



Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی



**SHIFA COLLEGE OF DENTISTRY
STUDENT HANDBOOK
ACADEMIC YEAR: 2024**

DEPARTMENT OF STUDENT AFFAIRS

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 advertise.

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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 Department and review the contents carefully. “I don’t know” or “I didn’t know” attitude will be counterproductive. **At the commencement of new Academic year, this handbook is shared with the students through email. It is also available at SCD, STMU website.** Students are advised, in their own interest, to read, understand and follow college policies and procedures. Furthermore, it is responsibility of the students to keep themselves updated with changes when communicated to them.

Contact Details of Student Affairs Department

For any Student related queries, you can contact us on

Email Address: studentaffairs.scd@stmu.edu.pk

Office Contact Number: +92-051-8482084 and +92-051 8490254



Vision Statement of Shifa Tameer-e-Millat University

To work within parameters of the charter, to create and disseminate knowledge in the fields of Health, Engineering, Business, Basic and Social Sciences, in order to contribute to the process of national building in keeping with our religious, historical, and cultural ethos.

Vision and Mission Statement of Shifa College of Dentistry

Vision Statement

Shifa College of Dentistry will be globally known for excellence in dental education and provision of oral healthcare.

Mission Statement

The mission of Shifa College of Dentistry is to make a substantial impact on oral health and well-being by adopting excellent education with world-leading research, and to produce truly professional dental graduates who will strive to improve the public's health through outreach programs with attention to less privileged communities. Shifa College of Dentistry will train dental professionals who will not only commit to ethical clinical practice and lifelong learning but also keep abreast of the current evidence based clinical practice.



Section 1: Departments	
1.1	<i>Department of Student Affairs</i>
1.2	<i>Department of Medical and Dental Education</i>
1.3	<i>Examinations department</i>
1.4	<i>Library & Associated services</i>

Welcome to Shifa College of Dentistry and Shifa Family! This guide will help acclimatize you to the premises and introduce you to the regulations governing it. 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.

1.1 Department of Student Affairs

The Department of Student Affairs at Shifa College of Dentistry is the first point of contact for prospective students at the time of admission to our BDS Program. The department acts as a liaison between Students, Faculty, and College Administration and builds a lasting relationship with students during their stay at SCD which extends even after the students graduate from college. The key responsibility of the Student Affairs department is to facilitate the students. The department provides all-rounded support to students in their academic and extra-academic activities. These include facilitation in admissions, verification and registration with the regulatory bodies, financial assistance, other fee-related issues, and provision of academic awards to the students. The department also facilitates various ceremonies including orientation, award distributions, and convocation for graduating class. The department maintains an elaborate record of a student's performance throughout his/her stay at BDS including the details of results, clinical rotations, electives, and any other academic or extra academic activity. Students are facilitated in the documentation process while applying for internships/electives or any other local or foreign clinical attachments at different institutions. Close coordination with parents is also one of the main responsibilities of the office where we keep the parents abreast of their child's performance at college regularly. Any irregularities in the students' performance, disciplinary behavior, and/or attendance are communicated to the parents on a need basis.

The Student Affairs Department is located in the basement of the SCD building. For any queries, an email can be sent to studentaffairs.scd@stmu.edu.pk or call 051-8482084, 051-8490254.

1.2 Department of Medical and Dental Education

The Department of Medical and Dental Education is situated on the second floor of SCD, and it oversees the evolution and implementation of the curriculum. You, as a student, will interact with the department for academic advice, concerns regarding the curriculum, assessments, and evaluations. The DME will provide and validate your Learner logs, Practical logs, Clinical Rotation logs and Comprehensive Patient Portfolios.

1.3 Examinations Department

This department is situated in the basement of SCD. Your assessment results and registration for university examinations will be catered for by the examinations department. Your module and Clinical Rotation results, yearly summaries and internal assessment will be emailed to you and your parents 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.

1.4 Library & Associated Services

The library of SCD is on the fourth floor of SCD, opposite the cafeteria. 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 to avail its services.

In addition to this library, the SCD students have access to the main library situated in Shifa College of Medicine (SCM). The majority of the books for the first- and second-year studies are available in the SCM's Library.



Section 2: Curriculum Details	
2.1	<i>Overview of BDS Curriculum</i>
2.2	<i>Program Learning Outcomes of BDS (PLOs)</i>
2.3	<i>Organization of Curriculum</i>
2.4	<i>Modules</i>
2.5	<i>Longitudinal Threads</i>
2.6	<i>Academic Calendar</i>
2.7	<i>Progression and Duration of BDS Program</i>

2.1 Overview of BDS Curriculum

Shifa College of Dentistry (SCD) curriculum instills all of the enduring qualities essential for clinical excellence in dental practice, while also including essential emerging competencies such as an understanding of community oral health, health care ethics, and patient safety in the dental practitioners of tomorrow. The SCD curriculum is a blend of system based and competency-based approaches and is integrated horizontally and vertically, following the syllabus and guidelines laid by PM&DC. It has been developed taking into consideration cognitivist, behaviorist, and some elements of a constructivist approach. It allows students to construct their own knowledge based on what they already know and to use that knowledge in activities which require critical thinking and problem solving. Conscious efforts have been made to ensure that students develop a holistic approach towards the management and treatment of oral diseases. Specially designed longitudinal threads run throughout the curriculum to ensure that effective schema development takes place in the minds of our students.

2.2 Program Learning Outcomes of BDS (PLOs)

The program learning outcomes (PLOs) of the BDS program signify the expected level of professional achievement from a dental graduate of the Shifa college of dentistry, upon completion of their BDS degree. These are termed as Program Learning Outcomes (PLOs) and are listed below:

1. Apply and integrate the relevant knowledge, skills, and attitudes of basic sciences with clinical dental practice.
2. Plan a holistic approach for the diagnosis of oral diseases and systemic diseases with oral manifestations through effective history taking, data recording, and interpretation of clinical findings.
3. Independently manage common, non-critical dental problems at an appropriate level of competence for a general dental practitioner.
4. Practice safely and effectively, making the high-quality long-term care of patients the first concern.
5. Apply the principles of oral health promotion and disease prevention through outreach programs with emphasis on prevalent diseases in the population.
6. Demonstrate continuing professionalism through their education, training and practice and maintain high standards of ethics and conduct in all aspects of professional life.
7. Effectively communicate and collaborate with dental team members, patients, and their families to deliver better patient outcomes.
8. Describe and practice the principles of good research related to all aspects of oral health and interpret it for application as part of an evidence-based approach to clinical judgment, decision-making, and problem-solving skills in relation to oral health.
9. Demonstrate effective clinical decision making, accurately assess their own capabilities and limitations, demonstrating reflective practice, in the interest of high-quality patient care and act within these boundaries.
10. Manifest the attributes of lifelong learning and recognize its importance and apply it to practice.
11. Employ critical thinking, creativity, and innovations in dental practice.

2.3 Organization of Curriculum

The SCD curriculum is a blend of system based and competency-based approaches. The curriculum is organized as an integrated modular curriculum spanning over four calendar years, with distribution as shown below.

SR#	Module Name	Module Code
Block I		
1	Foundation Module	FDN 111
2	General Organization of Human Body	GHB 211
3	Immune System- I	IMS 311
4	Cardiovascular and Respiratory System -I	CVR 411
Block II		
5	Gastrointestinal System and Metabolism- I	GIT 521
6	Neuroendocrine System- I	NES 621
7	Head And Neck	HNK 721
8	Biology of Oral Cavity	BOC 821
Block III		
9	Trends in Oral Health	TOH 932
10	Basis of Disease	BOD 1032
11	Cariology	CRG 1132
12	Cardiovascular and Respiratory	CVR 1232
Block IV		
13	Evidence Based Dentistry	EBD 1342
14	Gastrointestinal System	GIT 1442
15	Dental Rehabilitation	DRT 1542
16	Neuroendocrine System	NES 1642
Block V		
17	Fundamental Principles of Patient Evaluation	FPE 1753
18	Orofacial Pain	OFP 1853
19	Oral Mucosa in Health and Disease	OHD 1953
20	Systemic Diseases in Dentistry	SDD 2053
Block VI		
21	Infections and Infectious Diseases	IID 2163
22	Dental and Orofacial Pathology	DOP 2263
23	Neurological and Bone Disorders	NBD 2364
24	Oral and systemic Disorders	OSD 2463
Block VII		
25	Comprehensive Treatment Planning I	CTP 2574
26	Dental Restorations and Rehabilitations-I	DRR 2674
27	Growth Development and Occlusion	GDO 2774
28	Dental Emergencies and Trauma	DET 2874
Block VIII		
29	Comprehensive Treatment Planning II	CTP 2984
30	Dental Restorations and Rehabilitations-II	DRR 3084
31	Interdisciplinary Management	IDM 3184

2.4 Modules

Each module is further divided into themes which integrate multiple disciplines. Each module has its Module Learning Outcomes (MLOs) targeting the cognitive, psychomotor, and affective domains, and are developed in line with the Program Learning Outcomes (PLOs) of BDS Program. The content of the module is reflected in the modular study guide.

2.5 Longitudinal Threads:

Specific longitudinal threads run throughout the four-year curriculum as integrated elements for horizontal and vertical integration. The longitudinal threads comprise of essential subjects including Pak studies, Islamiat and Behavioral sciences, Ethics etc. along with specifically designed clinical threads which facilitate students' transition from basic to clinical years. The following diagram represents placement of the longitudinal threads in the SCD curriculum.

The threads consist of

- **Essential threads:** Pakistan Studies, Islamiat, Behavioral Sciences, Medical Ethics And Research.
- **Additional Threads:** Professionalism, Communication skills, Leadership and management and Study Skills.
- **Clinical Threads:** Infection control and patient safety. Medical emergencies, Clinical Practice, Radiology, Forensic Odontology and Entrepreneurship.

2.6 Academic Calendar

The summarized recording of module dates, examination dates, breaks and vacations are shown in the academic calendar for all four classes for an entire academic year. Weekly timetables that are circulated to students each week (Friday) are based on this calendar. Copies of the weekly timetable can be collected from the respective coordinator. Changes, if any, would be notified on the College Notice Boards and Google Classrooms. Schedules of clinical rotations are posted on each notice board and circulated via emails. The College currently operates on 36 weeks of 'modular instruction' per year schedules. At the commencement of each Academic year, class-wise Academic Calendar is shared with the students.

2.7 Progression and Duration of BDS Program

The students enrolled in the BDS program are expected to complete their academic and administrative requirements within 4 years of the program. The progression from one academic year to the next is dependent on the completion of minimum attendance (90%) and a prerequisite performance criterion. The completion of the degree program is marked by fulfilment of all academic and administrative requirements on part of the student.



Section 3: Guidelines and Facilities

3.1	<i>Dress Code</i>
3.2	<i>Student Identity Cards</i>
3.3	<i>Mobile Phone policy</i>
3.4	<i>No Smoking Policy Student Lockers</i>
3.5	<i>Student Lockers</i>
3.6	<i>Lost and found</i>
3.7	<i>Confidentiality of Student's Records</i>
3.8	<i>Mailing Addresses</i>
3.9	<i>University Roll Numbers for Professional Examinations</i>
3.10	<i>Reference letters</i>
3.11	<i>College Leaving Clearance</i>
3.12	<i>Health Care</i>
3.13	<i>Hostel Privileges</i>
3.14	<i>Transportation Facilities</i>
3.15	<i>Prayer Facility</i>
3.16	<i>College Tuck Shop</i>
3.17	<i>Solicitation of Funds</i>

3.1 Dress Code

Students should be wearing the prescribed dress code i.e., a clean white coat 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.
- For third year and Final year BDS students, it is MANDATORY to wear clinical uniform/scrubs (colors designated for third year and final year respectively) in their clinical rotations along with a white coat. No student is allowed to work in the clinics without proper uniform.

PROHIBITED

- Inappropriate Hairstyle (open hair or hair falling on the face)
- 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.”

Strict disciplinary action will be taken for students who do not abide by the dress code.

3.2 Student Identity Cards

Students are required to wear the College Identity Card at all times while on campus. Security staff have 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 in and returned with a photograph (1” x 1”). Please check the availability of your card in one week’s time after submitting the form. Identity Cards will be provided once in the whole four-year course. In case of losing it, the student will have to pay Rs.250.00 for a replacement. The student has to inform the Student Department regarding the loss of the ID card. The Student Affairs Department will provide a challan to the student for the payment. Once the challan is submitted, a new ID card will be issued.

3.3 Mobile Phone Policy

Purposeless 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.

Students can be allowed to temporarily use their mobile phones if the teaching session requires the use. The facilitator can allow students to access reading material if and when needed. **The use of mobile phones in the clinical departments and during lectures is strictly prohibited.**

3.4 No Smoking Policy

Smoking is prohibited on SCD campus. Any student caught smoking will be subject to disciplinary action by the respective disciplinary committee.

3.5 Student Lockers

Allotment for student lockers is made by the Student Affairs Department. Students should use their own locks to secure the contents of their lockers.

3.6 Lost and Found

The 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 Department in writing.

3.7 Confidentiality of Student's Records

Students' personal particulars and academic data are held in confidence with the Student Affairs Department. 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.

3.8 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.

3.9 University Roll Numbers for Professional Examinations

All Professional Examinations are conducted by the Shifa Tameer-e-Millat University (STMU). Students would be allowed into Professional Examinations only on the production of a "Admit Card" issued by the University. This card is issued on submission of "Candidature Forms" (available with Student Affairs Department). Students must be aware of the fact that without the admit card they cannot enter the examination. They must apply for registration when notified, collect the "Admit Card" before the examination and produce it at the examination hall.

3.10 Reference Letters

Requests for Reference Letters (for electives etc.) should be made at least 2 days in advance. For "certificates" of Bonafide/ No Objection or special purposes, students should discuss the matter with the Student Affairs Department before making an application.

3.11 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 Department. It has to be rotated through all the departments and the library and can take time. The complete form should be returned to the Student Affairs Department for issuance of a College Leaving Certificate.

3.12 Health Care

- **Hospital Registration:** All students must be “registered” with the Shifa International Hospital during the first week of admission or soon thereafter and obtain a registration number.
- **Medical checkup and immunization:** It is the responsibility of the students, enrolled in BDS program, to make sure that medical checkup and immunization of all students must be done at the start of First Year as BDS students will be in direct interaction with patient throughout their Academic tenure. The relevant documentary evidence is required to be submitted to the student affairs department to be maintained in individual student record files.
- **It is Mandatory for Students to Submit Hepatitis B Vaccination Certificate after completing the required immunization. Verbal proof of vaccination is not entertained.**
- All students are required to share evidence that they are not a carrier of Hepatitis B, C and/or HIV, before the commencement of their First Year at SCD. Students are required to be tested for the below mentioned laboratory tests from a reputed laboratory.
 - i. Hepatitis B Surface Antigen
 - ii. Hepatitis C Antibody
 - iii. HIV Antibody
 - iv. COVID 19
- **For any health emergency student should proceed to ER (EMERGENCY ROOM).**
- Students and parents are reminded that they must clear all bills for services availed at the Shifa Dental Hospital.

3.13 Hostel Privileges

Hostels are maintained by the College to provide a safe and congenial home environment. For that, the hostel is run on a 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.

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 facility 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.

3.14 Transportation Facilities

College Transport serves only the female hostilities. 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 addition to this the College also provides transport to the students during their Clinical Rotations where they are required to visit other campuses of STMU. Students are required to contact the Student Affairs Department for any queries regarding transport.

3.15 Prayer Facility

The prayer area is available in the College premises for male and female separately on 4th floor of SCD Campus.

3.16 College Tuck Shop/Cafeteria

The College Tuck Shop/Cafeteria is located on the 4th floor. It provides services to students at 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 dustbins provided. Currently, the cafeteria provides basic food. However, as the number of students has increased, the college administration is working on it to ensure the cafeteria starts providing full services.

3.17 Solicitation of Funds

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



Section 4: College Committees	
4.1	<i>Student Counselling Committee</i>
4.2	<i>Grievances and Gender Conflict Committee</i>
4.3	<i>Student Committees for Extra-Curricular Activities</i>
4.4	<i>Students Research Advisory Committee (SRAC)</i>
4.5	<i>Students Mentoring Committee</i>
4.6	<i>School Progress Committee (SPC)</i>

4.1 Student Counselling

The counselling service at Shifa College of Dentistry aims to help students to realize their academic, professional, and personal goals. This is done by providing and offering services that contribute to comprehensive development and advancement of students through psychological counselling and guidance. Students are to be facilitated and provided counselling in the following three distinct areas:

1. Academic Development, to help students.

- i. Acquire the attitudes, knowledge and skills contributing to effective learning at the college and across the lifespan.
- ii. Complete their studies with essential academic preparation by effectively managing their time and available resources (faculty members, labs, and facilities).
- iii. Understand the relationship of academics to the world of work and to life at home and in the community.

2. Career Development, to help students.

- i. Acquire the skills to investigate the available options of specializations in Dentistry and clinical practice in relation to knowledge of self and to make informed career decisions.
- ii. Understand the relationship between personal qualities, communication skills, education, training, and clinical practice.

3. Personal and Social Development, to help students:

- i. Acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.
- ii. Make decisions, set goals, and take necessary action to their short-term and long-term objectives at the college.
- iii. Navigate any psychological challenge they may face due to academics, social factors or being away from their families.

Counselling services are available in both individual and group settings. Extra-academic workshops and seminars are to be delivered to students to help them navigate familiar challenges encountered by students over the course of studies in a dental program. There is a special focus on the needs of students who have come to Islamabad from other cities. The goal is to help students steer through the multifaceted challenges the students face in addition to their academics, so that they can maximize the attainment of skills and knowledge that Shifa College of Dentistry has to offer. The list of counsellors is as follows:

Dr. Ayesha Younas	Chairperson Committee
Dr. Sahd Rashid	Member
Dr. Nabiya Shahroz	Member

The student should contact the student affairs department to forward their complaints/requests to the counselling committee. Student Affairs department acting as a counselling cell, liaisons between the counselling committee and the students and arranges the meeting after ensuring the availability of students and the committee members.

4.2 Grievances and Gender Conflict Committee

This committee will address grievances of the students and will take appropriate action to address their grievances.

1. Issues that are grievable include.
 - Failure to respect the opinions of students in an instructional setting.
 - Personal conduct in the classroom or another instructional setting adversely affects the learning environment.
2. To address students' concerns about their educational experience and relationships with faculty.
3. To uphold and support the following procedures regarding student grievances.
4. If the faculty member involved holds an appointment in the SCD, the student may use the procedures described below.
 - Ask for help from any member of this committee in identifying and understanding the appropriate procedures (understanding that reporting requirements will need to be upheld).
 - If the student has a concern about a faculty member, the student should directly approach that professor. If the student feels the grievance cannot be settled directly with the professor, the student may seek the advice and or mediation of the vice principal.
 - If the student feels the grievance has not been addressed, the student may secondarily request the involvement of the principal if the matter is not resolved.
 - The chairman of the committee would write back to the concerned person, informing about the decision and evidence of the action taken and ask for the response of the student.
5. To work in line with the policies and requirements of STMU and HEC.

Dr. Adil Asim	Chairman
Dr. Sadia Musharraf	Vice person
Dr. Khurram Irshad Qureshi	Member
Dr. Nabiya Shahroz	Member

4.3 Student Committees for Extra-Curricular Activities

Students elect their representatives to serve on various committees like the Sports Committee, Literary and Debating Committee, Committee for Promotion of Art Forms and SCD Student Curriculum Committee.

Advisor details are as follows:

Name of Committees	Faculty Advisor
Committee for Promotion of Arts and Culture	Dr. Rida Zulfiqar
Sports Committee	Dr. Waleed Ismail

Committees can always co-opt more members with consensus. Each committee has a faculty Advisor to help and advise. Students will have to approach him or her for guidance and help in the first instance. All students' activities are coordinated through the Student Affairs Office. Students with failures in examinations immediately preceding the elections are not allowed to contest elections in their own interest.

4.4 Students Research Advisory Committee (SRAC)

The responsibilities of the committee are:

- Develop, monitor, and review policies relating to the students' research activities, including research and research training.
- Guide and monitor the development of strategic research priorities and objectives and monitor research performance within the framework of the university's policy.
- Review and advise on funding allocations to students.
- Provide leadership and advice on mechanisms to improve monitoring.
- Hold one to two events annually to facilitate the exchange and dissemination of information concerning research and research training issues for the broader research community.
- Inform and advise the academic committee on research and research training matters as they arise.

Dr. Mohammad Khan Asif	Chairman
Dr. Anwar Ali Shah	Member

4.5 Students Mentoring Committee

The responsibilities of the committee are:

- To regulate and monitor the mentoring program in line with the policy of Shifa Tameer-e-Millat University.
- To allot mentees from 1st year BDS to each Faculty mentor/Peer mentor.
- To make sure the faculty mentors keep a tag of the attendance, performance in the tests, discipline, and other aspects of the students.
- To work in line with the policies and requirements of STMU and HEC.
- The students mentoring committee meets approximately 6 times per year.

Dr. Zubair Nasir	Chairman
Dr. Sadia Musharraf	Member
Dr. Adnan Sunny	Member
Dr. Bilal Ahmed Butt	Member

4.6 School Progress Committee

The School Progress Committee (SPC) has an overall responsibility for the assessment of student performance, professional development, behaviors, and progress to ensure that students are meeting the academic standards of the program. Any academic concerns raised by any student (and/or faculty) shall also be addressed by the committee. The SPC shall also review and approve appropriate remediation or other action when a student's performance, behavior, or progress is not satisfactory. If any student has any concerns that he/she wants to discuss with the School Progress Committee, the student is expected to contact the department of student affairs. Student Affairs facilitates the progress of the students concerns in the committee and directs the student towards remediation measures through various other committees, including counselling and mentoring committee etc. The progress of a student is monitored by the SPC.



Section 5: Financial Information

5.1	<i>Fee and Payment Policy</i>
5.2	<i>Financial Assistance and Scholarship</i>

5.1 Fee and Payments Policy

The Fee payments and Instalment's policy of Shifa College of Dentistry (SCD) is designed as per regulations provided by STMU.

Fee Payments

- The Fee structure for all 4 years of BDS program is finalized at the commencement of the First year of BDS for any respective batch. The finalized structure is shared with the students through the website and prospectus.
- The College may revise upward every year the rate of fees to cover increased costs and inflation in line with the PM&DC policy.
- The Tuition fee will be paid as per the guidelines of PM&DC.
- Hostel charges will be paid as per the hostel policy for the ongoing academic year. Hostel charges are divided into accommodation and messing. Details of hostel charges are present in the hostel policy.
- The University Professional Examination fee would be charged for each academic year.
- No results and college leaving certificate will be issued without clearance of college dues.
- Once the student is considered eligible for academic performance, clearance of college dues is a prerequisite to appear in the professional examinations.
- As per the recent PM&DC guidelines for students repeating the year, the student will pay the tuition fee for the academic block he/she is detained in. In case a student repeats both academic blocks, the tuition fee for the whole academic year will be payable.
- **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, the student's name would be removed from the college roll and the student will have to deposit the admission fee to get readmitted.
- **Refund Policy:** Refunds shall be ascertained as per PM&DC regulations, stating: "The college reserves the right to adjust the tuition fee already paid pro rata to the period spent in the program along with a penalty not exceeding ten percent of the total annual fee".

Payment of Fee in Instalments

- The modality of fee submission for tuition fees of any academic year (lump sum or installments) will be followed as per PM&DC guidelines.
- The details of fee submission and their timeline are communicated to the student and parents before the commencement of academic year. Late fee charges shall be applied in case the payments are made after the stipulated time.
- Any special applications regarding fee and payments are evaluated by the Departmental Financial Assistance Committee SCD strictly on a need-cum-merit basis. The recommendations of the Departmental Financial Assistance Committee shall be forwarded by the Principal/Head of the

respective college/ department to the University Financial Assistance Committee for further processing.

- The employees of the Shifa Family and their dependent children who are students at SCD may be allowed to deposit their fees and charges in monthly installments provided that nothing shall be outstanding at the time of professional examinations of the academic year. Provided further that these students shall not be counted towards the number/percentage mentioned in section II above.

5.2 Financial Assistance and Scholarship

The Financial assistance and scholarship policy of Shifa College of Dentistry (SCD) is designed per regulations provided by STMU. SCD aims to encourage and recognize academic excellence amongst its students in the Annual Professional Examinations. The scholarships belong to three categories: high achievers' scholarships, need-based financial assistance, and special categories.

General rules for Scholarship

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

- 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).
- Merit Scholarship will not be available to students whose education has been fully or partially sponsored by any individual or organization.
- 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.

i. High Achievers Scholarship

The High Achievers Scholarship is a mode of appreciation and encouragement for students who demonstrate academic excellence. The following are the details.

- The High Achievers Scholarship 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:
 - First Position = 15%
 - Second Position = 10%
 - Third Position = 5%
- Prize money will be awarded formally. These cannot be claimed by the students from the Finance Office. The prize winners shall be awarded the money in the form of a cheque or scholarship on account of their tuition fee for the next academic year. Position holders of the final year shall be awarded the prizes in the form of a cheque.

- There shall be only three prizes in the category of Prize Money. However, if two students secure first position then both students shall be awarded the prize money of the first position and the remaining one prize shall be awarded to the second position holder(s) with the prize money of the second position and no prize shall be awarded to the third position holder(s). Provided further that if there are three or more students on the first position then all the students shall be awarded the prize money for the first position and no prizes shall be awarded to the second and third positions holders. The same criterion shall be applied to the second and third positions if more than one student is securing such position(s).
- The prize money certificates shall be distributed to the position holders in the convocation or other events (High Achievers Ceremony) as feasible.

ii. Financial Assistance Scholarships (FAS)/Need-based Scholarships

- SCD offers need-based scholarships to students having financial constraints during the course of their studies. All the cases are scrutinized by Departmental Financial Assistance Committee SCD and later on, by University Financial Assistance Committee STMU, and decisions are made in line with the guiding policies and regulations.
- Students seeking FAS awards shall apply on the prescribed form within the timeframe promulgated by STMU. The Financial Assistance Committee will determine the eligibility of students based on interviews and information provided in the prescribed forms.
- A 25% waiver will be granted on 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.

iii. Special Categories

Scholarships for the following special categories are offered to students at SCD.

- A 20% waiver will be granted in the tuition fee for the second and onward siblings of the current/bona fide student.
- A 20% waiver will be granted on the tuition fee for the children of the current full-time employees of the University and its teaching hospital (Shifa International Hospitals Ltd).
- A 20% fee waiver will be granted in the tuition fee to the spouse of the current/bonafide 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.



Section 6: Student Policies and Procedures	
6.1	<i>Students Orientation Policy</i>
6.2	<i>Students Attendance and Leave Policy</i>
6.3	<i>Students Assessment Policy</i>
6.4	<i>Electives at Shifa College of Dentistry</i>
6.5	<i>Infection prevention and control policy</i>
6.6	<i>End of Module Evaluation Policy</i>
6.7	<i>Policy for Academic Awards and Citation of Excellence</i>

6.1 Students Orientation Policy

The SCD orientation policy includes the introduction of students to BDS course, academic layout and processes and systems followed in the institution. The orientation policy also entails detailed introduction to the profession of dentistry and its core components.

An Orientation Plan is developed and delivered to the new students as soon as they are enrolled in the college. It comprises of short induction sessions covering the following areas,

1. Introduction to Faculty and Staff
2. Introduction to College Committees
3. Opening/closing time of the Dental College and hospital
4. Learner logbooks
5. Expected behaviors.
6. Surgery and equipment
7. Equipment care and maintenance.
8. Safeguarding children, vulnerable adults, and elderly people
9. Consent and shared decision making
10. Ethical health care practice
11. Cross infection control
12. Waste handling procedures
13. Decontamination/CSSD orientation
14. Sharps injury policy and accident reporting
15. Complaint's procedure
16. Material Spillage
17. Emergency drugs and CPR procedure
18. Medical emergencies in dental practice
19. Radiation equipment and local rules and SOPs
20. College layout and facilities
21. Services and emergency shut off.
22. Safety and Hazards
23. Reception Orientation
24. Confidentiality and data protection
25. Basic software orientation
26. Use of DNA/Cancellation time
27. PM&DC Standards

Students doing electives at our dental hospital will also receive a brief and relevant orientation session.

6.2 Students Attendance and Leave Policy

The academic commitments of the Shifa College of Dentistry place high demands on students in terms of their punctuality and regularity in all teaching and learning sessions.

Students' attendance is marked in all sessions, the record of which is maintained by the class coordinators under the supervision of the Student Affairs In charge. The eligibility of the students for professional examinations is determined on the basis of their cumulative attendance in respective academic blocks.

General Guidelines:

Following are the guiding points of attendance policy of SCD, which has been designed in accordance with the regulations set by STMU and PMC.

- i. Students are required to maintain 100% attendance. To cater for illness and unforeseen circumstances, an allowance of 10% will be permitted. However, the students will have to justify every absence by submitting an application to module director/rotation Incharge countersigned by their parents/guardian.
- ii. Students with less than 90% attendance in a block/clinical rotation will not be allowed to sit in the Annual examination and will appear in the 2nd annual examination.
- iii. Students with less than 75% attendance in a block/clinical rotation will not be allowed to sit in the Annual and the 2nd Annual examination. They will repeat the block/clinical rotation and appear in the next academic year.
- iv. Any cases of students having deficient attendance due to any special circumstances will be referred to the School Progress Committee (SPC) SCD. The Committee will deliberate upon such cases and decide accordingly.
- v. Students who have to repeat a year after failing the 2nd annual examination will be required to attend that block/clinical rotation he/she failed. Attendance policy will remain the same.

Attendance of Modules and Clinical Rotations:

- i. The attendance of modules and clinical rotations (3rd year and 4th year BDS) will be treated as separate entity.
- ii. The cumulative attendance of each block will establish the eligibility of the student for theory annual professional examinations. Moreover, a minimum of 90% attendance in each clinical rotation will be required to fulfil eligibility for practical/clinical annual professional examinations of the respective block.
- iii. If a student fails to maintain 90% attendance in any clinical rotation, he/she will be given a chance to make up for the deficient attendance in the 2nd cycle of rotations in the subsequent block of academic year.

- iv. If any student fails to maintain an optimum attendance in relevant block and/or clinical rotation, the above-mentioned rules for eligibility will apply.
- v. The attendance of all teaching activities in a module are compiled by Student Affairs coordinator/s. At the end of the module, a cumulative attendance sheet is prepared and verified by Student affairs department.
- vi. After the approval of the concerned module director and the principal, the relevant attendance is disseminated to the concerned.

Guidelines for Leave Application:

- i. Leaves can only be applied for illness, or any unforeseen circumstance. (Death in family, immigration/residence permit etc.). No absences or leaves of more than 10% will be allowed.
- ii. Extended leaves which are supplemented by required evidence will be compensated for attendance after the approval of concerned faculty members and / or SPC working group.
- iii. The submission of leave does not necessarily mean that leave will be compensated. Compensation will be provided on a case-to-case basis after due consideration.
- iv. The leaves should be applied on SCD student leave form (available in student affairs) and approved from respective module director/clinical rotation Incharge before submission in department of student affairs.
- v. For 3rd year and 4th year BDS, the approval of both the concerned module director and rotation incharge will be needed for full day leaves.
- vi. No short leaves for clinical rotations will be entertained.
- vii. If a student is not able to sit in the end of modular or block examination only due to any justifiable reason, he/she must submit an application to the module/block director before the examination.
- viii. In case of emergencies applications will only be accepted within 3 working days of the missed examination. It would be at the discretion of the respective module/block director to accept or reject the applications.

6.3 Students Assessment Policy

The purpose of this assessment policy is to outline assessment practices within the SCD BDS program. A brief overview enlisting the core components has been added here for guidance of students.

There are broadly two types of examinations at Shifa College of Dentistry (SCD), Shifa Tameer-e-Millat University (STMU). These include the professional examinations conducted by the university and internal examinations conducted by the college. The assessment of a student's performance is based on both internal examinations and the annual professional/university examinations.

1. Annual Professional Examination

The Annual Professional Examination will be held separately for each block at the end of the academic year. There are two blocks in an academic year. Content covered in each teaching block will be examined in the respective annual exam for that block. This exam will consist of separate theoretical and practical components (papers).

- i. The students will need to pass the theoretical and practical components (papers) separately for each block, and marks/credit cannot be carried from one block to another block. If a student fails in one block, he/she will need to retake that block only. If a student fails both blocks, he/she will need to retake both blocks. Similarly, the passing of both practical/clinical and theory examination is mandatory and marks from practical/clinical to theory examination cannot be carried or vice versa.
- ii. The final annual professional examination carries 60% weightage in the final annual marks. This final examination consists of a theory paper and a practical exam for each block and carries separate 60% weightage, for theory and practical respectively. The students must thus pass both theory and practical exams separately for each block. The passing marks are 50%.
- iii. If a student fails to pass both Annual and 2nd Annual (Supplementary) examinations of an academic year, he/she will be detained and will repeat the academic block he/she is detained in as per the policy and PM&DC guidelines.

2. Internal Examinations

Internal Examinations are conducted by the faculty of Shifa College of Dentistry (SCD) and consist of end of module theory examinations and end of block practical examinations.

- i. The internal examinations will carry 40% weightage towards the annual professional examinations. Each block is considered as a distinct entity and its internal examinations carry a weightage of 40% towards the annual professional examination of the respective block.
- ii. This 40% weightage will be separate for theoretical and practical components. For example, the weightage of the relevant marks achieved in the internal theory examinations conducted in block 1 will be added only in the final theory examination of block 1 of the professional examination

and the weightage of the relevant marks achieved in the internal practical examination of block 1 will be added only in the final practical examination of block 1 of the professional examination and so on.

- iii. The 40% weightage of internal theory assessment for each block is obtained through the cumulative of all the modular assessments of the respective block. In the individual module examinations, the end of module score will include the weightage of learner's portfolio as well.
- iv. The essential threads which are a crucial component of the SCD curriculum (including Pakistan studies, Islamiat, Ethics, Behavioral Sciences, Research etc.) are taught during the academic modules and assessed in the end of module summative examination.
- v. The 40% weightage of internal practical assessment for each block is obtained from the end of block practical/clinical examination. In years 1 and 2 it will be called Objective Structured Practical Examination (OSPE) and in years 3 and 4 (except block VIII) it will be called Integrated Structured Clinical Examination (ISCE).
- vi. The Block VIII examination will be Integrated Competency Based Examination (ICBE). It will consist of 3 components including Clinical I, II and components of Comprehensive Dental Care (CDC).
- vii. The end of Block score will include the weightage of preclinical and clinical skills logbooks and portfolios.

3. Portfolios /Logbooks

Portfolios /Logbooks are part of continuous internal assessments. Students are required to maintain the following portfolio and logbooks:

- i. Learners'/ patient portfolios (Years I-III).
- ii. Pre-clinical dentistry skills logbooks or practical logs (Years I, II & III)
- iii. Discipline-specific clinical logbooks (Years III & IV)
- iv. Comprehensive Dental Care Portfolio (Year IV)

These portfolios and logbooks are used as a means of continuous assessment and the students must fill these out and get them signed by their tutors throughout the year. These tools of continuous assessment carry marks in the final internal assessment result.

The comprehensive dental care portfolio for 4th year BDS will carry weightage in the OSCE/ISCE examination of the respective block.

4. Competency Assessment

Competency Assessment will be used to assess the clinical skills in year 3 and 4 of BDS.

- The discipline specific logbooks will include the details of competencies for each discipline.

- Achievement of these competencies is mandatory for all students, and they must have achieved the required number of specific competencies for each discipline before they are eligible to appear in the block examination.
- In addition, the 4th year students must have completed their patient portfolios of the specified number of patient management mentioned in their logbooks before they are allowed to appear in the block examination.

5. Professionalism and Communication Skills

Professionalism and Communication Skills assessment is an important component of the SCD assessment policy.

- Students will be assessed longitudinally for their professional behavior and communication skills in each module/ clinical rotation.
- When a student does not demonstrate a satisfactory level of professionalism, they will be referred to the Dental school progress committee.

6. Rules for retaking the Internal Examinations

“An overdue examination is one that the student appears in if he/she has missed a scheduled examination due to a valid reason. A student cannot appear in an overdue examination to improve marks.

- i. The overdue internal examinations for module/block/clinical rotation must be applied for (IN WRITING) and taken before the end of the academic year.
- ii. The scoring for the overdue will be readjusted to a maximum of 60% for both theory and practical examinations.
- iii. The student **MUST** attend the summative examination, this is compulsory, and no re-take would be allowed. If there are, however, genuine extenuating circumstances then the following steps must be strictly adhered to:
 - Any student not appearing in the summative examination due to genuine extenuating circumstances or applying for a long leave should communicate this in WRITING to the Student Affairs department at least 01 week before the examination.
 - The Student Affairs will further forward this information to the School Progress Committee (SPC) through Principal SCD for consideration. At the same time, the Students Affairs will inform the module director about the application.
 - The module directors are requested not to accept or reject the application of the student at their own discretion. They must direct the students to give a written application to the student’s affairs even if the module director feels that there are no genuine extenuating circumstances.

- The decision to allow a student to re-take / or not re-take the summative examination shall be made by the School Progress Committee after reviewing the case.
 - The SPC should convene the meeting as soon as possible and should invite the relevant module director to the SPC meeting. The SPC has the authority to invite the student, the parents, or any other stakeholders they feel will help them reach a decision.
 - The SPC will then inform the Principal SCD of their decision after which the student and module director will be notified accordingly.
 - The student must be informed in WRITING about the final decision by the student affairs department after getting the letter signed by the Principal SCD.
- iv. In case of emergency medical leave, medical notes and certificates should be provided within three working days of the missed exam and must be dated.
- v. Overdue examination for end of the block OSPE/ ISCE may be modified.
- vi. If allowed to take an overdue clinical rotation examination, the student will appear with the subsequent batch at the end of the clinical rotation examination that he/she missed. No separate examination (either performance or written) will be offered. In case the student misses his or her last clinical rotation examination, a separate examination may be offered to him/her based on the decision of the committee.

7 Rules for Detained Students

Maximum number of Chances

- i. Any student who fails to clear any professional examination both in annual and 2nd annual shall not be eligible for continuation of dental studies BDS at Shifa College of Dentistry.
- ii. At the students' request and after due evaluation and approval by a committee (School Progress Committee) constituted by the Dean/ principal, a maximum of another two chances may be given to retake the relevant examination.
- iii. The details of retake examinations / clinical rotations will be decided by the committee.
- iv. The BDS degree must be completed within a total period of Eight years from the date of admission in first year OR a maximum of two academic years for each academic year fee paid by the student at SCD.
- v. If the retake request is not approved by the committee, an NOC will be issued from College and University to the respective student after the submission of clearance form. An intimation will be sent to PM&DC accordingly.
- vi. The clearance of College/University dues will be required to obtain NOC.
- vii. After obtaining the NOC, the student can apply to another institute to continue his/her studies.
- viii. After examination of all the granted chances, the candidate will be expelled from the College and PM&DC will be intimated.

Internal Assessment

A student who is allowed for retake by the committee will be required to maintain at least 90% attendance in the relevant block and the internal assessment which is higher of the two (previous & remedial duration) will be considered.

Length of Degree

The eight-year rule would be applicable to the students of BDS according to which: “The entire graduation period must NOT exceed Eight years.” OR a maximum of two academic years for each academic year fee paid by the student at SCD.

Study Gap during course of BDS

“Where any student has qualified a professional BDS examination and wants to take a gap in the course of BDS by temporarily discontinuing his/her studies, the following would be the procedure:

- i. He/she has to apply with the consent of parent/guardian mentioning the reasons and expected duration. He/ She is required to provide the supporting documents.
- ii. A committee constituted by the Dean / Principal will evaluate the application and will decide.
- iii. It would be only one time during the course of BDS and for one year.
- iv. The validity of any professional examination is (03) years therefore, after that he/she has to re-take the last professional examination passed. After the exhaustion of all granted chances, the candidate will be expelled from the college and PMC will be intimated.
- v. To re-join his/her studies of the BDS, he /she would be assessed by the committee again to ensure that he/she is able to continue the studies and to document the deficiencies/additional requirements which need to be met.
- vi. The applicant must apply for taking a study gap before the beginning of the session. If he/she applied after the start of the session, he/she will have to pay the tuition fee for the existing session.
- vii. Approval of gap/rejoining would be notified by the Dean / Principal to be considered effective.
- viii. Approved gap years would be counted within the eight years rule for BDS.

6.4 Electives at Shifa College of Dentistry

The Shifa College of Dentistry Electives policy has been developed for both SCD students and external dental students. It is focused on your participation and observation of dental practices, as well as helping you to develop & enhance your personal skills, creativity, and methodology. Electives also help build bridges, friendship with the host institution and its community.

Being a student of the Shifa College of Dentistry or otherwise, you are an ambassador of your alma mater. Your actions will reflect upon your parent institution. Just like a diplomat you should endeavor to put your best foot forward, think twice before speaking and have a very professional outlook. That does not mean that you are not allowed to smile! On the contrary a pleasant persona is the quintessential ingredient of being professional.

General Guidelines

- All dental students who are formally enrolled for their undergraduate dental degree with a national or international university recognized by the WHO are eligible for the SCD electives rotation.
- For SCD students, the elective program is an integral part of their curriculum and is mentioned separately in the academic calendar. Therefore, it is compulsory for them to attend an electives rotation AT LEAST ONCE during the course of their BDS degree.
- The BDS transcript will mention successful completion of the electives program.
- SCD Students in earlier years (First and second year) are encouraged to utilize their summer vacation for research and observer ship.
- The duration of the electives rotation for all students shall be from 3-4 weeks.
- SCD students are allowed to proceed for electives rotation twice during their entire academic session:
 - Once after the Third-Year professional exam.
 - Once during the summer break of Final-Year BDS
- SCD Students will have the choice to choose their desired institutes and specialties, both nationally and internationally, and inform the student affairs office timely.
- Electives offered in the Shifa College of Dentistry will be only for external students.
- All SCD students and external students who attend an electives rotation will have to maintain a record of their activities and shall document them in the elective's logbook/portfolio.

Opportunities for Electives

- For SCD students, Electives are organized by students themselves in local institutions or institutions outside Pakistan.
- SCD 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 is open to you.

Student Elective Policy for Internal Students

Applying for Electives

- The process of applying for an elective starts at the ‘Student Affairs Office’ where you can get information and requisite 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 in this 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).

How will the College Help?

- The student affairs office will help you by providing necessary documentation (reference 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 working days to process an application for letters of reference and other documentation.

What is Students’ Responsibility?

- As soon as an SCD student's elective institution and department is finalized. He/she must inform the Student Affairs Office (either electronically via email: studentaffairs.scd@stmu.edu.pk or hardcopy in office). The name & contact of their supervisor, specialty, start and end dates of the electives program.
- Before leaving for their elective’s rotation, all SCD student’s must collect the Electives logbook from the Student Affairs Office. It is essential that you keep a log of your elective activities countersigned by your elective’s 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 official college elective logbook. However, all students must submit a completed evaluations form that is included in the logbook. Your evaluation will be entered in your transcript.
- All students must follow the instructions provided to them by their host institution. Remember your actions are not only your own but also those of your institution. If you do well, your institution's standing will flourish!

6.5 Infection Prevention and Control Policy

Shifa College of Dentistry considers the safety of its faculty, students, staff, and patients to be of paramount importance. All enrolled students of SCD and electives, who are engaged in or may become engaged in patient care activities, shall abide by the infection control policies published in SCD Infection prevention and control policy manual.

A training session is provided in all areas of cross-contamination and infection control and asepsis protocols including the clinical setting, and the laboratory.

6.6 Evaluation Policy

Evaluation of academic processes is needed to analyze the delivery of the planned content and activities throughout the academic year. The evaluation process at Shifa College of Dentistry involves collection of feedback from students and faculty for each module. The evaluations play a significant role in the annual review of the curriculum since any problems related to the delivery of the content in the modules is looked into and improvement strategies are implemented in the next academic year on the basis of these evaluations.

Students are issued their college email IDs at the commencement of first year BDS. The students are required to keep their IDs with them as some are used for carrying out evaluations after each module. The complete process is briefed to the students in a dedicated class session during the orientation week.

In case of any queries regarding the Evaluation, you can write it to us at evaluations.scd@stmu.edu.pk.

6.7 Policy for Academic Awards and Citation of Excellence

The Policy for Academic awards and citation of excellence at Shifa College of Dentistry will be aimed towards promoting academic excellence and encouraging high achiever students for their academic achievements.

The objective of awarding citations, awards and/or prizes to individual students is to recognize a distinction and extraordinary performance in academics. These can also be awarded in extracurricular activities to outstanding students to promote excellence in creativity and innovation.

Forms of Citations:

The awards could be in the form of a merit citation, a monetary award (scholarship), medal, shield, a set of books etc., all accompanied by a certificate of merit from the college.

Eligibility for Citations:

- I. Students who excel in academics by demonstrating an outstanding performance in the annual professional examinations.
- II. Any student or group of students could apply to the Principal for a citation, certificate or award stating the distinction or outstanding achievement (with supporting data and evidence) e.g., in extracurricular activities, research activities etc.
- III. A faculty member could also send a recommendation to the Principal about a student on similar lines.
- IV. The college could hold competitions and events and award citations for different achievements to those who excel.

The Principal or a committee formed by the principal will analyze, approve citations and awards (other than academic awards).

Types of Awards:

Following are the types of awards that will be offered to the eligible students.

1. High Achiever Certificate and Prize Money (Scholarship)

- I. The High Achievers Certificate and Prize Money will be awarded on securing at least 80% aggregate in the annual professional examinations in any year.
- II. 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:
 - i. First Position = 15%
 - ii. Second Position = 10%
 - iii. Third Position = 5%

(Details of scholarships are given in Financial Assistance Policy SCD)

2. Gold and Silver Medals:

2.1. **Shifa College of Dentistry BEST GRADUATE Gold medal** will be awarded to the best graduate who secured the highest marks in aggregate in all annual professional examinations during the period of 4 years (cumulative).

2.2. **Shifa College of Dentistry Silver medal** will be awarded to the graduate who secured second highest marks in aggregate in annual professional examination during the period of 5 years (cumulative).

2.3. **Shifa College of Dentistry Gold Medals on Yearly Basis:** Will be awarded to the first position holder in respective Annual BDS Professional Examinations.

2.4. General guidelines for awarding medals:

- Only those graduates shall be considered for the award of a medal who fulfill the following:
 - Completion of all degree requirements within the normal duration of the program.
 - No transfer of credits, exemption of courses/contents from other Universities/Institutions accepted by the University for the completion of the degree requirements.
 - No disciplinary punishment is levied throughout the tenure of the study.
- Where two or more students have the same highest marks, the percentages achieved by them will determine the gold and silver medals. If the percentages are also the same, then all the students will be awarded Gold Medals. In such a case no Silver Medal will be awarded to third highest aggregate.
- In a double tie (same percentage situation for silver medal between two or more students, all the students will be awarded the Silver Medal.

3. Distinctions:

Students securing 80% or over in individual Academic Block (Theory and practical) in an annual examination will receive DISTINCTION in that block. All distinction holders will be awarded a distinction certificate naming the examination and the relevant block.

4. Merit Certificates:

Merit Certificates and Appreciation certificates would be awarded to students excelling in co-curricular activities and/or any other notable achievement.



Section 7: Code of Conduct

7.1	<i>Code of conduct prescribed by Luqman (AS) for his son</i>
7.2	<i>Code of Conduct for Students</i>
7.3	<i>Few Things Allah (SWT) Prohibited us from</i>

7.1 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 on 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) from 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 boasters.

7.2 Code of Conduct for Students

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

General

- Shifa College of Dentistry endeavors to inculcate in its student’s intellectual diversity, self-motivation, critical thinking and inquiry, research-oriented approach, capacity for leadership, community oriented, ethically guided, and highly professional practice of Dentistry. 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 Dental 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.

- The student community of the Shifa College of Dentistry 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’.
- Students are expected to dress in a simple and decent manner at all times in all settings. Further, students are required to wear clean, white coats with display of ID card in all settings within college and hospital.
- 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 framework 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. Respectful body language and demeanor should be maintained in all interactions with peers, teachers, and staff.
- 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 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’.

- 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.

Sexual Harassment

Sexual harassment is unwelcomed sexual conduct which makes a person feel offended, humiliated and /or intimidated where that reaction is reasonable in the circumstances.

What to do if you are Harassed in the College:

Incident of sexual harassment should first be reported to the Dean/Principal, if possible, they may also be reported to any college faculty member or any member. College holds a grievance policy and procedure

regarding sexual harassment and students should contact Student Affairs Department for information on how to file grievance.

Academic Conduct

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

Disciplinary Procedure (Rules)

Introduction

Students of the Shifa College of Dentistry are required to exhibit good conduct and discipline at all times 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).

Disciplinary Offence

- Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or forcing other students to act likewise.
- Browbeat or assault on students, faculty or patients or member of staff whether by students or their family members/friends.
- Any form of unauthorized picketing, rallies, demonstration, or organized obstructions of any sort against student/college, hospital function in any manner whatsoever.
- 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.
- Malicious acts, thefts, willful damage, or misuse of college property.
- Unbecoming conduct and/or molestation of other members of the College Community within and outside the college premises.

- The entire College is smoke free area. Eating and drinking are prohibited in the College except in designated areas.
- Unauthorized housing of persons on the hostel or other buildings in the college.
- Cheating, plagiarism and/or use of unfair means in examination or any other academic setting.
- Possession, use and display of firearms, drugs, alcohol, or other contraband items on campus or at college related events.
- 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.
- Marking proxy and cheating will be punished by fine, suspension for a given period, from taking exam, attending classes or rustication.
- The disciplinary rules of college strictly prohibit the direct or indirect participation of its members (students/faculty/staff) in any political campaign at the college level. No member of the university community should feel any institutional pressure to support a particular candidate or position. The College strictly prohibits the use of its facilities and resources in support of a political candidate, party. If any member of the college is found involved in carrying out any political activity within college premises, then a strict disciplinary action will be taken against them.

College Proctors

Although the College dislikes having any policing mechanism for the students and the dental professionals in the making, a team of College Proctors is being appointed 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.

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.

Note: Details of expected ethical behaviors for students in the workplace are available on the official website of Shifa Tameer e Millat university and can be accessed through the following link https://stmu.edu.pk/wp-content/uploads/2018/12/Code-of-ethics_Rev_0.3_EDU.pdf

All Students are required to read through and comply with the guidelines given in the code at all workplaces.

7.3 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)

