

SHIFA COLLEGE OF MEDICINE

Policies and Procedures



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Curriculum at SCM

Mission:

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.

Curricular Philosophy:

The curricular philosophy revolves around principles of adult learning which encompass academic excellence through contextual learning and building knowledge on prior experiences. Team work, good communication skills, research, critical thinking and clinical problem-solving skills are emphasized. Ethical practices and self-directed learning are promoted and the students are encouraged to reflect on their experience for self-assessment and lifelong learning.

Curriculum Structure

Shifa College of Medicine follows a spiral curriculum that is system based with integrated modules in the first three years. This is followed by clinical clerkships during the last two years.

The curriculum at Shifa College of Medicine works towards achieving its mission by focusing on the key roles of a physician “Medical Expert, Communicator, Collaborator, Manager, Health Advocate, Scholar and Professional” as identified in the CanMEDS. These roles have been defined by key competencies which specify the behaviors, skills and attitudes that must be displayed by the learner.

During 5 years MBBS program the curriculum is organized in three spirals which are delivered in a system based modular format. Spirals 1 & 2 span over a period of three calendar years with focus on the “Basis of Medicine.” Last two years constitute spiral 3 and focus on the “Practice of Medicine”.

In first 3 years the curriculum is divided into modules. Various modules constitute a block. Study guide for each module is provided to the students as a learning resource and for their guidance. Clinical cases are used as triggers for learning in modules.

Year 1 and 2 deal mainly with the normal structure, function and biochemical aspects of human body which are taught with relevance to the clinical context.

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Pathology, Pharmacology, Forensic and Community Medicine are also integrated where appropriate.

Year 3 mainly deals with abnormal structure and function, pharmacological aspects of therapeutics, community medicine and medico-legal aspects which are delivered in a clinical context. Moreover, the students get clinical exposure through clinical rotations.

Year 4 and 5 comprise of junior and senior clerkship respectively which are hospital based and provide the students with comprehensive clinical experience. Elective rotation of 9 weeks duration is mandatory in year 5, which allows students to gain experience in their respective field of interest either nationally or internationally.

Research, behavioral sciences, medical ethics, communication skill, professionalism and evidence-based medicine are addressed in an integrated manner throughout the curriculum as longitudinal theme. Islamic and Pakistan studies are taught and assessed integrating with modules.

Record of students' performance during each module or clerkship is maintained in e-logbooks/Clinical clerkship logbooks that contribute towards the continuous/internal assessment.

Both synchronous and Asynchronous e – learning is part of curriculum. Online teaching, learning and assessment strategies are used where appropriate, ensuring its applicability and relevance.

Curriculum Management

For Year I to Year III

- The Department of Health Professions Education (DHPE) will prepare the annual academic calendar through collaborative discussions with all the course directors. This calendar will undergo mutual agreement and approval by the curriculum committee, followed by the approval of the College Academic Council SCM.
- Each course will be led by a faculty member, responsible for planning, implementation and assessment of the course with the help of a multidisciplinary team.
- Course directors will be designated prior to the commencement of academic year.
- Course director for a module will be rotated after 2-3 years and gradual transition to the next course director will be ensured.
- The Department of Health Professions Education (DHPE) will prepare a weekly meeting schedule for curriculum planning, delivery, and assessments of the module, which is shared with the entire module team. The first meeting will be scheduled two weeks before the module begins. Weekly meetings will be conducted regularly throughout the module. The Course director will be responsible to conduct weekly meetings as per schedule and for coordination with all team members including clinical faculty.
- Timetables, study guides and related information of the course will be communicated to all the stakeholders (students, faculty, admin, students' affairs and others) by the course director, through coordinators (Basic Health Sciences).
- SGD groups and practical groups will be formed by coordinators from the Basic Health Sciences department. Grouping is randomized and will be done by the software. SGD groups will be reformed for each module. Practical groups will be formed for the whole academic year.
- End of module examination theory paper will be prepared by course director in collaboration with the whole module team. It will be vetted by DHPE before final printing and conduct of exam.

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- The SCM Examination department will share the post-hoc analysis with the course director. Course director will discuss post-hoc analysis with faculty team members.
- Course director will submit students' scores for the end-of-module examination to the SCM Examination department. They will then compile the results and forward them to the MIS-STMU department for dissemination to the students.
- Faculty members will be designated as IPE Coordinators for a duration of 2-3 years. They will be responsible for planning, development and implementation of IPE at the end of each block.
- Faculty members will be designated as prof Coordinators for a duration of 2-3 years. They will be responsible for overseeing the professional examination and liaising with STMU to ensure the smooth administration of the exam.

For Year III to Year V

- After approval of academic calendar DHPE will prepare yearly academic calendars for clinical rotations/clerkships from Year III to Year V and will communicate them to the respective year coordinators.
- Each clerkship/rotation will be led by a clerkship/rotation director, responsible for the planning, implementation and assessment of a course. All members of the department will actively participate as integral members of the team.
- To ensure the smooth running of clerkships/rotations monthly meetings will be held throughout the clerkship period.
- Clerkship/rotation director will be designated prior to the commencement of academic year.
- Groups for clinical rotation/clerkships will be formed by Clinical Health Sciences coordinators. Groups will be formed for the whole academic year. Grouping is randomized and will be done by the software
- Timetables, study guides and related information of course will be communicated to all the stakeholders (students, faculty, admin, students' affairs and others) by the clerkship/rotation director, through coordinators (Clinical Health Sciences).

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- End of clerkship theory/OSCE will be prepared by a clerkship/rotation director in collaboration with all team members. It will be vetted by DHPE before final printing and conduct of exam.
- The SCM Examination department will share the post-hoc analysis with the clerkship/rotation director. Clerkship/rotation director will discuss post-hoc analysis with faculty team members.
- Clerkship/rotation director will submit students' scores for the end-of-clerkship theory/OSCE examination to the SCM Examination department. They will then compile the results and forward them to the MIS-STMU department for dissemination to the students.
- Faculty members will be designated as prof Coordinators for a duration of 2-3 years. They will be responsible for overseeing the professional examination and liaising with STMU to ensure the smooth administration of the exam.

Online teaching

On line teaching/learning activities will be integral part of curricular delivery. Mode of delivery will be both synchronous as well as asynchronous. Faculty may use e-mail, google classroom discussion board and WhatsApp for communicating with the students and vice versa.

During online sessions, students' attendance will be marked and the record will be maintained. Assignments and knowledge tests shall be part of the teaching/learning process the scores of which will contribute towards continuous assessment as per college policy.

Assessment/Examination Policy

Assessment:

“Assessment drives learning”. It is an important part of the teaching and learning process that is used to track the learning of students, as well as make decisions on their progression to the next level. Moreover, assessment results are utilized to reflect on the content and teaching strategies for further improvement. Assessment process at SCM comprise both formative and summative assessments.

Formative Assessment will be carried out throughout modules and clerkships using varied formats. Feedback will be provided to help address the learning gaps of the students.

Summative Assessment for theory comprises the following:

- Continuous Internal Assessments (end of module/clerkship examination + logbook).
- End of Module/ Clerkship exam comprise 95% of (60% MCQs/EMQs and 40% SAQs) 5% Logbook marks.
- (Logbook (includes SGDs/ PBL/Project + Mini-tests, Histories/Case write-up etc.)
- End of year Professional exam comprise 100% MCQs

Summative Assessment for Skill comprises the following:

- Continuous Internal Assessments (end of Block/clerkship examination + logbook)
- Integrated Practical Examination (IPE)-Years I – III
- Objective Structured Clinical Examination (OSCE)-Years III, IV & V
- Logbook (includes Practical Lab sessions, Clinical encounters, Morning Reports, Case Discussions, MINI-CEX,)
- Additional Strategies may be used as and when required.

End of block IPE marks will comprise 95%. Cumulative log book marks of practical/skill sessions in a block (from all the modules comprising that block) will contribute 5% of the total block IPE marks added towards Continuous Internal

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Assessment. Continuous Internal Assessment will contribute (40%) towards prof/annual IPE at the end of that year.

Marks Distribution for Module Examination

Course director will decide on the number of MCQs & SAQs in the module in consultation with the module team. The range of marks for MCQs and SAQs is provided below to establish a 60:40 ratio.

No. of weeks in a module	No of MCQs
3	50 -65
4	60 - 75
5	70-85
6	80-95
7	90-105
8	100-115

The marks of MCQs/SAQs will be adjusted to 60:40 by the examination department
Summative Assessment for theory comprises the following:

End of Module/ Clerkship exam comprise 95% of (60% MCQs/EMQs and 40% SAQs) and 5% Logbook marks.

End of year professional exam

Weighting for professional examination, calculated as follows:

Assessment Component	Continuous Internal Assessment	Professional Examination
Theory	40 %	60 %
IPE	40 %	60 %

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Feedback and Review

- Detailed feedback for Mini test /Mid Module will be given after the assessment.
- End of Module Exam feedback will be given in a session in the subsequent module.

(Any student who is not satisfied may submit an application to the course director for re-totaling.)

- Professional exam: As per University policy- (Any student who is not satisfied may submit an application for re-totaling.

Assessment of Clinical Sciences

The assessment of Clinical Sciences comprises of:

Year of study	Assessment tools
Year III: Clinical Rotation	End of Rotation OSCE
Year IV: Senior Clerkship	End of Clerkship Written Assessment + OSCE
Year V: Senior Clerkship	End of Clerkship Written Assessment + OSCE

Weighting

Break-up of Continuous Internal Assessment in clerkships of Year III is as follows:

Examination	Weighting (expressed as %)	
Theory	End of Rotation OSCE	Logbook
	70 %	30%
OSCE	End of Clerkship Written Assessment + OSCE	Logbook
	90 %	10%

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Break-up of Continuous Internal Assessments in clerkships of Year IV and Year V is as follows:

Examination	Weighting (expressed as %)	
Theory	End of clerkship	Logbook (Histories/Case write-up)
	90 %	10 %
OSCE	End of clerkship	Logbook (Clinical encounters, Morning Reports, Case Discussions, MINI-CEX etc.)
	70 %	30 %

Weighting for professional examination, calculated as follows:

Assessment Component	Continuous Internal Assessment	Professional Examination
Theory	40 %	Logbook
IPE	40 %	Logbook

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Marks Distribution for Clerkship Examination

Junior Clerkship (4th Year)

Clerkships	MCQs			SAQs	
	No of Questions	Marks	Time (In minutes)	No. of Questions	Marks
Medicine	100	100	100	-	
Surgery	100	100	100		
Obs/Gynae	100	60	100	10	40
Paediatrics	70	60	70	10	40
Otorhinolaryngology	70	60	70	10	40
Ophthalmology	70	60	70	10	40

Senior Clerkship (5th Year) applicable

Sr. No.	Rotations	MCQs			SAQs	
		No. of Questions	Marks	Time (In minutes)	No. of Questions	Marks
1	Medicine	100	60	100	10	40
2	Surgery	100	60	100	10	40
3	Family Medicine	100	60	100	10	40

The figures provided indicate the minimum requirements for MCQs. The course director may exceed these quantities at their discretion, in consultation with the other members of the team.

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Weightings (expressed as percentages)										
Clerkship	Internal Assessment <i>Contribution towards respective Professional examinations</i>						Professional Examination		Total	
	From Year III		From Year IV		From Year V					
	Written	OSCE	Written	OSCE	Written	OSCE	Written	OSCE	Written	OSCE
Medicine	5	5	15	15	20	20	60	60	100	100
Surgery	5	5	15	15	20	20	60	60	100	100
OBGYN	10	10	30	30			60	60	100	100
Pediatrics	10	10	30	30			60	60	100	100
Ophthalmology	10	10	30	30			60	60	100	100
ENT	10	10	30	30			60	60	100	100
Family Medicine					40	40	60	60	100	100

For all clinical subjects the Continuous Internal Assessment is generated from end of clerkship written and OSCE assessment. The breakdown of scores is listed in the respective logbook of the subjects.

Rules for Overdue Exam for Basic & Clinical Sciences:

-
- Any student not being able to appear for end of module/clerkship examination, due to a valid reason (Ref. Section 2.2) must submit an application with valid proof before the examination to the respective course director.
 - In case of an emergency, the student must inform course director within 24 hours of the missed exam. These applications will be processed within 3 working days of missed exam.

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- For any student who was unable to appear in the last end of course (module/clerkship) exam due to an emergency, must submit an application to the course director. These applications should be processed within first week of pre-exam break and missed exam conducted, prior to the professional examination of respective year.

If a student was unable to appear in scheduled exam due to a valid reason, she/he is eligible for an overdue exam.

The scoring for an overdue exam will be adjusted to a maximum of 60% for both written and OSCEs/IPEs. The process for permission to sit in an overdue assessment will be as follows:

- Students have to submit an application stating the reason for not appearing in the exam with documentary evidence to the module/clerkship director.
- In case of medical leave or family emergency the module/clerkship director should be informed before or within twenty-four hours of the missed exam along with provision of supporting documents
- It will be evaluated by the concerned module/clerkship director and respective chairperson (BHS/CHS) may be consulted if required.
- **Special cases will be referred to a special committee constituted by Dean/Principal.**
 - For special cases, Principal or his appointed committee will approve or reject the application. Each application will be evaluated on a case-to-case basis.
 - The outcome of the decision (approved or rejected application), notified to the student, will then be submitted to the Student Affairs Department for record keeping.
 - If permitted, to take an overdue examination in clinical clerkships (Y-III, Y-IV, Y-V), student will appear with the subsequent batch in the end-of-clerkship examination that she/he missed. In case a student is unable to appear his or her last clerkship examination, a separate examination may be offered to him/her during pre-exam break. (Ref. Section 3.10)
 - In Years I – III, the overdue exam will be approved & scheduled by the module director.
 - Overdue end-of-course IPE/OSCE may be modified (according to requirements).

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- In case, a student is absent in an overdue exam without prior intimation and a valid reason, s/he will not be given any additional chance to take the examination before the first annual examination.

Rules for Re-Sit Exam

- A student scoring less than 50 % in a block theory examination will have the option to take a Re-sit in the module(s) with the lowest score of the failed block to improve his/ her scores.
- A student scoring less than 40 % in a block practical examination will have the option to take a Re-sit of the failed block to improve his/ her scores.
- A student scoring less than 50 % in a clerkship theory will have the option to take a Re-sit of the failed clerkship to improve his/ her scores.
- A student scoring less than 40 % in a clerkship OSCE will have the option to take a Re-sit of OSCE of the failed clerkship to improve his/ her scores.
- A student has to apply for Re-Sit by submitting an application to the examination department with in the first week of declaration of result. Examination department will forward it to the concerned course director for approval.
- Higher of the two scores will be considered final. (Previously attempted examination and re-sit examination)
- Students must take full responsibility for remedial learning. Faculty members will be available to provide support and guidance.
- Re-sit/Remedial learning of each block in years I-III will be conducted after completion of the respective block.
- For Re-sit examination in clinical clerkships (Y-III, Y-IV, Y-V), student will appear with the subsequent batch in the end of clerkship examination that s/he missed. In case a student is unable to appear in his or her last clerkship examination, a separate examination may be offered to him/her after the last clerkship during pre-exam break.
- Re-sit examinations for clerkship rotations will be conducted in the same academic year.
- The scoring for the Re-Sit exam will be adjusted to a maximum of 50% for both written and OSCEs/IPEs.

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- xii. In case, a student is absent in Re-Sit exam without prior intimation or valid reason, s/he will not be given any additional chances to take that examination before first annual examination.
- xiii. For special cases a committee will be constituted by Dean/Principal.
- xiv. The same policy will be applicable for repeaters.

B) Examination

Professional/University Examinations:

General Guidelines:

In the Professional Examination, for the block/clerkship both written (MCQs) and performance assessment IPE/OSCE will be used.

- i. Theory exam will comprise 100% MCQs.
- ii. In years I –III, each academic year has two blocks. Annual Professional theory exam for each block will be held on a separate day. Each block will have one paper
- iii. Annual professional theory examinations for each of the clinical clerkship of Medicine and Surgery will be held on one day. Each Clerkship exam will comprise one paper.
- iv. Annual professional theory examinations for the clinical clerkship of Obstetrics & Gynecology consisting of two papers will be held on 2 different days.
- v. Annual professional theory examinations for Ophthalmology, Otorhinolaryngology (ENT), Paediatrics and Family Medicine will comprise one paper.
- vi. The Integrated Practical Examination (IPE) will consist of integrated, objective structured multiple stations.
- vii. Skill assessment for all clinical subjects (Medicine &Allied, Surgery &Allied, Obs/Gyne, Pediatrics, ENT, Ophthalmology and Family Medicine) will be based on comprehensive OSCE.
- viii. The examinations schedule will be proposed by the college and approved by the University.
- ix. Professional examinations will involve internal and external examiners.
- x. **Pass scores:**

Students will need to score at least 50% in the final result of the Professional Examinations to be promoted to the next class.

Students will be required to pass both written and skill components of the professional examinations separately in order to be promoted to the next class.

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Detail of Professional Examinations:

- i. The First Professional MBBS Examination will be held at the end of the first academic year.
- ii. The Second Professional MBBS Examination will be held at the end of the second academic Year.
- iii. The Third Professional MBBS Examination will be held at the end of the third Academic Year.
- iv. The Fourth Professional MBBS Examination will be held at the end of the fourth Academic Year.
- v. The Final Professional MBBS Examination will be held at the end of the fifth academic Year.

Examinations Results:

Internal continuous Assessments Results:

- i. Students will be able to access their performance reports from their online portal.

Professional Examinations Results

- ii. Professional examination results will be announced by the university according to blocks (comprising system-based modules) and clinical disciplines.
- iii. The transcript will mention the marks obtained in written examination & IPE in individual blocks and written exam & OSCE of clinical disciplines.
- iv. Professional examination results will be displayed on the notice board and uploaded on the college website.
- v. Transcripts for the professional examinations will be issued by the university on payment which will be charged to the students as part of examination fee. Students will be able to collect

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transcripts from the Examination Department SCM. Duplicate transcripts will be issued on payment.

Eligibility to appear in the second annual examinations

Following students will be eligible to appear in 2nd annual professional examination

- vi. Students with minimum of 75 % attendance.
- vii. A student failing in any professional examination will be required to appear in the second annual examination only of the block/clinical discipline(s) he/she has failed.
- viii. A student failing either theory or skill examination of a block /clinical discipline will have to appear in the second annual of both written and practical examinations of that block/clinical discipline.
- ix. The second annual examination will be held according to the dates specified in the academic calendar for each academic year. The interval between first and second annual examination shall not exceed more than two months. It will not be related with the declaration of results.
- x. The examination fee will be applicable to the students appearing in the second annual/supplementary examinations.

C) SCM Detained Students

Number of Attempts:

- i. Any student who fails to clear any professional examination both in annual and 2nd annual shall not be eligible for continuation of medical studies of MBBS Shifa College of Medicine.
- ii. On the students' request and after due evaluation and approval by a committee constituted by the Dean/ principal, a maximum of another two chances may be given to retake the relevant examination.
- iii. A maximum of four availed or un-availed chances will be allowed to a student to clear any professional examination.
- iv. Student failing in the second annual/Supplementary examination of a block/clerkship and repeating the year will be required to attend that block/clerkship and will ONLY reappear in the block/ clerkship s/he has failed.
- v. The details of retake examinations / course work / clinical rotations will be decided by the committee.
- vi. The MBBS degree must be completed within a total period of Ten 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 SCM.
- vii. 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. And intimation will be sent to PMDC accordingly.
- viii. The clearance of College/University dues will be required to obtain NOC.
- ix. After obtaining the NOC, the student can apply to another institute to continue his/her studies.
- x. If a student fails to qualify the retake examination (supplementary) and is detained and permitted by the university to repeat the academic year, the corresponding seat of the detained student shall remain vacant and not be filled by transfer of another student or any other means.
- xi. Any MBBS student who fails to clear any professional examination in four chances, availed or un-availed, will not be eligible for continuation

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of MBBS program in the subsequent professional examinations and will be removed from the program.

Internal Assessment/Attendance:

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

Extra academic year fee:

- i. Students who have been detained in a particular academic year and are subsequently required to repeat the same year will be required to follow the fee structure outlined in accordance with PM&DC policies.

Length of Degree:

- i. The ten-year rule would be applicable to the students of MBBS according to which: "The entire graduation period must NOT exceed Ten years" OR a maximum of two academic years for each academic year fee paid by the student at SCM.

Study Gap during course of MBBS:

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

- i. He/she will have to apply with the consent of parent/guardian mentioning the reasons and expected duration. He/ She will be required to provide the supporting documents.
- ii. A committee constituted by the Dean / Principal will evaluate the application and decide.
- iii. It would be only one time during the course of MBBS and for one year.

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- iv. The validity of any professional examination is (03) years therefore, after that he/she will have to re-take the last professional examination passed, after exhaustion of all the granted chances, the candidate will be expelled from the College and PMC will be intimated.
- v. To re-join his/her studies of the MBBS, 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 ten years rule for MBBS.

Attendance & Leave

Medical profession requires dedication, seriousness, and commitment. Our attendance policy fosters professionalism and helps them acquire in-depth knowledge and hands-on learning experience which is fundamental for a healthcare professional.

Attendance Criteria for Eligibility to Appear in Professional Annual Examinations

Academic Years I– III

- 1.** A minimum of 90 % attendance in each block will be a mandatory eligibility criterion for appearing in professional exam of that block.
- 2.** Students with less than 90% but not below 75 % in any block will be able to appear in Second Annual examination of that block.
- 3.** Students with attendance of less than 75 % in any block will not be allowed to sit in the Annual as well as Second annual (supplementary) examination of that block. These students will have to repeat that block as a whole, and maintain 90 % attendance in repeating year.

Non-Examining Subjects in Year III & IV.

- 1.** If the attendance is less than 90% in any non-examining subject, the deficient attendance will have to be compensated in following year.

Academic Years IV & V- Junior/Senior Clerkships

- 1.** A minimum of 90 % attendance in each clerkship will be a mandatory eligibility criterion to appear in Professional Examinations of that clerkship.
- 2.** Students with less than 90% but not below 75 % in any clerkship will be able to appear in Second Annual examination of that clerkship.

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3. Students with attendance less than 75% in any clerkship will not be allowed to sit in annual and second annual examination of that clerkship. These students will have to repeat those clerkship rotations in forthcoming year.

Leave Policy

100% attendance is recommended for students. However, 10% leverage will be available to cater the occasional issues and exigencies such as:

- i. Illness
 - ii. Death in the family
 - iii. Immigration/ Residence permit
 - iv. Students' own marriage
- Leave requests exceeding the permissible 10 %, due to a genuine reason must be submitted with valid proof for further evaluation.
 - It will be evaluated by the respective module director and after due diligence respective chairperson (BHS/CHS) may also be consulted where required.
 - Special cases will be referred to a special committee constituted by Dean/Principal.

Leave Rules for Students appearing in 2nd Annual Examinations

Any Student appearing in the 2nd annual examination will be required to attend the ongoing academic sessions of modules/clerkships of his/her regular year. They will be granted leave only on the day of second annual examinations.

Leave Rules for students repeating the year

- i) Student failing in the second annual examination (Supplementary) of a block/clerkship and repeating the year will be required to attend that block/clerkship and give professional examination only in the block/clerkship s/he has failed.
- ii) Leave/Eligibility policy will be the same as that of a regular student.

Evaluation

Preamble

Evaluation is a process of analyzing the quality of education against the set standards consisting of both qualitative and quantitative data. Evaluation by the students of each module/clerkship will be mandatory. Evaluation data will be generated using three approaches, as follows:

- i. End of module/clerkship evaluation will be done by students at the end of each module/clerkship.
- ii. Evaluation of faculty members involved in the module/clerkship will be done by students at the end of each module/clerkship.
- iii. The module/clerkship director will evaluate all team members and vice versa at the end of each module/clerkship.

Process

- i. Evaluation will be carried out through online portal.
- ii. User name and password for the portal will be given to the student at the start of Year I.
- iv. Evaluation will be initiated at the end of each module/clerkship.

Year I & II

Evaluation of each module as well as teaching faculty involved will be conducted at the end of each module.

Year III

Evaluation of each module as well as teaching faculty involved will be conducted at the end of each module.

Evaluation of clinical rotations will be carried out at the end of each rotation, by the students.

There will be no evaluation of clinical faculty involved in 3rd year rotations.

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Year IV & V

Evaluation of clinical clerkships as well as teaching faculty involved will be conducted at the end of each clerkship.

- iv. Emails will be sent to inform students/faculty about the due dates for evaluation.
- v. Report of each module/clerkship will be shared with the concerned faculty members, module/clerkship directors, DHPE, HODs, chairpersons BHS & CHS, Principal/Dean FHS and VC- STMU.
- vi. It will be mandatory for the students to give feedback at the end of module. The result of end of the module/clerkship/IPE/OSCE exam of each student is linked with the submission of evaluation.

SCM Electives

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 nationally and internationally. However, it will be 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 notified.

4.Each elective rotation will be 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.

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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 completion 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 portfolio will be required to be submitted to Department of Student Affairs for documentation and future reference.

Academic misconduct by the students

The college strives to uphold academic standards across its entirety. The philosophy of the Academic Misconduct policy is grounded in the belief to create and maintain a safe, fair, and ethical environment for all members of Shifa College of Medicine. This policy recognizes that academic misconduct, including cheating, plagiarism, and other forms of dishonesty, undermines the integrity of the academic process. The policy is designed to promote and uphold the principles of academic honesty and integrity, to foster a culture of respect for academic excellence, and to promote the pursuit of truth and knowledge. It establishes clear expectations and standards for behavior, and outlines consequences for violations of these standards. The policy is guided by the principles of fairness and transparency; and seeks to ensure that all members of the academic community at college are held accountable for their actions.

Academic misconduct will include the following:

- Incomplete attendance [less than 90%].
- Omitting mandatory presentations on assigned dates.
- Missing the end-of-rotation/ clerkship/module exam.
- Cheating in attendance/ forgery of signatures.
- Sick leave from physicians outside the recognized and authorized hospital (Ref. Section 7.4).
- Misbehavior with faculty/ staff/ fellow students.
- Plagiarism/ copying assignments

Incomplete attendance

- Attendance will be 90 % for all subjects
- There will be no compensation for physical absence, however compensation/remediation for learning only, will be offered to students who have missed their academic activities. This should not be considered compensation for physical attendance.
- The attendance of 3rd and 4th year will be combined for 4th Professional examination, whereas attendance of 3rd, 4th and final year will be combined for 5th Professional examination

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- 90% attendance will be mandatory for First annual examination eligibility.
 - Students with combined attendance between 75 to 90 % will be able to appear in Second Annual.
 - Students with less than 75 % attendance will have to repeat the year.
- In all emergent situations the approved leave applications will fall into the allowed 10% absence, under all circumstances, regardless of the reason. No extra leaves will be allowed in any other instances.
- In special cases (death of a family member, serious illness which requires admission or quarantine or any other deemed unavoidable) where approved leave exceeds the 10%, a special committee comprising of at least three professors /HODs/Module director shall approve the leave, deduct the number of approved leave days beyond 10% from the total attendance and count 90% from the remaining attendance.
- Attendance will be counted/recorded on weekly basis and those students who are found deficient, will be counselled. The counselling form will be signed by the students and sent to their parents through students' affair department.

Omitting mandatory presentations/ tasks on designated dates.

In the event that a student fails to fulfill mandatory presentation or task on the designated dates, they shall be deemed absent for the entirety of the day by the clerkship or module director. Furthermore, the student will be required to provide a written explanation letter to the clerkship or module director, as an additional measure.

Missing the end-of-rotation/ clerkship/ module exam including OSCE / IPE.

In the event of an emergency, the student will be obligated to notify the block/module/clerkship director(s) within a 24-hour time frame of any missed exam. In the case of a genuine reason prior to the exam, the student will send a formal application to the module/clerkship director(s) and Head of the Examination Department, seeking adjustment for the next scheduled module/clerkship/block exam. It is imperative that this adjustment is

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implemented prior to the Professional Examination of the respective academic year.

Sick leave from physicians outside the hospital

It will be mandatory for any student who requires sick leave, to obtain a medical certificate only from the physician or consultant at the SFCHC / SIH. In the event that the student is out of town or at home, they may engage in tele-consultation with the physician at the SIH or SFCHC via e-Shifa, on payment. Medical certificates from outside the above-mentioned hospital will not be accepted.

Cheating in attendance/ forgery of signatures

The committee holds zero tolerance for signature forgery. All such cases will be forwarded to the disciplinary committee. In the event of the initial occurrence of cheating in attendance or proxy, the preceptor shall apprise the clerkship or module director, who will subsequently seek explanation from the student and impose additional assignments, extra call duties or a one-day absence from the proceedings, as deemed necessary. However, in the event of repeated attempts at such behavior, the matter shall be immediately referred to the disciplinary committee via the Head of the Department.

Misbehavior with Faculty/ Staff/ Fellow students

Any case of misbehavior of students with the faculty/staff /fellow students will be intimated immediately by the complainant faculty/staff member/student, to the respective Head of the Department and disciplinary committee if required for necessary action.

Plagiarism/ Copying Assignments

In case of copying others work (histories/case-write ups/ assignments), the student will be called by the module /clerkship director for explanation and

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impose penalty according to the severity of the offence. Copying/ manipulating others research data/ work is considered a serious offence and all such cases will be referred to the disciplinary committee.

Clinical clerkship rotation and student elective policy

Preamble

The Clinical Clerkship rotations are a crucial component of the undergraduate medical curriculum at Shifa College of Medicine (SCM), providing students with hands-on clinical experience under supervision of qualified health care professionals and faculty. The following policy document outlines the curricular outcomes of these clerkship rotations to ensure effective integration of clinical training with classroom learning.

Objectives of Clinical Clerkship:

1. To provide students with opportunities to apply theoretical knowledge in real-world clinical settings.
2. To develop clinical skills, communication skills and attributes of professionalism and ethics among the undergraduate medical students of SCM.
3. To foster a supportive learning environment that promotes teamwork, collaboration and mentorship.
4. To ensure safety and well-being of students, patients, staff, healthcare professionals and faculty involved in a clinical clerkship.

Duration and structure

1. Clinical clerkship will occur in 3rd, 4th and 5th year of undergraduate medical program of SCM.
2. Clerkship rotations may vary in duration according to specialty, with each rotation lasting from anywhere between 8-12 weeks.
3. Students of an entire class will be placed into 4 or 5 groups developed through a randomization process prior to the start of the Clinical Year.

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These groups will be maintained throughout unless students exchange their groups on a mutual basis.

4. At the end of second year and prior to third year students will be randomly assigned into 4 groups (approximately 25 students each batch). This same group will carry forward into Final Year. In the 4th year students will be randomly assigned into 5 groups (approximately 20 students per batch).
5. Students are required to complete a minimum number of clerkship rotations across various clinical specialties to fulfill the program requirements by maintaining a 90% attendance.

Roles and Responsibilities

Medical students:

1. Actively participate in clinical activities including patient care, out-patient clinics, in-patient rounds, surgeries and procedures under the supervision of attending physicians and clinical supervisors.
2. Demonstrate respect, empathy and professionalism towards patients, families, staff, faculty and health care professionals.
3. Seek opportunities for self-directed learning, reflection and feedback to enhance clinical skills and knowledge.
4. Adhere to ethical and professional standards including patient confidentiality and informed consent.
5. Report any concerns related to patient safety, professional conduct or learning environment to the designated faculty or clinical supervisor.

Clinical supervisors/ Faculty

1. Provide clinical supervision, guidance and feedback to medical students during clinical rotations.
2. Facilitate opportunities for hands-on learning, observation and participation in patient care activities.
3. Address any concerns related to student performance, behavior and well-being in a timely and constructive manner.

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4. Serve as role models for professional behavior, communication and teamwork in clinical practice.

Clerkship Directors/ Clerkship coordinators

1. Develop and maintain a structured curriculum for clinical clerkship rotations, including learning outcomes, assessment tools and evaluation criteria.
2. Assign students to clinical rotations based on education goals, student preferences and program capacity.
3. Monitor and evaluate the quality of clinical training experiences, including student satisfaction, faculty feedback and patient outcomes.
4. Provide resources and support for faculty development including training in clinical teaching, assessment and mentorship.
5. Establish policies and procedures for addressing issues related to student conduct, professionalism and safety during clinical clerkship.

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5. Establish policies and procedures for addressing issues related to student conduct, professionalism and safety during clinical clerkship.

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Evaluation and assessment

1. Medical students will be evaluated based on their performance during clinical rotations, including clinical skills, professionalism, communication and teamwork.
2. Evaluation methods may include direct observations, case presentations, portfolios, written examinations and feedback from faculty, staff and peers.
3. Assessment criteria and grading standards will be communicated to the students at the beginning of each rotation.
4. Students will have the opportunity to provide feedback on their clinical experiences, including strengths, areas of improvement, and suggestions for clinical enhancement.

Safety and compliance

1. All students participating in clinical clerkships must adhere to institutional policies and procedures and safety guidelines.
2. Students are required to maintain immunization records, background checks and comply with health and safety regulations to ensure the well-being of patients and the health care team.
3. In the event of an emergency or adverse event, students must follow established protocols and seek assistance from appropriate personnel.

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

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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 nationally and internationally. 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 notified.
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 completion 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 portfolio will be required to be submitted to Department of Student Affairs for documentation and future reference.

Clinical clerkship is an essential component of the undergraduate medical curriculum providing students with valuable hands-on experience by preparing them for future practice as competent and compassionate healthcare professionals. By adhering to the guidelines outlined in this policy document, students, faculty, and administrators can work together to ensure the success and effectiveness of clinical clerkship in the medical education program.

This policy document has been developed by the Committee for Clinical Administration and Student Electives and approved by the College Academic Council of SCM.

Disclaimer

This manual outlines the information relating to all policies for the information of faculty, students and other stakeholders of Shifa College of Medicine. It will be superseded by any policy of the concerned regulatory body.

These policies are continuously reviewed and updated