arrange their electives OUTSIDE of Shifa to enhance their vision and experience. There is a Student Electives Committee that will facilitate the organizing of student electives.

VSLO (Visiting Student Learning Opportunities):

Shifa College of Medicine is now included in the list of registered institutes of VSLO. Students who are aiming for an elective in an international institution are encouraged to apply through the VSLO application service. The VSLO program helps medical and public health students connect with institutions offering short-term elective opportunities that can enhance their medical education. These elective opportunities include observer ships, summer research programs, clinical opportunities, away rotations, away electives, clinical rotations and visiting opportunities.

Electives Policy for Internal Students

Applying for Electives

The process of applying for an elective begins at the 'Student Affairs Office'. From here you can get information and the required documentation.

Students who are aiming for an elective in an international institution are encouraged to apply as early as the program allows. Most places have a limited number of seats which fill up very quickly. Generally, plan your electives one year ahead and keep a tab on the institution's website for important dates and other relevant information. International institutions will in all likelihood also ask for insurance from an underwriter based in that country or state. The cost of insurance varies from place to place; you should factor this in when planning your elective.

Many local institutions also offer electives and have information on their websites. The student is responsible for all financial charges that an institution might apply for an elective program (whether local or international).

Electives in STMU(SCM) institutions or SIH

If you plan to do your electives at Shifa Tameer-e-Millat University or Shifa International Hospital you must apply at least 4 weeks in advance via the Student Affairs Office.

How will the College Help?

The Student Affairs Office and the Students Electives Committee will help you by providing the necessary documentation (references etc). However please apply for these in advance on prescribed forms so that they can be made available to you in time. It usually takes 3-5 working days to process an application for letters of reference and other documentation.

What is Students' Responsibility?

1. All students must follow the instructions provided to you by your host institution. Remember your actions are not only your own but also that of your institution (SCM). If you do well, your institution's standing would flourish!
2. Do not forget to collect your electives official college logbook from the Student Affairs Office! You must keep a log of your elective activities countersigned by your electives supervisor or their designate. Many institutions might have their own activities log; if they do you can bring a copy of those in lieu of the SCM elective log book. **However, all students must submit a completed evaluation form that is included in the logbook. Your evaluation will be entered in your transcript.**
3. All students, doing electives outside Shifa, must inform the Student Affairs Office (either electronically via email: studentaffairs.scm@stmu.edu.pk or hardcopy in the office). The name & contact of their supervisor, speciality, and the start and end dates of the program must be communicated to the office.

Policy For Students' Electives at Shifa College of Medicine for Final-Year Undergraduate Students

1. The Student Electives are a mandatory component of the Final year for Shifa College of Medicine students starting from the Class of 2022. Without successful completion of the electives, the student may not sit for the first annual exam and will not graduate till he/she completes this requirement.
2. It is encouraged for students to complete their electives outside of Shifa International Hospital and Shifa College of Medicine in the field of their choice. If for some reason the student cannot get placements outside, he/she may do their electives at Shifa as a last resort. However, the reasons for not getting placement will be scrutinized by the Student Electives Committee.
3. The Student Electives Committee and Department of Student Affairs will facilitate (as much as is possible) the students for gaining elective opportunities local and foreign. However, it is the prime responsibility of the student to arrange his/her own electives using the VSLO portal (for which SCM pays an annual fee) and/or personal contacts. The students will be informed of their elective slots 6 months to a year in advance for preparation. Once the student has confirmed his elective placement, the Students Electives Committee and the Department of Student Affairs must be informed.
4. Each elective rotation is of 9 weeks for which the student must utilize a minimum of 6 weeks for this purpose. If for some reason the student wants to exchange his/her slot, he may do so with another student on a mutual basis.
5. No student will be allowed to avail electives at the cost of the MBBS Final year rotations. It is advised that students plan their travel and return well in advance to avoid any absences in their next rotations.
6. The students will be required to get their logbooks/portfolios signed by their respective elective supervisors and submit them on their return to Student Affairs office.
7. Shifa College of Medicine will not bear any cost involved in availing or completing of the elective.
8. Failure to complete the elective rotation or provide evidence of completion of electives will result in the student's disqualification for sitting in the annual exam till the requirement is fulfilled.
9. Email and contact numbers of relevant supervisors along with graded and signed portfolios will be required to be submitted to the Department of Student Affairs for documentation and future reference.

Policy to elect Class Representative

Philosophy:

Our policy for the election of male and female class representatives is founded on the philosophy that all students have the right to be actively involved in shaping their educational experience and that student representation is essential for creating a thriving, inclusive, and supportive community.

Our philosophy also holds that the role of male and female class representatives is crucial in facilitating effective communication and collaboration between the student body and the administration/ management. They act as the voice of the students, representing the interests and concerns of their respective gender groups and the student body as a whole. They have a responsibility to work collaboratively with the faculty, building trust and providing constructive feedback.

The election of male and female class representatives provides an excellent opportunity for students to develop and enhance their leadership and teamwork skills. The policy for the election of male and female class representatives is rooted in our commitment to promoting student engagement, leadership, and active participation in shaping their educational experience. By doing so, we aim to create a culture of inclusivity, respect, and collaboration that will benefit all the stake holders.

Purpose:

The purpose of this policy is to establish a fair and transparent process for the election of male and female class representatives for each batch of the students of Shifa College of Medicine. The policy aims to promote student engagement, encourage leadership and teamwork skills, and facilitate effective communication between the student body and the faculty.

Eligibility:

All registered students of Shifa College of Medicine are eligible to stand as candidates for the position of male and female class representative. Candidates must be in good academic standing and have no disciplinary issues.

Nomination and Election Process:

The office of the Chairperson Basic Health Sciences (BHS) in coordination with the Department of Student Affairs will announce the opening of nominations for the male and female class representative positions at the start of each academic year.

Interested candidates must complete and submit a nomination form to the office of the respective Chairperson by the deadline.

Once nominations close, the office of the respective Chairperson will verify the eligibility of all candidates and announces the list of eligible candidates.

In case the office of the Chairperson BHS does not receive nominations, the Chairperson after consultation with faculty members may nominate the eligible candidates or may appoint class representatives.

The election will take place through a secret ballot, conducted in a fair and transparent manner. The office of the Chairperson will appoint election officers and will announce the date, time and venue and will ensure a secure and confidential voting process.

Students will be notified of the date, time, and venue of the election in advance. Students will be required to produce their student ID cards to cast their vote.

The candidate with the highest number of votes for each position will be declared the representative. In the case of a tie, a runoff election will be conducted.

In case, a class representative does not wish to continue working as representative of the class during any time of the 5-year duration, or loses eligibility to continue as the class representative (not passing annual Professional Examinations / Disciplinary committee etc), new representative will be elected using the same process mentioned above. In case the batch is in Year 4 or Year 5, the election process will be conducted by the Office of the Chairperson Clinical Health Sciences (CHS)

Responsibilities of Male and Female Class Representatives

The male and female class representatives will have the following responsibilities:

- Attend regular meetings with the faculty and the Student Council to discuss academic and non-academic issues concerning the student body.
- Represent the interests and concerns of their respective gender groups and the student body as a whole.
- Act as a liaison between the faculty and the students, conveying relevant information and feedback.
- Encourage participation in student activities, including social and extracurricular events.
- Foster a positive and inclusive learning environment, promoting diversity and respect for all.

Term Of Office:

The male and female class representatives will continue to serve for 5-years unless they lose the eligibility or do not want to continue for their own reasons.

Conclusion:

The election of male and female class representatives is an essential aspect of student engagement and leadership at Shifa College of Medicine. This policy seeks to ensure a fair and transparent election process, encourage student participation and representation, and facilitate effective communication and collaboration between the student body and the faculty.

Orientation Policy for Medical Students at Shifa College of Medicine

Introduction

At Shifa College of Medicine (SCM), the orientation process is designed to provide comprehensive guidance and information to students at various stages of their academic journey. The program is structured to ensure that students and their parents are well-informed about the academic, ethical, and clinical aspects integral to their medical education.

1. Admission Orientation

At the time of admission, a dedicated orientation session is conducted for students and their parents. This session serves as an introduction to the college environment and includes an overview of the institution's code of conduct, disciplinary policies, and academic expectations. The session covers the curricular framework, academic activities, assessments, and the array of extracurricular and co-curricular opportunities available to students.

2. Foundation Module Orientation

At the onset of the first academic year, a foundational module orientation is conducted in various sessions. These sessions focus on explaining instructional methodologies employed within the curriculum, assessment criteria, longitudinal themes, and academic outcomes. Furthermore, students are acquainted with attire and dress codes pertinent to the medical profession, along with guidelines for hospital visits and appropriate interaction with patients.

3. General Orientation Program for Year I Students at SCM

The Human Resources department at Shifa International Hospital (SIH) organizes a comprehensive general orientation program tailored for the Year I students of SCM. This session aims to familiarize students with the working dynamics of a hospital, ensuring their familiarity and understanding of essential aspects integral to their medical education. Attendance at this session is mandatory for all students, emphasizing its significance in their educational journey.

The following key domains are covered during the general orientation program:

i. Hospital's History, Mission, and Services Offered

Students are introduced to the historical background and the foundational mission of the hospital.

ii. General Guidelines

Comprehensive guidelines essential for students within the hospital premises including protocols for behavior, interaction with patients and staff, and understanding the layout of the hospital facilities are explained.

iii. Infection Control Essentials

A fundamental aspect of the orientation is the emphasis on infection control measures. Students receive detailed insights into infection control protocols, practices, and the critical role they play in maintaining a safe and hygienic hospital environment.

iv. Facility Management and Safety

Students are educated on facility management and safety protocols within a hospital setting and the importance of maintaining a safe environment.

v. Medication Safety Program

An essential component of the orientation revolves around medication safety regarding the proper handling, administration, and safety measures associated with medications within the hospital premises.

4. Year 3 Clinical Rotations Orientation by Clinical Departments at SIH

At the start of Year 3, SCM students are provided Departmental Orientation of Shifa International Hospital (SIH) in orientation sessions as a mandatory requirement before the commencement of clinical rotation in Year 3. The orientation is coordinated by the Department of Health Professions Education and engages both faculty and administrative staff to ensure a comprehensive preparation for students entering diverse clinical environments.

This orientation involves explicit guidance from clinical faculty members and relevant clinical disciplines on critical aspects such as infection control, patient safety, and adherence to the mandatory standards set by JCI (Joint Commission of International Accreditation) during hospital visits and interactions with patients.

The following are the main components of the orientation:

i. Introductory Session with Clinical Faculty

Before commencing clinical rotations in the third year, students engage in an introductory session with clinical faculty members. This session serves as a foundational briefing, encompassing the code of conduct, departmental routines, and essential guidelines for clinical rotations.

ii. Hospital Site Tour and Departmental Layout

Following the introductory session, students take a guided tour of hospital facilities, including Outpatient Departments (OPDs), Inpatient Departments (IPDs), Operating Rooms (ORs), and specialized Falahi clinics under the supervision of the floor managers. Students are informed about the layout of departments, emphasizing the locations of fire alarms, emergency exits, disaster plans, safety protocols, and emergency codes. This hands-on experience helps students navigate the hospital environment efficiently and safely.

5. Junior and Senior Clerkship Introductory Sessions (Year 4 and Final Year)

During the initiation of Year 4, an orientation session is tailored specifically for clinical clerkships. Students receive comprehensive information essential for interacting with patients during their junior and senior clerkships in Year 4 and Year 5, respectively.

At the commencement of both junior and senior clerkships in the fourth and final years respectively, students engage in further introductory sessions. These sessions involve faculty introductions, in-depth exploration of departmental functionalities and layout, insights into the academic roster, and a comprehensive overview of subspecialty rotations. These sessions equip students with practical guidance for clinical settings, patient care, and professional conduct at each clerkship level.

Health Policy for Students of Shifa College of Medicine

Shifa College of Medicine (SCM) values the health and safety of its students and acknowledges the importance of healthcare guidelines in ensuring a safe environment. Adherence to the following policies is essential for maintaining a healthy and safe environment for both the students and the community:

- i. **Hospital Registration:** Upon admission, all students are required to complete registration with Shifa International Hospital within the first week or shortly thereafter. Each student must obtain a unique registration number.
- ii. **Medical Checkup and Immunization:** All students must undergo a comprehensive medical checkup and complete necessary immunizations prior to direct interaction with patients to ensure the safety of both the students and patients.
- iii. **Health Emergencies Protocol:** Students are directed to proceed immediately to the Emergency Room (ER) in the event of a health emergency, at Shifa International Hospital for prompt medical attention and care.
- iv. **Mandatory Hepatitis B Vaccination:** Shifa College of Medicine prioritizes the health and safety of its students. Hence, Hepatitis B vaccination is deemed mandatory for all enrolled students. The college will facilitate and ensure access to the vaccination process, ensuring compliance with this requirement.
- v. **Hepatitis B Antibody Test:** In addition to mandatory vaccination, all students are required to undergo a Hepatitis B antibody test to confirm immunity in case they have been previously vaccinated. This test is mandatory to ensure the health status and safety of the students and the community they serve.
- vi. **Registration with Shifa International Hospital:** It is mandatory for all students to complete their registration with Shifa International Hospital at the time of admission. This registration will ensure smooth access to medical facilities, should the need arise during their academic tenure.

Compliance and Monitoring

The college administration will oversee and monitor the compliance of these health policies to ensure the health and well-being of all students. Any concerns or queries regarding these policies should be directed to the Department of Student Affairs.

Grievance Policy

At Shifa College of Medicine, fostering a conducive and respectful learning environment is paramount for the holistic development of students. However, with a diverse student body and varied backgrounds, conflicts, grievances, and concerns can arise. These issues can range from academic disputes to disciplinary matters and instances of harassment.

To address such concerns effectively, it is essential to have a structured mechanism in place—the grievance committee. This committee acts as a vital bridge between the students and the administration, providing a platform for students to voice their grievances openly and seek resolution. It is designed to ensure fairness, transparency, and confidentiality in handling complaints or disputes, promoting a sense of trust and confidence in the institution.

The grievance committee serves as a neutral body, unbiased in its approach, to investigate, mediate, and resolve disputes, thereby upholding the institution's values and standards. By establishing this committee, Shifa College of Medicine demonstrates its commitment to the well-being, safety, and academic progress of its students, ultimately contributing to a positive and enriching learning experience.

Grievance Types and Procedures

1.1. Academic Grievances

Students can file grievances related to academic conduct, attendance, examinations, and other academic matters.

Procedure:

- a) Raise the grievance with the respective faculty member or academic department.
- b) If not resolved, discuss the grievance to the academic coordinator or department head.
- c) If still unresolved, submit a formal written grievance to the Dean/Principal.
- d) The Grievance Committee will try to resolve the matter and, if needed, recommend remedial measures to the Dean/ Principal for further review and appropriate action.

1.2. Disciplinary Grievances

Students can file grievances related to disciplinary actions, violations of the Code of Conduct, or other disciplinary matters.

Procedure:

- a) Report the grievance to a College Proctor or any member of the college faculty or staff.
- b) If not resolved, escalate the grievance report to the Grievance Committee. Depending upon the Committee's recommendations, the Principal will consider referring the matter to the College Disciplinary Committee.

1.3. Harassment Grievances

Students can file grievances related to harassment or biased behavior.

Procedure:

- a) Report the grievance to the office of the Shifa College of Medicine Principal.
- b) The Principal's office will initiate an investigation through the Anti-Harassment Committee.
- c) The investigation will be conducted impartially, and findings will be communicated to the parties involved.
- d) Appropriate actions will be taken based on the investigation's conclusions.

Grievance Handling and Resolutions

2.1. Confidentiality

All grievances will be treated confidentially, and the identity of the student making the grievance will be kept confidential to the extent possible.

2.2. Non-Retaliation

Students reporting grievances will be protected from retaliation or reprisals. Any retaliation or reprisals will be subject to disciplinary action.

2.3. Appeals

If dissatisfied with the resolution, students can appeal to the appropriate committee (Academic Committee for academic grievances, Disciplinary Committee for disciplinary grievances, and Anti-Harassment Committee for harassment grievances).

Communication and Training

The college will conduct regular training and awareness sessions to educate students about the grievance process, emphasizing the importance of reporting grievances and maintaining a respectful environment.

This grievance policy aims to provide a fair and transparent process for addressing grievances and ensuring a safe and conducive learning environment for all students at Shifa College of Medicine. The process will be continually reviewed and updated to ensure its effectiveness and alignment with the college's policies and values.

Whom to Contact

Please write your request / appeal to:

Chairman of Grievances, Harassment and Gender Conflict Committee

Prof. Dr. Ashraf Hussain

Email: ashraf.scm@stmu.edu.pk

Co-Curricular and Extra-Curricular Activities Policy for Medical Students

CO-CURRICULAR ACTIVITIES

Policy Statement

Shifa College of Medicine acknowledges the significance of co-curricular activities in enhancing the academic experience for medical students. This policy aims to create a structured framework for organizing and integrating co-curricular activities within the academic curriculum.

Objectives

1. Integration with Academics:
 - a. Align co-curricular activities with the academic curriculum to enhance the understanding and application of theoretical knowledge.
 - b. Ensure that co-curricular activities reinforce academic learning objectives.
 - c. Incorporation of community visits to inculcate social accountability and promote service learning.
 - d. Guests lectures by alumni to enhance the graduates' potential to explore international opportunity for post graduate opportunities.
2. Skill Development:
 - a. Develop essential skills such as critical thinking, problem-solving, communication, and collaboration through co-curricular activities.
 - b. Cultivate analytical and research acumen
 - c. Promote hands-on learning experiences that complement theoretical knowledge.
 - d. Engage in discussions and debates about ethical dilemmas in healthcare.
3. Faculty Involvement:
 - a. Encourage faculty members to actively participate in and supervise co-curricular activities, providing mentorship and guidance to students.
 - b. Facilitate collaboration between faculty and students for effective implementation and evaluation of co-curricular initiatives.
4. Evaluation and Recognition:
 - a. Establish a mechanism to evaluate the impact of co-curricular activities on students' academic progress and skill development.
 - b. Recognize outstanding contributions and achievements of students in co-curricular endeavors.

Event Timelines

1. Frequency:
 - a. At least one co-curricular event per academic block.
 - b. Integration of co-curricular activities within the academic schedule, ensuring alignment with relevant subjects and coursework.
2. Exceptional Circumstances:

- a. During extraordinary events or incidents impacting the outside world, special co-curricular events may be organized to address relevant aspects and engage students in discussions to broaden their perspective.

EXTRA-CURRICULAR ACTIVITIES

Policy Statement

Shifa College of Medicine values the role of extra-curricular activities in promoting a well-rounded development and fostering a sense of community among medical students. This policy outlines guidelines for organizing and encouraging extra-curricular activities that enhance personal growth and teamwork. All activities designed and implemented shall fall under the premise that “Prevention is better than cure”.

Objectives

1. Enhanced Well-Rounded Development:
 - a. Encourage medical students to actively engage in a diverse range of extra-curricular activities outside the academic curriculum.
 - b. Promote activities that contribute to physical fitness, mental well-being, and holistic development.
2. Student Involvement and Leadership:
 - a. Empower students to take leadership roles in planning, organizing, and executing extra-curricular events and initiatives.
 - b. Provide opportunities for students to propose and initiate new extra-curricular activities.
3. Collaboration:
 - a. Encourage collaboration among students, faculty, and administration for the successful organization of extra-curricular events.
 - b. Foster community engagement through involvement in social, cultural, and service-oriented activities.
 - b. Participate in charitable initiatives to support underserved and vulnerable community.
4. Evaluation and Recognition:
 - a. Establish a system to evaluate the impact of extra-curricular activities on students’ personal growth, leadership skills, and community engagement.
 - b. Recognize and appreciate outstanding contributions and achievements of students in extra-curricular pursuits.

Event Timelines

1. Frequency:
 - a. Regularly scheduled extra-curricular events, workshops, and club meetings throughout the academic year.
 - c. Major annual events, such as Global Health days and campaign, sports tournaments, cultural festivals, and charity drives.
 - d. Celebration of National days to foster solidarity.
 - e. At least one extracurricular activity per academic block

2. Exceptional Circumstances:
 - a. In response to significant events or incidents affecting the broader community, additional extra-curricular events may be organized to engage students in meaningful discussions and actions that address the prevailing circumstances. These events should be promptly planned and communicated to all stakeholders.

Policy for Migration from Shifa College of Medicine

The purpose of this policy is to facilitate the migration process for students intending to migrate from Shifa College of Medicine to other institutions while ensuring adherence to institutional regulations and academic standards. Students seeking to migrate to other institutions shall be eligible to apply for a No Objection Certificate (NOC) for the purpose of migration. Eligible students must fulfill academic and administrative prerequisites as outlined by the institution.

1. Students must submit a formal application for the NOC to the Department of Student Affairs. Documentary Requirements: The application shall include details regarding the student's intent to migrate, reasons for migration, the institution they wish to join, and any other pertinent documentation deemed necessary.
2. These applications will be forwarded to Principal's office for the approval. Principal office will evaluate applications based on any relevant factors. Upon approval, the Department of Student Affairs shall issue the No Objection Certificate (NOC) to the student.
3. Students must comply with all stipulations and procedures outlined by both Shifa College of Medicine and the receiving institution regarding the migration process. Students granted the NOC must complete all requisite clearance procedures and administrative formalities before their departure from Shifa College of Medicine. Students shall return any institutional property or documents in their possession before leaving.
4. Shifa College of Medicine shall communicate necessary academic and administrative information to the receiving institution upon the student's migration.
5. In case a migrated student intends to rejoin Shifa College of Medicine, they must adhere to the institution's migration policy and procedures.

Research Policy for SCM students

All researches, whether conducted within SCM or by individuals associated with SCM, requires to be listed with the research cell. This includes research initiated under SCM's banner or independently, but involving SCM resources. Longitudinal theme students' research projects must be endorsed by the Head of the Department (HOD) of Community Medicine, who will lead a Research Cell under Department of Health Professions Education. The cell will be responsible for reviewing and proposing projects to the Institutional Review Board Ethics Committee, Shifa International Hospital for final approval.

Research Cell

Dr. Riffat Shafi	Head of Department of Health Professions Education
Dr. Sajida Naseem	Director of Research Cell

Objectives of research cell at Shifa College of Medicine:

- To promote the culture of research in faculty and students.
- To enhance the quality of research.
- To promote research capability among faculty and students.
- To facilitate faculty and students in conducting research and writing quality research papers.
- To guide on acquisition of grants.

Code of Conduct

Code of conduct prescribed by Luqman (AS) for his son

- ❖ And indeed We bestowed upon Luqman Al-Hikmah (wisdom and religious understanding) saying: “Give thanks to Allah.” And whoever gives thanks, he gives thanks for (the good of) his own self. And whoever is unthankful, then verily, Allah is All-Rich (free of all needs), Worthy of all praise.
- ❖ And (remember) when Luqman said to his son when he was advising him: “O my son! Join not in worship others with Allah. Verily joining others in worship with Allah is a great Zulm (wrong) indeed.
- ❖ And We have enjoined on man (to be dutiful and good) to his parents. His mother bore him in weakness and hardship upon weakness and hardship, and his weaning is in two years- give thanks to Me and to your parents. Unto Me is the final destination.
- ❖ But if they (both) strive with you to make you join in worship with Me others that of which you have no knowledge, then obey them not; but behave with them in the world kindly, and follow the path of him who turns to Me in repentance and in obedience. Then to Me will be your return, and I shall tell you what you used to do.
- ❖ “O my son! If it be (anything) equal to the weight of a grain of mustard seed, and though it be in a rock, or in the heavens or in the earth, Allah will bring it forth. Verily, Allah is Subtle (in bringing out that grain), Well-Aware (of its place).
- ❖ “O my son! Aqim- As- Salat (perform As- Salat), enjoin (on people) Al-Ma’ruf- (Islamic Monotheism and all that is good), and forbid (people) form Al-munkar (i.e. disbelief in the Oneness of Allah, polytheism of all kinds and all that is evil and bad), and bear with patience whatever befalls you. Verily, these are some of the important commandments (ordered by Allah with no exemption).
- ❖ “And turn not your face away from men with pride, nor walk in insolence through the earth. Verily, Allah likes not any arrogant boaster.

Code of Conduct for Students

These rules apply to behavior in college, hospital as well as hostels and playground etc.

1. General

- 1.1. Shifa College of Medicine endeavors to inculcate in its students intellectual diversity, self-motivation, critical thinking and inquiry, research oriented approach, capacity for leadership, community oriented, ethically guided and highly professional practice of medicine. They should be equipped, as best as possible, to meet the challenges of the 21st century. The College expects its students to strive towards acquisition of attributes that befit the College objectives. These attributes, in turn, should be reflected in their everyday behavior, attitude and attire. They should refrain from conduct that might damage the reputation of Shifa College, or lead to the disruption of any academic program of the College and refrain, from cheating and plagiarism in any setting of the College.
- 1.2. The student community of the Shifa College of Medicine is an integral part of the “Shifa family” As such they are expected to observe high standards of honesty, morality and discipline. The students will respect, at all times, the rights and privileges of all the members of the ‘Shifa family’.
- 1.3. ***Students are expected to dress in a simple and decent manner at all times in all settings:***

“A simple decent dress conforming to our culture and norms is preferred i.e.

Boys with Trousers and Shirt tucked in, along with a Tie / Coat / Sweater with sleeves. Shirt and Shalwar along with a Coat / Waistcoat.

Girls with Kameez Shalwar and Dupatta, Coat / Sweater with sleeves.

Further, students are required to wear clean, white coat with display of ID card in all settings within college and hospital.

PROHIBITED

Boys’ Dress Shorts, casual T-shirts, sports track suit, figures on shirts and odd caps, pony-tailed hair and long hair.

Girls’ Dress Tight trousers, T-shirts, sports track suits, figures on shirts, sleeveless shirts, bright heavy Makeup, long nails and distracting jewelry.”

- 1.4. Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or College authorities, etc, discussions and exchange of

views within the frame work of decency and decorum would be the desirable course to follow. Threatening behavior to fellow students, faculty, staff or the College as an institution could cause irrevocable dismissal from the College.

- 1.5. Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as 'gender harassment'.

Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.

The expected cultural norm is as per the Ayat of Surah Nur
(Ayat 30-31):

'Tell the believing men to lower their gaze and be mindful of their chastity. This will be most conducive to their purity.'

'And tell the believing women to lower their gaze and to be mindful of their chastity, and not to display their charms (in public) beyond what may (decently) be apparent thereof. Hence let them draw their head-coverings over their bosoms'.

- 1.6. Students will obtain written authorization from the Dean/Principal of the College
 - Before making any public statements, communications, or correspondence with the press or other media for mass communication.
 - For inviting Government and or foreign dignitaries, ministers, or other public personalities in their official capacity on Campus.

Anti Harassment Policy for Students

Philosophy:

At Shifa College of Medicine, we are deeply committed to fostering a safe, welcoming, and equitable learning community in which all students are valued and respected. Our anti-harassment policy is underpinned by three essential pillars: prevention, education, and accountability.

By prioritizing these pillars, we seek to cultivate a safe and supportive environment for all students. For prevention, the institution will provide training to all employees and students to help them recognize and prevent harassment.

We believe that education is essential in creating an environment that is free from harassment. Our institution will provide comprehensive education to all students and staff about the effects of harassment and the steps they can take to prevent it. We also believe that everyone has a responsibility to address harassment. We will hold all individuals accountable for their actions, and we will take appropriate action when harassment occurs. This policy strives to provide support to victims of any form of harassment and attempts to create a culture where reporting harassment is encouraged and supported. We are committed to creating a safe and inclusive environment for all students at Shifa College of Medicine, and we will take all necessary steps to prevent and address any incidents of harassment on our campus to safeguard the dignity and well-being of all members of our community.

Complaints Procedure:

- a) Any student who wishes to make a complaint about harassment or biased attitude towards students by any university employee must first report their concerns in writing to the office of Shifa College of Medicine (SCM) Principal.
- b) The Principal Office will record the complaint, and inform the employee in question, within a reasonable timeframe. The employee will be informed of the nature of the complaint, but the identity of the student making the complaint will be kept confidential, to the extent possible.
- c) The Principal Office will initiate an investigation into the complaint with the help of the Anti-Harassment committee. This process may involve interviewing witnesses, gathering evidence, and taking any other necessary steps. The investigation will be conducted in a timely and impartial manner.
- d) The investigation will be completed within a reasonable timeframe. If additional time is needed to complete the investigation, the Principal Office will inform the student and employee involved. The college will make every effort to complete the investigation within 10 days from the date the complaint was received.

- e) Once the investigation is complete, the anti-Harassment committee will report the findings to the appropriate parties, including the student who made the complaint and the employee who was accused. The findings will be communicated in writing, and will include a summary of the investigation, the evidence that was considered, the conclusions reached, and any recommended actions or consequences.

Consequences:

- a) If the investigation determines that an employee has engaged in harassment or biased behavior towards a student, or has otherwise violated college policy, appropriate consequences will be imposed. These may include reprimands, suspension, or termination of employment, as warranted. The consequences will be based on the severity of the misconduct, the employee's past record, and any mitigating factors.
- b) If the investigation determines that the complaint was false or incorrect, the student who made the complaint may face disciplinary action. This may include a warning, probation, suspension or rustication from the college. The disciplinary action will be based on the severity of the false complaint, any harm caused to the employee, and any mitigating factors.

Confidentiality:

- a) All complaints will be treated with strict confidentiality, to the extent possible. However, it may be necessary to disclose certain information to conduct a thorough investigation. The college will make every effort to limit the dissemination of information to those who need to know, and will advise all parties involved to maintain confidentiality.
- b) Students who report complaints will be protected from retaliation or reprisals. Any employee who engages in retaliation or reprisals will be subject to disciplinary action. The college will provide support and resources to students who report complaints, to help ensure their safety and well-being.
- c) The college will make reasonable efforts to ensure that the identities of students who report complaints are kept confidential, to the extent possible. The college will not disclose the identity of a student making a complaint without their written consent, unless required by law or necessary to conduct an investigation.

Appeal Procedure:

- a) If a student or an employee is dissatisfied with the outcome of the investigation, they may file an appeal to the anti-Harassment committee / Principal Office. The appeal must be filed in writing within 10 days of the date of the investigation report.
- b) The committee will review the original complaint, investigation report, and any new evidence or information that has been submitted. The committee may also conduct interviews or gather additional information, as required.

- c) The appeal committee will issue a written decision, which will include a summary of their findings, any new conclusions or recommendations, and the reasons for their decision. The decision of the appeal committee will be final and binding, and will conclude the institutional internal complaint process.

Training And Prevention:

- a) The college will provide ongoing training and education to faculty members / staff members and students on issues related to harassment, discrimination, bias, and other forms of misconduct. This may include workshops, seminars, online training, and other educational resources.
- b) The college will encourage a culture of respect, inclusion, and diversity, and will work to prevent harassment, discrimination, bias, and other forms of misconduct from occurring in the first place.
- c) The college will also provide support and resources to students who have experienced harassment or discrimination, including counseling services, medical services, and other resources as needed.
- d) The college will review and revise this policy periodically, to ensure that it remains current and effective in addressing student complaints, preventing misconduct, and promoting a safe and inclusive learning environment for all students.

In summary, this policy establishes a clear and fair process for addressing complaints made by students regarding harassment and biased behavior. It outlines the consequences for misconduct, as well as the potential consequences for students who make false or incorrect complaints. It also ensures confidentiality and protection for students who report complaints, and provides an appeals procedure for parties dissatisfied with the outcome of the investigation. Finally, it emphasizes the importance of training, prevention, and support for students, employees and the college community as a whole.

2. Academic Conduct.

- 2.1 Students will attend lectures, tutorials, seminars, practical, clinics and ward assignments, examinations and any other un-scheduled courses and activities except for reasons acceptable to the College.
- 2.2 Students will ensure that any original academic writing, including essays, thesis, research projects or assignments relating to in a course or program of study either represents their own words, ideas, images and data or is appropriately referenced.
- 2.3 Students will ensure that they themselves complete scheduled examinations or attend other academic activities for which they are primarily responsible.
- 2.4 Students will respect confidentiality of information pertaining to patients, including their records or files.

3. Disciplinary Procedure (Rules)

3.1 Introduction

Students of the Shifa College of Medicine are required to exhibit good conduct and discipline at all time and in all settings. Guidelines have been laid down in the Code of Conduct framed by the college to provide students with a reference to the standards for discipline. It is expected that all students will strictly uphold and adhere to it, but in case where there are grounds to suspect a breach or any infringement or disregard or contempt towards that, disciplinary action may be initiated for such behavior committed either within or outside the precincts of the college or any project or setting of the college. The reference to the expression 'college' shall mean and include any establishment, project or setting of the Shifa located anywhere in the country (unless the context provided otherwise).

Following paragraphs define the procedure to be followed, if a breach or infringement of the code of conduct has been committed, the action to be taken and the decision-making authority.

3.2 Disciplinary Offence

Without prejudice to the generality of the provisions of the Code of Conduct and the provision of Rules 1.1 and 1.2 above the following conduct will constitute disciplinary offence. All such cases are liable to disciplinary proceedings by the Disciplinary Committee:

- a. Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or forcing other students to act likewise.
- b. Browbeat or assault on students, faculty or patients or member of staff whether by students or their family members/friends.
- c. Any form of unauthorized picketing, rallies, demonstration or organized obstructions of any sort against student/college, hospital function in any manner whatsoever.
- d. Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programs of the college or its operation.
- e. Malicious acts, thefts, willful damage or misuse of college property.
- f. Unbecoming conduct and/or molestation of other members of the College Community within and outside the college premises.
- g. The entire College is smoke free area. Eating and drinking are prohibited in the College except in designated areas.
- h. Unauthorized housing of persons on the hostel or other buildings in the college.
- i. Cheating, plagiarism and/or use of unfair means in examination or any other academic setting.

- j. Possession, use and display of firearms, drugs, alcohol or other contraband items on campus or at college related events.
- k. In case a student is involved in a legal or criminal case, the student concerned himself / herself will be responsible to put up his/her defense.
- l. Marking proxy and cheating in attendance or any other form of forgery is inexcusable. Any such case may be referred to the Disciplinary Committee for evaluation and corrective / punitive action.**
- m. Breach of any discipline may lead to punitive actions such as but not limited to fine, suspension for a period for taking classes, or exams or rustication.**

3.3 College Proctors

Although the College dislikes having any policing mechanism for the students and the medical professionals in the making, a team of College Proctors is being appointed (Please see the list below) to remind students of their responsibilities. They will be empowered to institute disciplinary measures for persistent defiance and disrespect to the Code of Conduct.

Matters of persistent indiscipline would be referred by the Proctors or any member of the College; faculty, staff or student through the Dean / Principal to the College Disciplinary Committee.

The Disciplinary Committee is authorized to reprimand or check any indiscipline in any way it deems appropriate. Serious offences shall be reported for immediate action by the Disciplinary Committee by the Dean / Principal.

3.4 Law of Land

College will neither interfere with the legal process nor assume any responsibility for students' indiscipline of any sort outside the College campus. Even on College campus, in matters of criminal nature etc, the law of land will be allowed to take its course

The College Academic Council

The College Academic Council comprises all Professor and Heads of all the Sections of the College and is headed by the Dean/Principal. It monitors and regulates the curricular and clinical undertakings of the students, compliances with the regulations and provisions of PMDC and University, standards and quality of education, calendars of academics and examinations and anything else to do with the "education and training" at the Shifa College of Medicine.

Few Things Allah (SWT) Prohibited us From

- ❖ Do not associate anything with Him;
- ❖ And (show) kindness toward both (your) parents.
- ❖ Do not kill your children because of poverty; We shall provide for you as well as for them.
- ❖ Do not indulge in shocking acts which you may practice either openly or keep secret.
- ❖ Do not kill any person whom God has forbidden, except through (due process of) law. He has instructed you in this so that you may use your reason.
- ❖ Do not approach an orphan's estate before he comes of age, except to improve it.
- ❖ Grant full measure and weight in all fairness. We do not assign any person to do more than he can cope with.
- ❖ Whenever you speak, be just even though it concerns a close relative.
- ❖ Fulfill God's agreement. Thus has He instructed you so that you may bear it in mind.
- ❖ This is my Straight Road, so follow it and do not follow (other) paths which will separate you from his path. Thus has He instructed you so that you may do your duty.

(Surah Al-Anam, verses 151-153)

