



Aziz Fatimah

Medical & Dental College, Faisalabad



A Project of Aziz Fatimah Trust



STUDENT POLICIES HANDBOOK

for MBBS

AZIZ FATIMAH MEDICAL & DENTAL COLLEGE

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AZIZ FATIMAH MEDICAL & DENTAL COLLEGE

1. Vision & Mission

The MBBS curriculum of Aziz Fatimah Medical and Dental College is designed and defined according to the PMC/PM&DC guidelines. This Curriculum highlights outcomes and competencies expected out of medical graduate and is based on best evidence in medical education. These graduates should be competent to apply evidence based medicine to health promotion, disease prevention, curative and rehabilitative care, using the bio-psycho-social model.

1.1. Vision of AFMD&C:

Aziz Fatima Medical and Dental College will promote health care leaders who are critical thinker, ethical, research oriented, culturally and professionally competent.

1.2. Mission of AFMD&C:

- 1.2.1. To provide an educational environment conducive to learning and skill development.**
- 1.2.2. To equip medical students with medical knowledge based on critical judgment, clinical evidence and community experience.**
- 1.2.3. To inculcate professionalism, vigor and ethical values in students, thus enabling them to heal the ailing community with compassion.**
- 1.2.4. To develop lifelong learners.**
- 1.2.5. To develop future researchers and community leaders.**

Motto of Aziz Fatimah Medical and Dental College

Purity, Piety, Perseverance, Preaching and Patience

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2. CODE OF CONDUCT

All students of Aziz Fatimah Medical and Dental College are required to carefully read and abide by the following college rules as defined in the college prospectus, notification, and their modifications as and when issued. Violation of these rules is tantamount and considered to be breaching of college discipline. The breach of college discipline may be investigated by the **College Disciplinary Committee** for further action. The recommendations of the College Disciplinary Committee will be forwarded to the Principal for further necessary action.

2.1. General Rules

- 2.1.1. The students must essentially display the highest moral and ethical standards at the college, hospital and hostels with conduct in true letter and spirit.
- 2.1.2. All students must maintain the decorum of the college through decent and respectable behavior. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight and indulge in any unseemly behavior or activity in the college premises at any time.
- 2.1.3. The students must display their students identification cards at all time while in the college premises and hospital.
- 2.1.4. No student is allowed to loiter and move aimlessly in and around college premises or waste his/ her time in the college cafeteria extensively. Students are required to observe order and discipline at all times in the institution, attached hospitals and hostels.
- 2.1.5. Smoking within the institution, hospital and hostel premises is entirely prohibited.
- 2.1.6. No game of any sort is to be played during the classes and hospital during duty hours.
- 2.1.7. Displaying and distribution of partisan/ethnic/sectarian/political pamphlets or circulars etc, in the college, hospital and hostel premises is strictly prohibited and not allowed.
- 2.1.8. All irregularities, neglect of duties and breach of discipline are to be brought to the notice of the Principal by the professors under whom the student is working.

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- 2.1.9.** Every student to whom books or other property of institution is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.
- 2.1.10.** In case of willful damage, he/she shall be punished under the disciplinary rules of the Institution.
- 2.1.11.** If a student of the institution takes part in any political activity or conducts himself/herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the institution, the head of institution may take any action he deems proper or bring the matter before the College Academic Council for proper action.
- 2.1.12.** No person shall be invited to address a meeting or society in the institution premises without prior permission of the head of the institution. In all cases, the chair shall be occupied by a responsible person approved for the purpose by the head of the institution. The subject of debate shall be fixed after obtaining the approval of the head of the institution in advance.
- 2.1.13.** No student shall address a Press Conference, nor write to the press on the political or related subject or matters concerned directly with the administration of the institution, University or any Government or Educational Institution in Pakistan or abroad. No poster or banner shall be put up without the approval of the head of the institution.
- 2.1.14.** The care and safety of all the property used by students will be ensured by themselves by preventing any willful damage, loss or theft. All damages in any form caused by the students due to their negligence or deliberate act shall be repaired at the expense of the student/ students responsible for the negligence. Walls, fixtures, furniture, models, specimens, charts, skeletons bones, audiovisual teaching aids, notice boards etc. shall not be defaced, mutilated or damaged in any way or form.
- 2.1.15.** No society may be set up by the students nor any meeting held in the institution premises without the written permission of the head of the institution.
- 2.1.16.** No riots, strikes, boycotts and demonstrations are allowed.

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2.1.17. For all such offences that occur in the Institution, attached hospital and hostels premises, head of the institution may at his discretion refer the case to the College Disciplinary Committee of the institution. This College Disciplinary Committee shall have the power to interview any student or students or any member of the staff or any member of public and is empowered to send its recommendations to the Principal.

2.1.18. The students shall not keep in their possession firearms, other weapons of offence and narcotics in the premises of the institution, hospital and hostel. Disciplinary action shall be taken against the students found guilty of violation of this rule.

2.1.19. The head of the institution is competent to impose and remit fines.

2.1.20. The head of the institution is competent to impose punishment as deemed necessary.

2.1.21. Students have to be present in time, at any specific activity of the college.

2.1.22. Student notices/messages will only be displayed on the notice board placed by the college authorities with the approval of the Principal.

2.1.23. Unauthorized access or entry to, or use of, AFMDC facilities and equipment
Unauthorized possession, duplication or use of keys to any AFMDC premises, facilities or equipment; or, unauthorized entry to or use of AFMDC premises.

2.1.24. Unauthorized use of Computer or Electronic Communication Devices is not allowed. Theft or other abuse of computer facilities and resources including, but not limited to:-

2.1.24.1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose

2.1.24.2. Unauthorized transfer of a file.

2.1.24.3. Use of another individual's identification and/or password.

2.1.24.4. Interference with the work of another student, faculty member or College official.

2.1.24.5. Sending obscene, abusive or threatening messages.

2.1.24.6. Transmission of computer viruses.

2.1.24.7. Interfering with normal operation of the AFMDC computing system.

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2.1.24.8. Unauthorized duplication of software or other violation of copyright laws.

2.1.24.9. Unauthorized access to, or unauthorized, mischievous or malicious use of College computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

2.1.25. Provoking others to misconduct is strictly prohibited. Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

2.1.26. Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

2.1.27. Smoking is prohibited on AFMDC premises. At violation of rule, penalty of Rs.1000 will be charged.

2.1.28. Demonstration: Walking in large groups, shouting and talking loudly near class rooms, aimless sitting in corridors after class timings, demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the AFMDC community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area (or any AFMDC sponsored activity).

2.1.29. Gender Mixing: Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.

2.1.30. Littering: It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.

2.1.31. Sports:

2.1.31.1. All individuals and teams involved in sports should participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and AFMDC staff at all times.

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2.1.31.2. Under no circumstances should participants react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

2.1.31.3. Individuals signing the player registration form agree to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the College.

2.1.31.4. Persons under the influence of drugs are not permitted to participate in sport activities at the AFMDC and as such will result in disciplinary action by AFMDC.

2.1.31.5. In-charge Sports, AFMDC, Faisalabad will be responsible for maintaining discipline in all the playgrounds.

2.1.32. Library: The Librarian shall be responsible to maintain discipline in the library. He/she may require a student to leave the library on an act of indiscipline or report to In-charge Student Affairs.

2.1.33. Parking: Wrong Parking at the AFMDC will result in fine Rs.100/- for car and Rs.50/- for motorcycle or as the case decided by the Admin & HR.

2.2. Dress Code:

The students must wear the white coats while attending laboratories, dissection hall, and the hospital. In order to maintain academic dignity and sanctity of the College, students and staff of the AFMDC are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of life style at AFMDC campuses. Purpose of Dress Code is to establish the basic guide lines for appropriate work dress that promotes a positive image of AFMDC and also allow maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. To abide by the student dress code, student should not:

2.2.1. Wear tight or see-through dress.

2.2.2. Wear Shorts, or sleeve-less shirts.

2.2.3. Wear Tee-Shirts/dress bearing language or Art, which appears to be provocative or indecent and is likely to offend others.

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2.2.4. Wear torn clothing.

2.2.5. Wear jogging or exercise clothing during classes.

2.2.6. Put on excessive makeup or wear expensive jewelry.

2.2.7. Wear untidy, gaudy or immodest dress in classrooms, cafeteria and College offices.

2.2.8. Wear unprofessional attire in formal programs and interviews.

All students, faculty members and administrative officers and support staff will be expected to monitor this code of conduct and report any such disregard or violations to Principal for taking appropriate action/remedial measures.

2.3. Attendance Rules:

2.3.1. The Attendance should be 100% in all lectures/practicals / clinical sessions.

2.3.2. As per requirements of UHS & PMC, a minimum attendance of 75% is mandatory “individually” in each subject being taught in that year (in lectures/practicals/clinical sessions), in order to qualify for appearing in UHS annual exam.

2.3.3. Every student shall be required to attend at least 75% of the lectures, seminars, tutorials, practical and clinical classes of each subject in each class, failing which his/her name shall not be forwarded to the university to appear in the concerned annual examination.

2.3.4. The margin of 25% of absence in theoretical, lectures, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the head of the institution.

2.3.5. A written application along with prescribed proforma SA-01 attached as **Annex-A** should be sent to the Principal by the student or his/her parent or guardian, reporting his/her illness or cause of absence.

2.3.6. In all cases leave taken will be at the student’s own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance as per requirement of UHS.

2.3.7. Every student must attend punctually the hours notified for lectures, demonstrations, tutorial classes, practicals, and hospital wards.

2.3.8. The students must periodically check their attendance record from the concerned department.

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2.3.9. Short leaves during college timings are highly discouraged, but in case of any emergent situation student is to fill SA-01 form duly signed by all concerned and prior intimation to his/her parents is must.

2.3.10. Students have to be present in time at any specific activity of the institution.

2.3.11. Students absent from college or hospital work without intimation shall be liable to a fine of Rs.100 per lecture/tutorial/ward.

2.3.12. A student, who is absent without approved leave continuously for a period of four weeks, will be struck off from the college roll.

2.4. Academic Performance Assessment

2.4.1. Attaining **50% marks individually** in each subject in Class tests / Monthly test / Send up examination is MANDATORY. A student can be dropped from appearing in the University Exam by the Principal on account of poor academic performance.

2.5. Classroom Rules

2.5.1. Students are expected to extend the highest level of courtesy and respect towards their teachers.

2.5.2. No student is allowed to leave the lecture room without his teacher's permission or until the class is dismissed.

2.5.3. A student coming late into the classroom will be marked absent unless the teacher accepts his excuse.

2.5.4. The teacher shall at once report any student misbehaving in the classroom to the Principal for necessary action.

2.5.5. Students are not permitted to remain in the lecture room except during the prescribed hours of lectures.

2.6. Class Examination

2.6.1. Students are not allowed to take into the examination hall textbooks, notes or manuscript of any kind.

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2.6.2. Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the head of the institute who may refer his case for action to the disciplinary committee.

2.6.3. Late comers arriving at the examination hall more than 15 minutes after the start of the paper will not be allowed to enter the examination hall.

2.7. Hospital

2.7.1. The Students who will attend hospital for clinical practice/learning, are required to abide by the hospital rules and while in the hospital they are under the head of the hospital for disciplinary purpose, who may impose any of the following punishments on any student committing any offence/neglect or not properly carrying out any task assigned to him/her in the hospital.

2.7.2. Debar him/her from attending any or all the departments or hospital for a period not exceeding three months.

2.7.3. Impose such fine not exceeding Rs. 2,000/- as he may consider appropriate.

2.7.4. Applications for leave from students doing duty in the hospital wards or out patients departments must be submitted through their respective Head of Department / Professor / Associate Professor.

2.7.5. Every student is required to attend punctually at the hours notified for clinical teaching and ward duty.

2.8. Students Medical Certificate and Treatment

2.8.1. Non boarders must obtain a medical certificate from a registered medical practitioner.

2.8.2. For boarders including those on duty in the hospital the medical certificate must be signed by a Head of Department or professor/associate professor of the institution.

2.8.3. Medical certificate in support of absence must be produced at the earliest possible date and not weeks or months after the absence.

2.8.4. A medical certificate must specify the nature of the illness and the period with dates of leave recommended on account of that illness.

2.8.5. Students who fall ill will be provided treatment on outpatient basis by a medical officer, specially assigned for this purpose. Medicines available in the hospital will be provided

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on the doctor's prescription. Students requiring hospitalization will be entitled to the facilities of the general ward patients.

2.9. Student Vacations

2.9.1. Students will avail vacations in accordance with the schedule decided by the College Academic council.

2.9.2. Hospital teaching continues during summer vacation. Students performing hospital duty will be divided in batches. Timetables for various batches will be prepared by the HODs and DME. If needed, classes may also be continued during the summer vacation.

3. Student Grievances Policy

Aziz Fatimah Medical and Dental College look forward to provide students a conducive and stimulating learning environment to pursue their studies of MBBS program. The college will ensure the students have the right to report any misconduct.

3.1. **Student Complaints:**

The Aziz Fatimah Medical and Dental College will only accept complaints from formally enrolled medical students. Students are encouraged to address their complaints with the individual involved, at the earliest possible time on an informal basis to their respective professor or students affairs and medical education department. However, in case of dissatisfaction from an informal meeting with the above-mentioned authority and departments, then a formal complaint should be filed by the students to the administration department.

The following is the definition of informal and formal basis of complaint:

Informal Basis: Students are encouraged to utilize informal mechanisms as direct discussion/ conversation with administration or alleged offender (in case of an offense).

Furthermore, complaint box with proper lock and key is also installed in main corridor of the college and any student can put his/her written complaint in that box at any time.

Formal Basis: When a student is unable to resolve the situation with the above mechanism he/she will provide a written application addressing to the Principal.

3.1.1. If the issue falls under Code of Conduct Violations, Gender Misconduct, the policy on these specific issues will take precedence. All formal complaints must be

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submitted to the Office of the Principal of Aziz Fatimah Medical and Dental College.

Complaint may be withdrawn by the complainant, in writing at any time.

3.1.2. If necessary the college will request additional information. Upon receipt of the complaint following protocol will be followed:

3.1.3. The complaint will be lodged (both electronically and in a physical log book) in the Office of the Principal.

3.1.4. Principal will forward the case to the College Disciplinary Committee. The committee will perform with due diligence to investigate the complaint. Minutes will be kept and logged.

3.1.5. After all the findings have been compiled; a summary investigative report will be written and submitted to the Principal.

3.1.6. After considering the recommendations of the Disciplinary Committee, disciplinary action by the Principal against the students committing an offence might take one or more of the following forms depending upon severity of the offence :

- a) The student may be asked to tender an apology, verbal or written. This shall be placed in the student's personal record final.
- b) A student may be placed on probation for a period up to 03/06 months. If during the period of probation he /she fails to improve his/ her conduct, he/she may be expelled from the Institution
- c) A student may be fined upto **Rs. 5,000/-**.
- d) A student may be suspended from the institution roll for a period determined by the head of the institution.
- e) The student may be expelled from the institution for a period determined by the head of the institution on the recommendation of the Disciplinary Committee.
- f) The student may be forcibly migrated to another medical/dental institution of the province as per rules and regulation of PMC / UHS.

Note: A copy of all documents will remain on record in confidentiality in the Office of the Principal

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3.2. Appeals:

- 3.2.1.** Students have the right to appeal to the Principal
- 3.2.2.** Students desirous of addressing the head of the institution, by a letter must do so independently. Joint applications are entirely prohibited and will not receive attention.
- 3.2.3.** Any student wishing to make a representation on any subject has the right of direct access to the head of the institution at any time during the college working hours.
- 3.2.4.** Principal, professors and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

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4. GENDER MISCONDUCT POLICY AND PROCEDURE/ ANTI-HARASSMENT POLICY

4.1. PURPOSE

This policy is consistent with and has been made in light of the provisions of the Protection Against Harassment of Women at the Workplace Act 2010 (as amended, the “2010 Harassment Act”). It extends the protection against sexual harassment to all members, and provides the option to aggrieved persons to seek resource or to seek redressal through the provision of the 2010 Act.

The policy is created to define what forms of misconduct are prohibited and to set forth the procedure in which such situations will be addressed by the college; and to provide resources for victims and those accused.

4.2. Definition:

AFMDC defines misconduct as any wrongdoing which encompasses gender exploitation/discrimination, harassment, violence. AFMDC is committed to create a safe and responsible environment by fostering a community that promotes prompt reporting of all types of Misconduct and fair and timely resolutions.

This policy extends to employment with and admission to the college. Consistent with due process, ***all accused are presumed innocent until proven otherwise under this Policy.***

Harassment: Includes the following:

- a) Passing remarks, placing visual or written material, aimed at a specific person or group:
- b) With the intention of causing harm to the person or group; and/or,
- c) Creating an environment which limits a student’s educational opportunity.
- d) Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.
- e) Physical assault.

4.3. Procedure:

4.3.1. Reporting Guidelines:

4.3.1.1. Reporting an Incident of Gender Misconduct

Employees and students should report violations of this policy immediately upon receiving a complaint or observing or learning of conduct that is reasonably believed to be in violation of this policy. The Office of the Principal and Human Resource Department are to receive such complaints.

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4.3.1.2. Other Reporting Options

In addition to reporting misconduct to the college representatives, in some circumstances, there is a duty to report allegations of criminal conduct to law enforcement agencies / departments of the country.

4.3.1.3. Confidentiality

If a complainant requests confidentiality or asks that the complaint not be pursued, college will take all reasonable steps to conduct the investigation and respond to the complaint within the conditions requested. The requests for confidentiality will be weighed against the following factors:

- a) the seriousness of the alleged harassment
- b) The complainant's age
- c) Whether there have been other complaints about the same individual.

4.3.2. Investigation of Misconduct

4.3.2.1. Informal Resolution

With the consent of the complainant and the alleged perpetrator, the Office of the Principal, deems the circumstances to warrant doing so, a matter may be resolved through non-disciplinary interventions (e.g., counseling, academic accommodations etc). A complainant has the right to end the informal process at any time and begin a formal student conduct proceeding.

4.3.2.2. Formal Student Conduct Action

Should informal resolution be inappropriate or unattainable, the matter will be referred to the Disciplinary Committee.

4.3.2.3. Standard of Evidence

AFMDC utilizes a standard of preponderance of the evidence when reviewing a complaint.

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4.3.3. Disciplinary Sanctions

The specific sanctions available to the Disciplinary Committee may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, counseling, disciplinary probation, suspension or expulsion from college.

4.3.4. Notification

When the conduct involves allegations of a crime of violence, college will provide written notification of the final results of a disciplinary proceeding.

4.3.5. Support Resources

Counseling services for medical and emotional well-being, are available to victims of misconduct. Contact information and general advice on how to seek assistance for yourself or another person who has been a subject of misconduct can be obtained from the Principal Office.

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5. SOCIAL MEDIA POLICY

All students of AFMDC are required to abide by the following rules/ guidelines for the use of social media on the internet:

- 5.1.** Students are not allowed to create any page or ID that resembles any of the College official page(s) and/or site and/or ID.
- 5.2.** Students are not allowed to create, represent or join any political or religious group being identified as the student of college.
- 5.3.** Students are not allowed to discuss or post comments about any staff or faculty member of college and their family members on any social media site.
- 5.4.** Students must seek official approval from the management before putting any official information on their site/Page(s). However, approval is not needed if the information has been taken from the official site.
- 5.5.** Posting or displaying any content such as images or text that in any way defame the college, its faculty, staff or other students is strictly prohibited. All postings are just like speaking at a public forum hence the dignity of college must not be compromised.
- 5.6.** Policy matters of the college must not be talked about on any social media site.
- 5.7.** Students are not allowed to use social media being college representative (s) for fund raising (requesting/collecting funds) within / outside the college for any Natural Calamity until and unless they are permitted by the Principal.
- 5.8.** Safeguarding passwords and IDs are students' personal responsibility and will not be considered as an alibi in case of violation of social media policy.
- 5.9.** Any other act/deed/discussion on social media which may bring defamation to AFMDC.

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6. Health policy:

- 6.1.** The AFMDC aim is to help every student to achieve optimal health in pursuit of academic and personal success. In this regard, following procedures are followed:
- 6.2.** In case of any medical emergency in working hours of college, First Aid Facility is available in college premises with trained staff.
- 6.3.** Furthermore, students can immediately be shifted to the emergency department of AFH for immediate treatment (if necessary), which is totally free for up to worth of Rs 10,000/. This facility is available for all the enrolled medical students of AFMDC.
- 6.4.** All outpatient services of consultancy are free of cost for students; with 30% discounts shall be provided for outdoor & indoor available hospital facility and charges.

Note: Students' health insurance is on discretion of their will and interest. It is not compulsory for all the students or as per rules and regulations of PMC / UHS.

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7. REWARD POLICY-STUDENTS OF MBBS FOR THE YEAR 2019-2020 & ONWARDS

7.1 1st, 2nd 3rd, 4th Year & Final year Students AFM&DC- (AFMDC college position holders of UHS annual professional Exam):-

Cash reward Rs. 75,000/- plus Gold Medal to 1st Position holder, Rs. 50,000/- plus Silver Medal to 2nd Position holder and Rs. 25,000/- plus Bronze Medal to 3rd Position holder.

7.2 Distinction Holders (Position in UHS Annual EXAM-AFM&DC):-

Cash reward Rs.5,000/- to distinction holder as per criteria of UHS (equal or more than 85% marks in each subject) Excluding the position holders as mentioned in clause 7.1.

7.3 Co-curriculum Award for Students (outside AFM&DC):-

Cash reward Rs. 10,000/- for each students plus certificate of appreciation to winners in Co-Curricular activities like Debates, Naat or any other competition organized by UHS or any other Government body.

7.4 Reward for Position holder in HSSC Board:-

The students securing top positions (1st, 2nd, 3rd) in F.Sc . Pre medical examination of various educational boards in Punjab and entitled for admission in any public sector medical college of Punjab will be offered admission in MBBS course of Aziz Fatimah Medical and Dental College, Faisalabad against the fee structure equivalent to that offered by Government Medical College of Punjab.

7.5 Need Base and Distress Scholarships:-

Need base and distress scholarships will be offered to students each year as per college policy and according to the guidelines of the regulatory bodies (i.e. PMC/UHS).

7.6 Tuition fee waive off Reward for AFM&DC Students (1st, 2nd & 3rd position in the UHS annual MBBS exams):-

If a student will get positions (1st, 2nd & 3rd) in the UHS annual MBBS exams among all other public & private medical colleges, then 100% tuition fee for 1st Position holder, 50% tuition fee for 2nd Position holder and 33.33% fee tuition for 3rd position holder for next academic year will be given to the position holder students.

Note:-

- If there is any change in number of students in any category then the reward will be given to the actual number of students as per actual approved rate.
- The Current Reward Policy is applicable for the Current Year 2019-2020 onward (as mentioned above) and it may be reviewed in next year subject to approval of the management.



Aziz Fatimah

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