



# **POLICY MANUAL FOR STUDENTS 2022-23**



## **BAKHTAWAR AMIN DENTAL COLLEGE & HOSPITAL**



# Contents

<b>Institutional vision and mission.....</b>	
<b>Undergraduate competencies.....</b>	
<b>BDS Program Outcomes.....</b>	
<b>Principal Message.....</b>	
<b>1.0 Code of Conduct.....</b>	<b>1</b>
<b>2.0 Standards of Personal Behavior .....</b>	<b>2</b>
<b>2.1 Equality of Opportunity: .....</b>	<b>2</b>
<b>2.2 Harassment and Bullying: .....</b>	<b>2</b>
<b>2.3 Health and Safety:.....</b>	<b>2</b>
<b>2.4 Performance .....</b>	<b>3</b>
<b>2.5 Misuse of drugs:.....</b>	<b>3</b>
<b>2.6 Conduct outside work.....</b>	<b>3</b>
<b>2.7 Academic Integrity:.....</b>	<b>3</b>
<b>2.8 Consultancy work .....</b>	<b>3</b>
<b>2.9 Intellectual property:.....</b>	<b>4</b>
<b>2.10 Copyright.....</b>	<b>4</b>

<b>2.11 Financial Regulations:</b> .....	<b>4</b>
<b>2.12 Conflicts of Interest</b> .....	<b>5</b>
<b>2.13 Access to Confidential Information:</b> .....	<b>5</b>
<b>2.14 Use of Equipment for Non-work Purposes:</b> .....	<b>5</b>
<b>2.15 Use of IT Equipment, Internet, and social media:</b> .....	<b>5</b>
<b>3.0 Social media guidelines (interim)</b> .....	<b>6</b>
<b>3.1 Information Security:</b> .....	<b>6</b>
<b>3.2 Data Protection</b> .....	<b>6</b>
<b>3.3 Raising matters of concern</b> .....	<b>6</b>
<b>3.4 Breaches of this code</b> .....	<b>6</b>
<b>4.0 Student Attendance &amp; Discipline</b> .....	<b>6</b>
<b>4.1 Student zoning criteria</b> .....	<b>8</b>
<b>4.2 Academics for each subject:</b> .....	<b>8</b>
<b>4.3 Attendance for each subject</b> .....	<b>8</b>
<b>5.0 Mentorship</b> .....	<b>10</b>
<b>6.0 Anti–Ragging Policy:</b> .....	<b>10</b>
<b>6.1 Punishment for Ragging:</b> .....	<b>10</b>



<b>7.0 Compulsory Attendance .....</b>	<b>11</b>
<b>7.1 Excused Absences:.....</b>	<b>11</b>
<b>7.2 Un-Excused Absences: .....</b>	<b>11</b>
<b>7.3 Policies and Procedures to Reduce Unexcused Absences: .....</b>	<b>11</b>
<b>8.0 Campus Norms: .....</b>	<b>12</b>
<b>8.1 Dress Code .....</b>	<b>12</b>
<b>9.0 Eligibility for Examinations:.....</b>	<b>13</b>
<b>9.1 Introduction.....</b>	<b>13</b>
<b>9.2 Eligibility Criteria.....</b>	<b>13</b>
<b>9.3 Decision Authority.....</b>	<b>13</b>
<b>9.4 Send-Up Examination.....</b>	<b>13</b>
<b>9.5 Eligibility for Annual University Examinations.....</b>	<b>13</b>
<b>9.6 Final Decision by Academic Council.....</b>	<b>13</b>
<b>9.7 Compliance and Implementation.....</b>	<b>13</b>
<b>9.8 Policy Review.....</b>	<b>13</b>
<b>10.0 Discipline at Hostels: .....</b>	<b>14</b>
<b>10.1 Types of Disciplinary Actions:.....</b>	<b>14</b>
<b>Appendix I: .....</b>	<b>16</b>

<b>Mobile Device Usage Guidelines: .....</b>	<b>16</b>
<b>Appendix II.....</b>	<b>17</b>
<b>Hostel Rules and Regulations: .....</b>	<b>17</b>
<b>Appendix III: .....</b>	<b>19</b>
<b>Appendix IV.....</b>	<b>20</b>
<b>11.0 Library Policy.....</b>	<b>21</b>

**12.0 Circulation Policies & Rules: 22**

**13.0 Transport Policy: .....21**

**14.0 LEAVE POLICY .....21**

**15.0 Disciplinary rules & regulations: .....21**

**section i: Preamble..... 28**

**section ii: Definitions..... 29**

**section iii: Jurisdiction..... 30**

**section iv: Pre-hearing procedures .....31**

**section v: Hearing .....32**

**section vi: Anctions .....33**

**section vii: Appeals .....34**

**16.0 Co-curricular activities.....37**

**17.0 Undergraduate assessment policy .....37**

**Assessment Plan .....38**

***Standard Setting:*..... 39**

***Item analysis:*..... 39**



<b><i>Question/item bank:</i></b> .....	<b>39</b>
<b><u>Examination day</u></b> .....	<b>39</b>
<b><i>Remediation examinations:</i></b> .....	<b>40</b>
<b><i>Assessment of clinical rotations:</i></b> .....	<b>40</b>
<b><i>Appeal mechanism by students about results:</i></b> .....	<b>40</b>
<b><i>Students' feedback on assessment</i></b> .....	<b>41</b>
<b><i>Oversight</i></b> .....	<b>41</b>
<b>18.0 Appeal of results</b> .....	<b>48</b>
<b>19.0 Student access to academic records:</b> .....	<b>48</b>
<b>20.0 Feedback policy</b> .....	<b>48</b>
<b>21.0 Restriction on political activities</b> .....	<b>48</b>
<b>21.1 Guidelines for faculty members/students/other staff</b> .....	<b>48</b>
<b>22.0 Grievance policy</b> .....	<b>50</b>
<b>23.0 Electives policy</b> .....	<b>52</b>
<b>24.0 Medical treatment policy:</b> .....	<b>53</b>
<b>25.0 Research Policy:</b> .....	<b>54</b>



<b>1)Ethical Standards:</b> .....	<b>54</b>
<b>2)Eligibility criteria</b> .....	<b>54</b>
<b>3)Research methodology</b> .....	<b>54</b>
<b>4)Library and Journals</b> .....	<b>55</b>
<b>1) Transport and funds:</b> .....	<b>55</b>
<b>2) Other facilities:</b> .....	<b>55</b>
<b>Guidelines for Researchers:</b> .....	<b>56</b>
<b><i>General Guidelines</i></b> .....	<b>56</b>
<b><i>Study/Protocol Proposal Submission Form</i></b> .....	<b>61</b>
<b>26.0 Admission Policy</b> .....	<b>63</b>
<b>27.0 Transfer Policy</b> .....	<b>64</b>
<b>28.0 Scholarship Policy</b> .....	<b>65</b>





## **Institutional Vision & Mission** **Vision Statement**

**Bakhtawar Amin Dental College & Hospital will work to become the premier academic dental institution in the region dedicated to achieving excellence all around in dental education, clinical programs and innovative research.**

## **Mission Statement**

**Bakhtawar Amin Dental College & Hospital will lead in advancing dental healthcare through the evidence-based clinical approach, innovative research and the modern medical education of tomorrow's doctors, guided by professional faculty members to achieve highest level of competence and inoculates the values of diversity, inclusion, mutual respect, social accountability and life-long learning.**



## Undergraduate Competencies

COD, BAMDC Multan envisions to produce a graduate who is:

- ◆ Care provider
  - ◆ Communicator
  - ◆ Manager
  - ◆ Decision Maker
  - ◆ Life Long Learner
  - ◆ Community Leader
  - ◆ Researcher
-



## **BDS Program Outcomes**

Graduate of BADC will be able to demonstrate fundamental knowledge of all dental subjects and is able to correlate and apply this knowledge to dental practice.

**By the end of four years BDS program, BADC student should be able to;**

1. Demonstrates optimum medical / dental knowledge, skills and attitude to provide treatment which is of highest quality.
2. Possess qualities of a good leader.
3. Take decisions that can justify in terms of efficacy and cost.
4. Effectively communicate with the individual patient, family and community.
5. Manage and coordinate multiple disciplinary issues.
6. Involve in evidence-based activities and innovations.
7. Motivate all the team members.



## ***Message from the Principal, COD, BADCH***

### **Dr. Muhammad Waqar Hussain**

It gives me an immense pleasure to state that Bakhtawar Amin Dental College is considered as one of the most renowned institutions and it has a reputation for attracting the best students in the region. The institute has been established with a vision to impart quality dental education at undergraduate and post-graduate levels.

The atmosphere at this institute is very conducive for students striving for excellence in the dental profession. Our faculty members are experienced, qualified and talented with motivation to teach in a friendly and interactive manner.

Bakhtawar Amin Dental College & Hospital put emphasis on modern professional education, curriculum development and overall progress of the students by using advanced teaching methodologies to keep pace with the global dynamic demand in the field of dental academics and patient care.

“Continuous Health Professions Education Program” has been organized in the institution to keep the faculty updated about new developments in the field of Dentistry. Our endeavor is to produce dental graduates who are not only academically prepared but clinically proficient in the various ramifications of dental practice.

I want you to know that we will continue to work hard to maintain our forward momentum for the good of our institute, our state, and our profession since “The best way to predict future is to create it.”



## 1.0 STUDENTS' CODE OF CONDUCT

---

### Code of conduct of employee/student

#### Purpose:

The purpose of this code is to provide a clear framework within which employees/students of the Bakhtawar Amin Medical and Dental College (BAMDC) are expected to conduct themselves. The BAMDC strives to maintain a gratifying and creative work environment for its staff and a conducive learning environment for its students in which honesty, integrity, and respect for fellow employees, students, patients, and their families are constantly reflected in personal behavior and standards of conduct.

#### Principles:

The BAMDC is an organization and the actions and behavior of its employees/students have an impact on the education and livelihood of many people, as well as on the local environment and the community. Employees/students are expected to have regard for the impact of their personal behavior on the BAMDC, colleagues, students, patients, the environment, and our community at large.

The BAMDC takes measures to build and maintain the highest standards of confidence of all stakeholders in the conduction of sound financial matters and seeks to maintain the standards of ethical behavior. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision-making is open and fair and in conformity with Islamic principles.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behavior guidelines, but it is not intended to be exhaustive by the continued process of evidenced based various indigenously developed reviews and research procedures.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## 2.0 STANDARDS OF PERSONAL BEHAVIOUR

---

### 2.1 Equality of Opportunity:

One of BAMDC's core values is the promotion of inclusivity and valuing diversity. The BAMDC seeks to ensure that the work environment for its employees/students is supportive, and one where individual respect is shown to all. All members of staff and students, without any discrimination of gender, race or religion, geography, etc., or any other factor will be supported and encouraged to perform to their potential.

### 2.2 Harassment and Bullying:

Our strategy against 'Harassment and Bullying' is based upon the proactive slogan of 'Love and Respect all' especially dispensed by all heads of various departments. This is to secure an environment in which students and members of staff are able to flourish and achieve their full potential, the BAMDC is committed to ensuring that everyone is able to work and participate in the life of the BAMDC without fear of harassment, bullying, or intimidation. Everyone in the BAMDC has a part to play by ensuring that their own behavior, whether intentional or unintentional, does not constitute harassment. The BAMDC will take action against inappropriate behavior which shows a lack of respect or love for others or which leads people to feel threatened. See the full dignity and respect at work policy statement and accompanying procedures.

### 2.3 Health and Safety:

The BAMDC places a high priority on providing a safe working and learning environment and will act positively to minimize the incidence of all workplace risks as required by the national legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors, and the public. The motto of our institution is '**Excellence all around**' i.e., in education, health, safety, and patient care, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the BAMDC's commitment to promoting employee well-being.

The BAMDC does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff/students who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorizing relationship with each other.



Employees/students must inform their HOD if they have a close personal relationship with another employee, a student, or a patient or customer of the BAMDC which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work. For more information, see the policy on relationships at work.

#### 2.4 Performance:

The BAMDC expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

#### 2.5 Misuse of drugs:

It is a disciplinary offense to be on BAMDC premises and/or carry out official duties when under the influence of non-medically prescribed drugs.

#### 2.6 Conduct outside work:

The BAMDC does not seek to dictate how employees/students conduct themselves in their personal lives outside work. However, unlawful, anti-social, or other conduct by employees/students, which may jeopardize the BAMDC's reputation or position, will be dealt with through the disciplinary procedure.

#### 2.7 Academic Integrity:

The BAMDC strives to maintain the highest standards in all the teaching and research that it undertakes, and staff must not conduct themselves in ways that may undermine the academic standards of its awards or the conduct and dissemination of its research. Please see policies and codes of practice for further details.

#### 2.8 Consultancy work:

The BAMDC values the undertaking of consultancy activity by staff. It recognizes that consultancy forms an important part of its function as a BAMDC, in particular in encouraging a close relationship with the community, including industry, business and commerce. Consultancy can bring benefits to the BAMDC as well as to individual members of staff. Through its consultancy policies and practices, the BAMDC seeks to offer an efficient and valued service to the community, based on the excellence of its educational research provision and professional capacities. These policies are designed to support BAMDC consultancy activities to the benefit of all concerned. All staff proposing to undertake a consultancy must secure the approval from the relevant HOD or Principal, or their nominee.



## 2.9 Intellectual property:

Where appropriate the rights to personal benefit from inventions, discoveries and patents are defined in the Intellectual Property policy. The BAMDC has put in place facilities and procedures to maximize the potential benefits from such intellectual property.

## 2.10 Copyright:

Subject to the following provisions, the BAMDC and its employees acknowledge all records, documents, and other papers (including copies and summaries thereof) which pertain to the finance and administration of the BAMDC and which are made or acquired by employees in the course of their employment shall be the property of the BAMDC. The copyright in all such original records, documents, and papers shall at all times belong to the BAMDC.

The copyright in any work or design compiled, edited, or otherwise brought into existence by an employee as a 'scholarly work' produced in furtherance of his/her professional career shall belong to the employee, 'scholarly work' includes items such as books, contributions to books, articles and conference papers, and shall be construed in the light of the common understanding of the phrase in higher education.

The copyright in any material produced by employees for their personal use and reference, including as an aid to teaching, shall belong to the employee.

The above clauses shall apply except where an agreement to the contrary is reached by an employee and the BAMDC. Where a case arises, or it is thought that a case may arise, where such an agreement to the contrary may be necessary, or where it may be expedient to reach a specific agreement as to the application of the above clauses to the particular facts of the case, the matter should be taken up between the employee and the relevant HOD/Principal. By way of example, this clause would apply where any question of assignment of copyright or of joint copyright may arise.

## 2.11 Financial Regulations:

The BAMDC's financial regulations create a framework of financial controls within which the staff of the BAMDC must operate. These regulations are designed to protect the BAMDC and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues. See financial regulations.





*Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.*

Breaches of the regulations will normally be a serious disciplinary offense.

### 2.12 Conflicts of Interest:

The highest standards of behavior are also expected in all areas of BAMDC life, especially where individuals are in positions to make decisions that may have a significant impact on others. In all such cases, it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased. See the conflict-of-interest policy for further information.

### 2.13 Access to Confidential Information:

Although the BAMDC strives to conduct its business in an open fashion, there will be times when individuals, through their positions as members of committees, etc., become aware of confidential information, either about other individuals or in connection with the BAMDC's commercial/academic activities. Individuals should be aware of the need to keep such matters confidential and respect the proper channels of communication for such information.

### 2.14 Use of Equipment for Non-work Purposes:

The BAMDC will allow its employees the reasonable use of BAMDC equipment and facilities, provided that authorization has been obtained from the appropriate HOD/Principal, that the user does not interfere or conflict with the work of the BAMDC, and that any costs are met by the individual.

### 2.15 Use of IT Equipment, Internet, and social media:

Users of the BAMDC's IT and internet facilities must behave reasonably towards other users and the facilities and in public areas, they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behavior but are not exhaustive.

In particular, employees must not use BAMDC facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium, except

where required for academic purposes.

A handwritten signature in black ink, appearing to read 'M. W. Qasbi', written over a horizontal line.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



Employees may use BAMDC internet facilities for occasional and personal matters, but must not access social media for personal purposes during working hours.

### **3.0 SOCIAL MEDIA GUIDELINES (INTERIM))**

---

#### **3.1 Information Security:**

The BAMDC recognizes that information and the associated processes, systems, and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, the BAMDC will facilitate the secure and uninterrupted flow of information, both within the BAMDC and in external communications. The BAMDC believes that security is an integral part of information sharing which is essential to academic and corporate endeavors. The Information Security policy is intended to support information of security measures throughout the BAMDC.

#### **3.2 Data Protection:**

The BAMDC holds and processes information about employees, students, and other data subjects for academic, administrative, and commercial purposes. When handling such information, the BAMDC, and all staff or others who process or use any personal information, must comply with the Data Protection Principles.

#### **3.3 Raising matters of concern:**

Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by the BAMDC. This should normally be through their HOD.

#### **3.4 Breaches of this code:**

This code of conduct has been drawn up to provide a source of guidance to the BAMDC's employees. It is not a contractual document and can be amended at any time by the BAMDC. All staff must comply with both the provisions of this code and the BAMDC's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



#### **4.0 STUDENT ATTENDANCE & DISCIPLINE**

---

Good Student Discipline will be maintained in campus life at the BAMDC. We believe discipline is essential to prepare our students to be useful citizens, and valuable members of society and become eminent physicians or researchers of the future. This policy is intended to promote an atmosphere of confidence and trust among students, faculty, and administration. The governing philosophy and premise of this policy are that students striving to enter the medical profession are required to adhere to professional and ethical standards. It is important for students to act in a professional manner and demonstrate a commitment to professional responsibilities. At BAMDC, Faculty members treat students as developing professionals and future colleagues. Students are expected to be respectful of one another and to treat each other and the faculty in the same professional manner. Students and faculty should consider that each individual has particular strengths and limitations. BAMDC is committed to ensuring that the learning environment is conducive to open communication and robust interactions between faculty and students that promote the acquisition of knowledge and foster attitudes and skills required for the professional practice of medicine. BAMDC is determined to ensure that all of its students and employees have an educational setting that is safe, secure, and free from harassment, bullying, discrimination, retaliation, or other inappropriate conduct and abuse of any kind. In assessing students, faculty and administrators should act in a manner that is consistent with the stated goals of the educational activity. Students are expected to conduct themselves in accordance with the professional standards required of members of the medical profession and respect the authority of the faculty and administrators in determining the proper training environment and activities for their education. Students will meet the objectives of the curriculum to the best of their abilities and support their colleagues in their professional development. Several measures are implemented to achieve this aim, a few are mentioned below:



## 4.1 STUDENT ZONING CRITERIA

### ACADEMICS FOR EACH SUBJECT:

The combined percentage of marks obtained in-home tests during a specific period (month/term, etc.)

**RED ZONE:**

Up to 44%

**YELLOW ZONE:**

45-54%

**GREEN ZONE:**

55-70%

**SILVER ZONE:**

71-84%

**GOLDEN ZONE:**

85% or more

### ATTENDANCE FOR EACH SUBJECT:

The combined percentage of attendance during a specific period (1 -month, 2-months, etc.)

**RED ZONE:**

Attendance: Up to 69%

**YELLOW ZONE:**

Attendance: 70-74%

**GREEN ZONE:**

Attendance: 75% or more.



**Format: REGISTER OF LECTURES BY FACULTY**

**Register of Lectures**

**Dr:** \_\_\_\_\_

S. No.	Date	Topic	Class	Time	Signature

**THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN**



---

## 5.0 MENTORSHIP

---

The student mentorship role is assigned to the Student Facilitation Administrator. The Mentor with the assistance of Faculty members acts as a de-facto guardian for the student providing guidance in both academic as well as individual-based needs of the student. The Administrator will also stay in correspondence with the parents and guardians of the respective student.

---

## 6.0 ANTI-RAGGING POLICY

---

Ragging means ‘any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or disciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a first-year student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a student.’

“Ragging in all its forms is totally banned in BAMDC. The Institution shall take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall be on the perpetrator of alleged ragging and not on the victim. An offense of Ragging may be charged either through a written complaint by the affected or on the independent finding of the Anti-Ragging Squad.

### 6.1 Punishment for Ragging:

Depending on the nature and severity of the offense, as established by the Anti-Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishments. The decision of the Anti-Ragging Committee shall be final and binding.

- Suspension from attending classes
- Cancellation of admission
- Withholding/withdrawing scholarship/fee concession and other benefits
- Debarring from appearing in any test/examination or other evaluation processes
- Debarring from representing the College/Institution in any Fest/Event/Sports activities etc.
- Suspension/expulsion from the hostel.
- Rustication from the Institution
- Expulsion from the College/Institution & consequent debarring from admission to any



other institution.

- Fine of Rs. 25,000/-
- In the case of offenses of a very serious/grievous nature, the case will be referred to the Police, in addition to any other punishment.
- Collective punishment where the offense is committed collectively by a group or by a class making it difficult or not possible to identify specific persons.

## **7.0 COMPULSORY ATTENDANCE**

---

- Attendance in classes will be strictly enforced and is a prerequisite for appearing for UHS exams. Students are expected to adhere to the prescribed rules strictly.
- Leaves are granted for valid reasons only.
- Students are not expected to go out of campus during their class hours
- Students must have a cumulative attendance percentage of 80% and above in order to be eligible for UHS Examinations.
- Submission of medical certificates will not entitle a student, who has a shortage in attendance (less than 80%) to appear for UHS examinations.
- If a student's overall days absent increase above the defined campus goal, the student is easily identified for immediate attention and intervention by the Faculty.

### **7.1 Excused Absences:**

- Absences from required sessions are excused for reasons listed under Excused absences.
- Absences without advance notification will be unexcused, except in the case of personal illness or emergency.

### **7.2 Un-Excused Absences:**

- Attendance at all sessions is required. Students must notify the Administration of any expected absence, and notify them as soon as feasible in the case of emergencies.
- Absences without advance notification will be unexcused, except in the case of personal illness or emergency.
- Repeated unexcused absences will result in the student being discussed by the discipline Committee for breaches of professionalism.

### **7.3 Policies and Procedures to Reduce Unexcused Absences:**

- Regardless of whether the absences are excused or unexcused, Faculty may assign additional work if necessary to assure that the students have learned material



missed in the required sessions

A handwritten signature in black ink, appearing to read 'M. Wogab', written over a horizontal line.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



- Written excuses must be submitted within three (3) College days of the date of absence and must include:
  - the date(s) of the absence;
  - the student's name;
  - the reason(s) for the absence.
- The college will receive any written excuses after that period but will not change the absences to excused/lawful absences, any work missed because of an unexcused/unlawful absence will not count for credit.
- The principal will be the final authority to decide when to escalate the severity of punishment.

---

## **8.0 CAMPUS NORMS**

---

Students are expected to conduct themselves in a worthy manner in their dress, demeanor, and sense of discipline. Students are expected to be seated in their respective classrooms during class hours, loitering in the campus, and corridors will not be appreciated.

### **8.1 Dress Code:**

The BAMDC does not operate a formal dress code for its employees/students, other than for those who are provided with uniform and/or protective clothing. However, employees/students must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offense to those with whom they have contact.

- Boys are expected to be in full pants and clean shirts. Girls are expected to dress in formal & decent attire and avoid wearing tight, transparent, sleeveless, or revealing outfits.

- White overalls are a distinguishing feature of medical students, it provides a unique identity to the students. Students are expected to wear them.
- Students must always carry and wear their College Identity Cards; the ID cards must be



displayed at the College gates & whenever asked for.

- Code of conduct on the campus includes safeguarding the Institutional property, keeping the campus clean & tidy, and dressing civilly.
- Smoking is strictly prohibited.
- Defacing any part of the campus is treated as an offence.
- Use of mobile/cell phones along the corridors or inside the classrooms is strictly forbidden and will lead to confiscation & strict action against the student. (Mobile usage guidelines attached as Appendix I)
- Students are expected to make use of the library services during free hours.
- Important Notices/Notifications/Circulars etc. are displayed at separately allocated Notice Boards & Information corners on the campus, students are expected to make it a practice to regularly read such displayed information.
- For any certificate that is to be collected from the Principal's Office(s), request letter(s) must be submitted two days in advance.
- All visitors are expected to establish their identity & purpose of visit upon entry to the campus premises.
- Parents/guardians may visit the campus upon prior intimation/request and are expected to kindly adhere to the security requirements as prescribed by the administration. Parents or Guardians who wish to meet the Principal can meet him only with a prior appointment.

## **9.0 ELIGIBILITY FOR EXAMINATIONS**

---

### **9.1 Introduction:**

a. This policy outlines the criteria and procedures for determining eligibility to appear in Send-Up Examinations and Final Professional Examinations in College of Dentistry, Bakhtawar Amin Medical and Dental College, Multan, Pakistan.

### **9.2 Eligibility Criteria:**

- a. To be eligible to appear in Send-Up Examinations, students must fulfill the following requirements:
- Achieve a minimum of 50% in continuous assessment, which includes class tests, and other evaluation components conducted throughout the academic session.
  - Maintain a minimum attendance of 75% in all scheduled classes, lectures, tutorials, practical sessions, and clinical rotations.

### **9.3 Decision Authority:**

a. While meeting the eligibility criteria is necessary, the final decision regarding a student's eligibility to appear in Send-Up Examinations rests with the Academic Council of the respective academic year.

### **9.4 Send-Up Examination:**

- The Send-Up Examination serves as a preparatory assessment before the Final Professional Examinations.
- Students who meet the eligibility criteria are allowed to appear in the Send-Up Examination as per the schedule determined by the college.
- Successful performance in the Send-Up Examination indicates readiness for the Final Professional Examinations.

### **9.5 Eligibility for Annual University Examinations:**

- To be eligible to appear in the Annual University Examinations, students must:
  - Pass the Send-Up Examination conducted by the College.
  - Have their continuous assessment and attendance records reviewed by the Academic Council.

### **9.6 Final Decision by Academic Council:**

- The Academic Council evaluates the overall performance, attendance, and assessment records of each student to determine eligibility for the Annual University Examinations.
- The decision of the Academic Council regarding eligibility for the Annual University Examinations is final and binding.

### **9.7 Compliance and Implementation:**

- It is the responsibility of students to adhere to the eligibility criteria and attendance requirements specified in this policy.
- Faculty members, administrative staff, and relevant authorities are responsible for implementing and monitoring compliance with this policy.

### **9.8 Policy Review:**

- a. This policy undergoes periodic review by the Academic Council to ensure alignment with educational standards, regulatory requirements, and institutional objectives.
- b. Amendments or revisions to the policy will be made based on the basis of feedback from stakeholders, changes in academic regulations, and best practices in dental education.



**THE PRINCIPAL**  
**COLLEGE OF DENTISTRY**  
**BAKHTAWAR AMIN MEDICAL & DENTAL**  
**COLLEGE, MULTAN**



## 10.0 DISCIPLINE AT HOSTELS

---

The hostels are managed directly by BAMDC. We understand that the student who is away from home is in our total care. Separate hostels for boys and girls exist in a safe neighborhood. Experienced wardens look after the wards. In and out timings and visitors' logs are maintained. The wards are encouraged to utilize their stay in the hostel in general in useful and productive ways and in good company all the time. (Hostel Rules & Regulations attached as Appendix II)

### 10.1 Types of Disciplinary Actions:

At BAMDC the Faculty constantly recognizes and model positive behavior in students. BAMDC believes that students who misbehave are often calling out for help. Disruptive behavior affects not only the learning of the perpetrator (student misbehaving) but also every student in the class. Faculty and Administrators must monitor discipline in order to track these warning signs early and intervene. Disciplinary actions may be imposed upon any student found to be in violation of the policy or if it is determined that a student has not acted in the best interest of other students, employees or the College as a whole. Such disciplinary actions shall include but are not limited to the actions stated in this policy below. The College shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the College to follow the listed disciplinary actions in any order or sequence. It is our policy to follow the first incident of misbehavior with a consistent, timely response and we expect Faculty and Academic Council to strictly follow the devised policy. Punishment will be given according to the seriousness of the offense and the number of times the student has been disciplined. The three-step progressive discipline process includes:

#### ➤ Step 1 - Verbal Contact:

Administrator will meet with the student to discuss where the student is not meeting the standards of attendance, behavior or performance and suggest how to correct the situation. Administrator will outline the conversation in writing. The student should acknowledge having read it by signing it. This document will be placed in the students file for future reference and will be shared with the parents by the administrator.

➤ **Step 2 – Written Warning:**

If the unacceptable performance continues, the administrator will schedule a second meeting to discuss the issue. A third party (most likely a representative from the Human Resources Department) may be present. Administrator will discuss the severity of the unacceptable performance, and compile an improvement plan. The improvement plan will include examples of



THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



the unacceptable performance and ways to improve, with specific deadlines. Once reviewed together, the improvement plan will be signed by both parties and placed in the student's file. This plan will be shared with the parents/guardians with the expectation that desired improvement will take place. Progressive fines schedule will also be communicated to the parents. If parents fail to attend parent conferences or fail to reasonably support the college in its attempts to modify or improve student behavior then fines will be imposed and if required may move to the final stage. (Schedule of fines is appended as Appendix III)

➤ **Final Stage – Expulsion:**

If efforts to modify unacceptable performance or behavior have not been successful, or actions and deadlines in the improvement plan are not met, the student may be progressively fined and finally recommended to be expelled. Permanent separation of the student from student status from a class, program, activity, event, or any College-owned, College-operated, or College-utilized facility. Prior to the final stage, administrator will meet with a representative of the Human Resources Department to review all paperwork and information before taking the decision. Interim Action: While a disciplinary decision is pending, the Principal may immediately impose interim action(s) in the event that a student's continued presence in a class, program, activity or event, or on any College-owned, College-operated, or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order.





## **Appendix I:**

### **Mobile Device Usage Guidelines:**

Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate College conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including fines, suspension, expulsion, and being reported to local authorities. Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard. Mobile devices misused in accordance with this policy shall be confiscated from the student and only returned to the student's parent upon notification from the College office. Use of a Mobile devices will subject the student to the possibility of the imposition of disciplinary action by the College or criminal penalties if the Mobile devices is used for the purposes of a criminal act. Continued misuse of Mobile devices may subject the student to disciplinary action, as determined by the principal.



## **Appendix II:**

### **Hostel Rules and Regulations:**

Students should read the rules & regulations before signing the application form for hostel accommodation. (A copy of the rules is attached to the application form).

- Smoking, Alcohol & Narcotic consumption is strictly prohibited in and around the Hostel premises. Strict action will be taken against offenders.
- Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- Loitering in the Hostel campus during class hours will not be considered a breach of discipline.
- The Management & Staff will not be responsible for personal belongings.
- Latecomers will be penalized.
- Students must keep the Campus & Rooms clean. Defacing walls, equipment, furniture, etc., is strictly prohibited.
- Birthdays \ Other Celebrations are strictly prohibited in Hostel.
- Students must turn off all the electrical equipment & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters, etc. in rooms except in designated places.
- Students are not allowed to organize any group activities in their rooms.
- Food will be served only in the designated dining hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.
- Students are not allowed to use Mobile phones after 10 p.m. Cell phones of those at fault will be confiscated.

- Tipping of Wardens, Security Guards, Cleaning staff, etc. is not permitted.



- Visitors are allowed only in the designated Room between 4:30 p.m. and 6:30 p.m. Visitors are not allowed beyond the visiting area.
- No outside Guests \ Students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing, etc. are required to be entered in the Complaints Book.
- Students should not enter the rooms of other students without permission.
- Silence: Strict silence shall be observed in the hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music \ loud talking is NOT audible outside the room. Any manner of festivities and noise-making \ Celebrations will not be entertained, which may cause disturbance to other inmates on the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.
- Non-compliance with the hostel rules will be dealt with strictly:



### **Appendix III:**

Progressive Fines Schedule:

- **Rs. 1,000**
- **Rs. 2,500**
- **Rs. 5,000**
- **Rs. 7,500**
- **Rs. 10,000**
- **Rs. 25,000**

\*\*\* Fines are imposed only to obtain the attention of parents/guardians, BAMDC will use the proceeds to provide free treatment to needy Dialysis patients.

\*\*\* Principal is the final authority to decide the appropriateness of fine escalation.



## **Appendix IV:**

Discipline infractions - listed according to their seriousness. Inadmissible behavior, not limited to the list below:

- Tardiness to class
- Missing Tests and exams.
- Extended unexcused absence. (Potential inability to complete required credit hours.)
- Inappropriate public display of affection.
- Gambling and card playing
- Failure to follow posted classroom rules.
- Any other offenses that the principal may deem reasonable may fall into the classification.
- Failure to bring required materials to the class
- Not completing assignments (reflected in academic grades)
- Gum chewing or eating candy, etc.
- Littering
- Verbally abusing another individual associated with the BAMDC or its affiliated entities, whether or not that individual is a faculty member, administrator, or student.
- Engaging in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- Knowingly making a false allegation or accusation or statement in connection with a complaint.

Attendance Sign-In Sheet/Form: Signing-in or submitting an attendance sheet/form for another student is unethical and considered a Policy violation. Students may ONLY sign - in/submit attendance sheet/form for themselves and no other student.

Students engaging in academic dishonesty or unprofessional conduct diminish their education and bring discredit to the academic community and to the medical profession. If a student has reason to believe that another student has violated this code of conduct, he or she has an obligation to report to the incident to the Administration.

Once appropriate intervention strategies have been unsuccessful in managing the student's behavior in the classroom, the faculty may refer the student to the Administration office.

These interventions may include but are not limited to counseling with students and parental contact.

When these interventions have not resulted in improved student behavior, office referrals will result. Referrals will be supported by teacher documentation of actions taken prior to the referral.



## 12.0 LIBRARY POLICY & RULES

---

### General Rules for All:

- The library remains open during working days.
- All faculty, students & staff should fill out the library membership form. **Students can only become members if they have a minimum of Rs. 25,000/- security available with the accounts department.**
- Every member should show his/her card to prove identification at the circulation counter.
- Readers and visitors are required to leave their personal books, handbags, briefcases, etc. at the reception near the entrance of the library.
- Library staff shall have no responsibility for personal belongings in the library.
- Every user using the library shall respect the right of others to use the library in accordance with these rules and shall not interfere with their use of the Library.
- Books belonging to the library shall not be marked, written in, or damaged in any way.
- If a book is lost by any member, the member should report the matter to the Librarian. The librarian will initiate the process of procuring a new book, the latest edition of the book will be purchased and the cost of procurement will be charged to the member. The lost book will be written off.
- Reference books are meant for reference purposes only, and shall not be taken out of the library.
- The textbook used and adopted by faculty staff will be considered a reference book and shall not be taken out of the library.
- All books and other materials available in the library should be used with care because replacement is very difficult due to the high cost.



- Reference books, newspapers, periodicals, and audio-visual material can only be used in the library.
- Complete silence should be observed except for brief talk with the library staff at the circulation desk.
- Library property should not be taken outside except after borrowing as per rules from the library staff.
- All library services will be closed 15 minutes before library closing time.
- Please, do not reshelf the books.

## **12.1 Circulation Policies & Rules:**

### **Textbooks & Lending Rules for students:**

- ☐ The borrowing privileges are available to Students of the College if they have opted to become members of the library.
- ☐ Prescribed textbooks are to be arranged by the students from their personal resources.
- ☐ Students can borrow two books for a period of 15 days. If the date of return takes place on a holiday, you may return books on the next working day.
- ☐ Books fine will not be charged during Spring holidays, summer holidays & Winter holidays/Eid holidays & Prep Holidays.
- ☐ A book can be re-issued a maximum of two times provided a booking by another member is already not in place.
- ☐ Requests for renewals by telephone will not be accepted.
- ☐ If a student leaves the college without returning the book(s), a fine equivalent to the replacement cost of the book(s) will be deducted from his/her security, and book(s) will be written off from the library ledger/ record.
- ☐ Cost of the complete set will be charged in case the book is part of a set containing more than one volume.





### Lending Rules for Faculty Members:

- ☐ Professors, Associate & Assistant Professors can borrow (05) books for (60days)/ 02 months.
- ☐ Senior Lecturers & Demonstrators can borrow 02 books for a period of (30) days/ (01) month only.
- ☐ A book can be re-issued a maximum of two times and if any other faculty/ staff member does not require the same.
- ☐ Requests for renewals by telephone will not be accepted.

### Discipline:

- ☐ All faculty members & students are advised to avoid discussion/ loud voices on any matter. A silent environment in the library must be maintained.
- ☐ Library members having any grievance or complaint will bring the matter to the notice of the Librarian. False complaints are liable to the considered offenses and dealt with accordingly.
- ☐ Smoking is strictly prohibited in the library.
- ☐ Drinks & eatables are not allowed in the library.
- ☐ Mobile phone conversation is strictly prohibited.
- ☐ Mutilation of the library material & any violation of these rules will attract serious disciplinary action.

### Return of Library Material:

- All borrowed books will be returned within the stipulated period. Reminders will be issued to those borrowers, who have not returned the books within the prescribed period.

Fine will be charged to students against all the books, returned after the due date. While returning the books, members will ensure that entries are completed by the library staff in their presence. □ Materials must be returned to the Circulation Desk during library hours. Materials must be returned to the library when the renewal limit has been reached.

### Overdue Materials:

- Overdue notices will be displayed on notice boards from library staff.
- Users will not be allowed to check out further materials until their record is cleared.
- Defacement or mutilation of any library material will result in appropriate disciplinary action.
- Borrowers who do not comply with circulation policies will not be permitted to receive grades, transcripts, or other credit for work completed at the college until all borrowed material is cleared



THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## 13.0 TRANSPORT POLICY

---

### **Students' Transport Policy:**

This transport policy has been implemented through the existence of a contract between M/S. Bakhtawar Amin Medical and Dental College and M/S. Taha Tours. M/S. Taha Tours College is deeply grateful to the management for giving us the honor of serving the esteemed and talented students of the college from pick-up point to college. We will try our best to support the college administration and the parents of the children for the good name and development of this institution. Because the management of M/S. Taha Tours tries and will continue to do its business as a matter of worship. The management of M/S. Taha Tours, students using transport will also be required to abide by the following terms and conditions.

1. Students using transport will be required to submit an annual fee in advance.
2. Students will be given only one minute at the designated stop. In case of delay, the company will not accept responsibility for any absence.
3. The driver will notify his students if the vehicle is late.
4. There will be only five minutes of extra time from the scheduled college off time. Also, note that no private vehicle allowed to use for pick and drop.
5. No student will be allowed to drop on the way, he will be dropped off at the designated stop and in case of leave, and the driver has to be informed one day in advance.
6. Transportation fee must be paid only at the Transport Office (Taha Tours) to the authorized person. The company will not be responsible for paying dues to unauthorized person.
7. Two passport size photographs along with the application form must be submitted to the Transport Office (Taha Tours).
8. In case of breakdown of the vehicle during the journey, the company will be obliged to arrange another vehicle within half an hour.
9. In case of any complaint regarding transport, contact the Transport Office (Taha Tours).



10. You will have to pay the transport fee and stamp the receipt and pad on the card.
11. The application must be submitted to the Office of Transport (Taha Tours) 2 month before the disconnection.

\*\*\*\*\* Seeking Your Support Taha Tours\*\*\*\*\*

Date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Card Number: \_\_\_\_\_

Signature Student: \_\_\_\_\_

Signature of father/guardian: \_\_\_\_\_

Executive: Muhammad Asif Chaudhry (0300-7728004, 0333-6267711)

Transport Manager: Abdul Wahab Khan (0300-7716999, 0333-8300309)

**For Office Use Only**

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Roll number: \_\_\_\_\_

Address: \_\_\_\_\_

Class: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_

Phone number: \_\_\_\_\_

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## 14.0 LEAVE POLICY

### Leave Rules:

- As such no leave for students is authorized in BAMDC leave rules.
- Students are required to attend classes (lectures, practicals, tutorials) regularly throughout the academic session
- If any student is absent for six consecutive days without submission of leave application, his/her name will be struck off from the college roll.
- However, keeping peculiar requirements of BAMDC Administration, leave will be considered as under:
  1. Students are required to get the leave sanctioned in advance on prescribed leave form.
  2. No student is allowed to leave the class room in anticipation.
  3. It will be ensured that leave sanctioned does not bring the attendance below 75%, which is mandatory.
  4. Leave will only be sanctioned in extreme emergencies i.e God forbid on death of some near relations or due to sickness of student etc.
  5. For sick leave a medical certificate issued by a PMDC registered medical practitioner duly stamped and signed will be attached with leave application form.
  6. Leave is not an alternate to attendance in the class. Student's presence will only be marked if he/she is physically present in the class.
  7. Un-necessary leave will be discouraged.
  8. Students will not visit faculty office or class for getting signature of faculty.
  9. Exam Branch will keep the record of students leave.

### ➤ Maternity Leave:

**45 days** maternity leave shall be admissible, on the production of maternity certificate.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **15.0 STATUTES & REGULATIONS FOR CONDUCT, DISCIPLINE & APPEAL**

*Section I: Preamble*

*Section II: Definitions*

*Section III: Jurisdiction*

*Section IV: Pre-Hearing Procedures*

*Section V: Hearings*

*Section VI: Sanctions Section VII: Appeals*

### **SECTION I: PREAMBLE**

With the understanding that:

1. It is in the interests of the Bakhtawar Amin Medical & Dental College, its constituent institutions, and the University Departments that harmful behavior which affects the teaching and academic environment should not go without a proper disciplinary response designed to prevent further behavior of a similar, detrimental nature;
2. The BAM&DC desires to frame discipline rules for effective preventive and disciplinary measures relating to the conduct of BAM&DC students, maintenance of discipline, and breach of the discipline of its academic activities within its premises, its constituent colleges, and in the examination, centers including those established in its affiliated colleges.

The Discipline Committee, UHS shall function under Prospectus No. Of the First Statutes of the University of Health Sciences, Lahore.

The Discipline Committee's primary responsibility shall be to determine, according to statements of complaints, defendants, witnesses, and any evidence deemed permissible, whether or not the University's regulations have been violated, compromising the efficiency and efficacy of performance of the Individual Department and to recommend



appropriate sanctions according to these regulations designed to prevent further such activity.

A complaint, if any, against the working of the Discipline Committee shall be submitted to Academic Council for decision.

## **SECTION II: DEFINITIONS**

- i. “Close Relative” means wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister- in-law, son and daughter-in-law, paternal andmaternal uncle and aunt, etc.
- ii. “Complaint” means allegations framed against the accused.
- iii. “Corruption” means accepting or obtaining any gratification as a reward for doing any act of the University; dishonestly or fraudulently misappropriating or misusing the University property or resources and having a reputation of being corrupt.
- iv. “Examination Centre” means approved venues of BAM&DC where theoretical and practical/ oral/ clinical examinations are held.
- v. “Hostility” means non-cooperation by declining to comply with the instructions of the committee and/or adopting a demeaning attitude towards member(s).
- vi. “Indiscipline” means an act of student, examiner (internal or external), supervisory staff/ invigilators liable to be penalized and includes:
  - a. Disruption of teaching, examination, or administrative work.
  - b. Leaking examination material.
  - c. Damaging or defacing BAM&DC property.
  - d. Engaging or attempting to engage in wrongful confinement ofteachers/students/staff of the BAM&DC.
  - e. Using abusive and derogatory language.
  - f. Ragging in any form.
  - g. Tearing of pages, defacing, burning, and destroying books in the library.



- h. Unauthorized occupation of hostel rooms.
  - i. Indulgence into corruption
  - j. Any act of immoral turpitude.
  - k. Harassment in any form.
  - l. Any other act which may be considered by the CEO or Discipline Committee to be an act of violation of discipline.
- x. “Misconduct” means conduct prejudicial to good order or conduct unbecoming of a gentleman.
- xi. “Officer” means an officer of the BAM&DC.
- xii. “Student” means a student of the BAMDC or attached college.

### **SECTION III: JURISDICTION**

1. (a) The Discipline Committee shall be responsible for inquiry into the acts of indiscipline affecting the academic environment of the University. The Committee can take cognizance of any breach of discipline including social/moral behavior affecting the academic environment that takes place in its premises, constituent colleges, and examination centers including those established in its affiliated colleges.
- (b) The CEO may refer the complaints involving breach of conduct/regulations by Instructor employees to the Committee to establish the facts and frame recommendations in accordance with the Service Statutes as applicable.
2. The Committee shall have the power to recommend penalties according to these statutes.





#### **SECTION IV: PRE-HEARING PROCEDURES**

1. Complaints must be filed within 7 days of the infraction.
2. The first hearing must be scheduled within 15 days from the time of receipt of the complaint.
3. The notice for hearing to all parties shall include the time, date, and location of the hearing, as well as a statement of the charges and a copy of the hearing procedures.
4. As soon as possible, but no later than 72 hours before the hearing, the notice will be delivered to the complainant and defendant groups. The notice will either be hand delivered, or confirmation of receipt and understanding must be obtained.
5. At least 48 hours before the hearing, the defendant must submit a written statement containing their plea, a summary of the reasoning behind this plea, and a list of any witnesses to be called and/or evidence to be presented.
6. At least 48 hours before the hearing, the complainant must submit a written statement containing the reasoning behind the complaint and a list of witnesses to be called and/or evidence to be presented.
7. The hearing proceedings shall be completed within 15 days of its commencement. An extension in the period may be obtained from the CEO after stating the reasons in writing.



## **SECTION V: HEARING**

1. Hearing shall only be open to members of the Discipline Committee. The Discipline Committee however can seek the services of any officer of the University, if necessary, for its assistance to conduct the hearing. The members of the Discipline Committee shall not attend any proceedings involving their close relative(s).
2. The Discipline Committee, in case of the hostility of a witness/complainant/ defendant towards it, reserves the right to culminate the proceedings and refer the issue to the CEO for taking appropriate action.
3. The hearing procedure shall be determined by the Committee so as to ensure the fairness and impartiality of the proceedings.
4. The Committee reserves the right to accept or reject any evidence after ascertaining its authenticity.
5. Following the hearing, the Committee shall deliberate in private. It may decide to:
  - i. Dismiss the case on the grounds of:
    - a. No violation
    - b. Insufficient evidence
    - c. Lack of jurisdiction
  - ii. Find the accused responsible and recommend Punishment.
6. All decisions shall be determined by a majority vote of Discipline Committee members, with the Chair casting only a tiebreaking vote, if necessary.
7. A written copy of the finding(s) and decision(s) of the Committee shall be prepared and delivered to the CEO as soon as possible and at least within 72 hours of the close of deliberations.



## **SECTION VI: SANCTIONS**

The Discipline Committee, in case of a party, is found responsible for misconduct by violating the Institute Statutes/ Regulations or affecting efficiency and efficacy, will recommend the imposition of sanctions in accordance with governing regulations.

Offense/Violation
<ul style="list-style-type: none"><li>a. Disruption of teaching, examination, or administrative work.</li><li>b. Leaking examination material.</li><li>c. Damaging or defacing University property.</li><li>d. Engaging or attempting to engage in wrongful confinement of teachers/students/staff of the University.</li><li>e. Using of abusive and derogatory language.</li><li>f. Ragging in any form.</li><li>g. Tearing of pages, defacing, burning, and destroying of books of the library.</li><li>h. Unauthorized occupation of hostel rooms.</li><li>i. Indulgence into corruption.</li><li>j. Any act of immoral turpitude.</li><li>k. Harassment in any form.</li></ul>
<ul style="list-style-type: none"><li>I. Any other act which may be considered by the CEO or Discipline Committee to be an act of violation of discipline.</li></ul>

Disciplinary action against the student/Employee may be taken in one or more of the following forms depending upon the severity of the offense

- i. A written warning may be issued to the student concerned/ examiner(internal or external)/ supervisory staff/ manager and a copy of the same may be disseminated/ displayed on the Notice Board.
- ii. The matter may be reported to the parents/guardians of the student and they may be requested to visit College, if necessary.



## **SECTION VII: APPEALS**

- A. An appeal may be filed with the CEO within 15 days of the adjournment of the original hearing deliberations.
- B. Appeals may be sought exclusively on the following grounds:
  - 1. Biased hearing
  - 2. Gratuitous punishment
  - 3. New evidence
  - 4. Violations of due process of hearing
- C. If the appeal is brought on the grounds of a biased trial, the CEO shall refer the case to Academic Council for constituting a Committee. The Committee after consideration of the facts may:
  - 1. Deny the appeal
  - 2. Send the case back to the Discipline Committee for retrial, with instructions to revoke the biased member(s).
- D. If an appeal is brought on the grounds of gratuitous punishment, the Committee constituted by the Academic Council as stated supra.
  - 1. Deny the appeal.
  - 2. Leave the sanction as imposed.
  - 3. Lower or remove the sanction.
  - 4. Increase the sanction.
- E. If the appeal is brought on the grounds of new evidence, the above-constituted Committee may:
  - 1. Deny the appeal
  - 2. Send the case back to the Discipline Committee for a retrial.
- F. If the appeal is brought on the grounds of a due process violation, the above Committee may:
  - 1. Deny the appeal.
  - 2. Send the case back to the Discipline Committee for a retrial with instructions to ensure due process.



## 16.0 CO-CURRICULAR ACTIVITIES POLICY

### POLICY FOR CO-CURRICULAR OPPORTUNITIES FOR STUDENTS

*“Before healing others, heal yourself!” Gambian.*

Bakhtawar Amin Dental is determined to produce dental graduates having healthy minds along with significant physical strength. These goals cannot be achieved until we involve the students in co-curricular activities in and out of college premises. The college has the following policy regarding co-curricular activities in and out of college;

1. College would announce well before the events to be held in and out of college.
2. Such activities normally take place before the beginning of classes, during breaks, after the regular study days, in the weekends, or during college vacations
3. The participants must be regular students of the college (outsiders/family members not allowed)
4. Students' attendance during the co-curricular activities will be ensured and will be considered with the academic attendance record.
5. The students especially females who are willing to participate in activities in other cities must produce No Objection Letter from their parents/guardians.
6. All activities must be properly and continually supervised and documented like expenses, certificates, etc.
7. All co-curricular activities shall consider social, cultural, and religious customs in the state and must be an ethical way.
8. Time table will not be disrupted when scheduling the extracurricular activities.
9. Student safety will be a priority when planning and conducting the ceremony.
10. During the activities, everyone including students, teachers, and others are expected to demonstrate exemplary behavior.
11. Following events are to be held in the college according to the academic calendar;



- Sports week
- Urdu debates
- English debates
- Debate in local language
- Sports Gala
- Cricket tournament
- Table tennis championship
- Badminton championship
- Athletics
- Visits and tours in other cities

**THE PRINCIPAL**  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **17.0 UNDERGRADUATE MEDICAL STUDENT ASSESSMENT POLICY**

### **Purpose:**

The purpose of the Undergraduate Dental Student Assessment Policy is to establish student assessment practices within the undergraduate medical education program at BAMDC.

The policy has been developed by the Department of Dental Education (DDE), tasked to “establish, monitor, and update an internal assessment system throughout the entire undergraduate medical curriculum for BDS.” This document is intended to complement the assessment policy of BAMDC which is responsible for conducting annual summative assessments and certification of BDS degree.

### **Principles:**

Assessments for undergraduate medical students at BAMDC include both formative and summative assessments. including both written and practical assessments (OSPE / OSCE). Assessment of clinical training also includes short cases, long cases, and viva. Workplace-based assessment techniques like Mini-CeX and Case based discussions will be gradually introduced in these years.

The Department of Dental Education will have oversight of the whole process of assessment. The year coordinator will be responsible for developing, organizing, and reviewing the assessment items including MCQs and OSPE preparation in consultation with respective departments and faculty.

Question bank development, written paper checking, results declaration, and item analysis and its communication will be the responsibility of the DDE / examination department.

The schedules of assessments (including term tests and sendup) are developed by the year coordinators of the college (CCC) at the start of the academic year.



### **Assessment Plan:**

The following is the summary of the internal assessment plans. The schedules of assessments are decided by the mutual consensus of year coordinators, the dental education department, and 2 or 3 student representatives. The number of assessments will follow the duration of the respective year.

At least 3 internal assessments (term tests) after every 6 to 8 weeks will be arranged in one academic calendar of the individual year (years 1-5).

The Dental Education Department makes sure the faculty and venue are available for conducting practical/written assessments.

The written assessment of final year BDS will be arranged in college while their practical assessments will be held in the hospital. MCQs / SAQs will be part of the written, while OSPE / OSCE (including short and long cases) will be part of practical assessments.

The questions used in the written paper will be presented to the department of medical education for review. A group review consisting of relevant faculty will be arranged by the DDE and papers will be finalized and forwarded to the IT personnel the of examination department for printing.

A cumulative 20% marks of all internal assessments (10% in written and 10% in practical) according to UHS criteria are included in summative assessments by BAMDC.

Each department will establish criteria of assessment, both formative and summative according to TOS by the University of Health Sciences.

#### **i. Continuous Assessment During Academic Year:**

It will incorporate both formative and summative assessments for all academic years.

**Formative:** Conducted throughout the year. Though low stake examination feedback will improve students' learning, leading to better performance in summative assessment.

**Summative:** Conducted at end of each term, consisting of MCQ, SAQ, OSPE, and structured viva. However, logbooks will be maintained during each academic year, according to the departmental requirement.

#### **i i. End of Term Assessment. (Sendup exam):**



This will be summative and carried out at end of each academic year.

### **Standard Setting:**

Used to determine the passing grade or cut score for each major assessment (OSCE or written exams). That is 50%, according to UHS. This score will represent the minimum level of competence deemed acceptable for that assessment.

### **Item analysis:**

Item analysis of all written questions will be done in the examination department at the end of the examination and the results of these will be shared with the respective year coordinator. Questions having low reliability and validity (less than 0.5) will be discarded and appropriate changes will be done in the results of each student.

### **Question/item bank:**

Every department will be asked to maintain MCQs, SEQs, and OSPE stations pool for assessment, and will be stored in an item bank. These items will be used in future internal assessments in summative examinations. In case of leakage of items, these will be either modified or altogether discarded.

### **Examination day:**

- Students must display their BAMDC Student ID cards on their desks throughout the examination. In the event that a student forgets their ID card, the Head of Department allows the student to provide some other form of identification such as NIC.
- All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the examination room. Hats, caps, and earplugs are not to be worn in the examination room and the watch alarm must be turned off.
- Cell phones are to be switched off and left with bags/personal possessions near the entrance/exit of the examination room. No other forms of electronic listening and/or receiving devices or digital/ mobile technologies are permitted in the examination room.
- Students may bring only the following equipment to the examination; pens, pencils, eraser, ruler. Pencil cases, wallets, and purses are not permitted on desks.
- Nothing edible may be brought into the examination room, Students may bring a clear, plastic water drink bottle.



- Dictionaries, printed or electronic, are not permitted and other materials will be permitted as specified on the examination cover sheet.
- Paper or answer booklets will be supplied. Any rough working notes are to be handed to the supervisor at the end of the examination
- Students may not enter the examination room after the first fifteen minutes.
- If a student wishes to go to the toilet or becomes ill during an examination, they must raise his hand and will be escorted out by a supervisor.
- The supervisor will tell students when there are thirty minutes remaining before the end of the examination and again when there are fifteen minutes remaining.
- Students will not continue writing or adding anything to their answers after the supervisor has announced the end of the examination.
- Students shall not communicate with each other in the examination room or copy from another's answers.
- Students who try to steal the confidentiality of questions will be debarred from the current examination and his / her name will be presented to the disciplinary committee for further action. If he or she will absent from the term test will be fined RS. 5000.

### **Remediation examinations:**

Remedial examinations will only be arranged for those having supplementary exams during the period of the term test.

### **Assessment of clinical rotations:**

After every rotation, there will be a ward test. logbooks will be used for internal assessment logbooks will be given extra marks in end-of-the-year practical assessments.

### **Appeal mechanism by students about results:**

In case of discrepancy or any other problem related to the results of assessments, the students will write an application in the name of Director Dental Education highlighting the issues related to grace marks, wrong results, rechecking, and re-totaling paper marks.



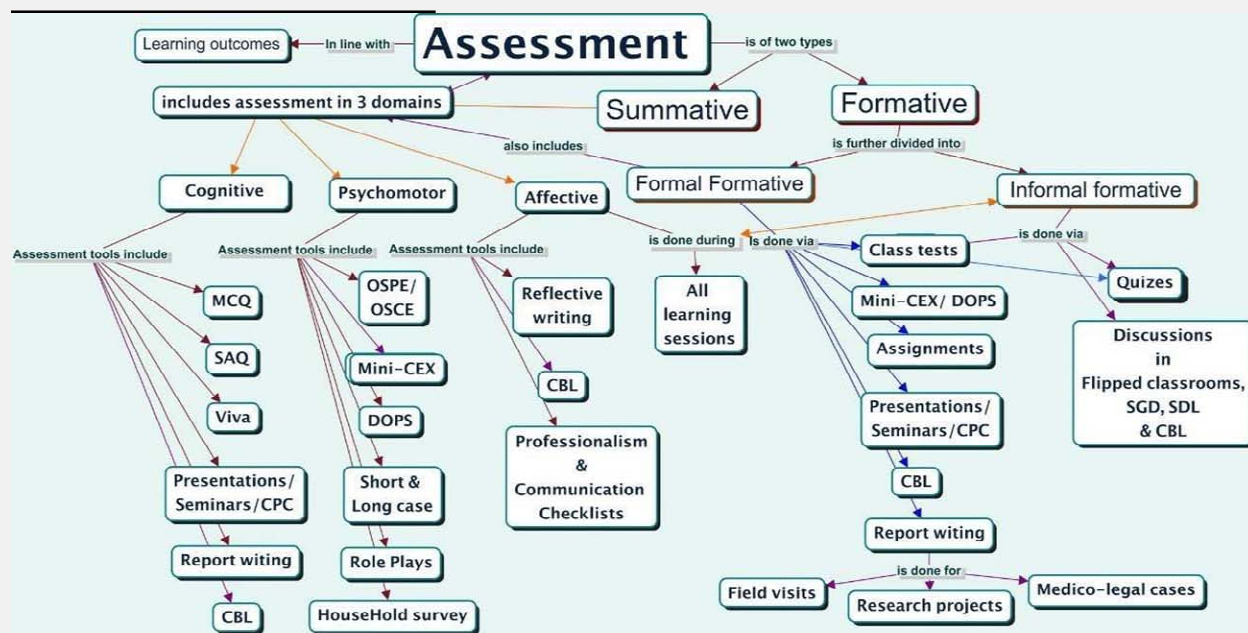
The DDE will discuss the issue with the respective Head of the department and the year coordinator. There will be no grace mark allocation in MCQs, whereas 5 marks can be awarded during results compilation.

### Students' feedback on assessment:

After every term test, there will be a teacher evaluation feedback form, students are supposed to fill that form.

### Oversight:

An oversight committee will report to the Curriculum Committee on the performance of the assessment process.



*M. W. Qasab*

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **17.0 POLICY FOR APPEAL OF RESULTS**

---

- a. After the declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/her results.
- b. The candidate shall apply on the prescribed application form duly recommended by the concerned Principal of the College along with prescribed fee and a copy of the Detailed Marks Certificate.
- c. The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be refundable if the fault lies on the part of the University. The university will also take necessary action against the defaulter(s).
- d. Applications for rechecking shall be received in the office of the Controller of Examinations not later than 15 days after the date of declaration of the result of the concerned examination.
- e. The candidate or anybody on his/her behalf shall have no right to see or examine the answer books for any purpose.
- f. For practical / viva marks students can only apply for Re-totaling of marks awarded in Vivas, OSCE / OSPE, and Internal Assessment.
- g. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared. Any candidate can apply for rechecking on a prescribed form. In rechecking the following will be observed:
  - i. No answer in the answer book or part thereof has been left unmarked.
  - ii. The Paper Assessor has correctly transferred the total of each question from the answer book to award list/title page.
  - iii. No error is detected in the grand total of marks.



- iv. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
  - v. The answer book or any part thereof has not been changed or detached.
  - vi. The answer book is in the handwriting of the candidate.
- h. For reassessment/re-evaluation the following rules will apply:
- i. There will be no Re-evaluation / Re-assessment after the declaration of the result. Only Re-totaling will be done for the candidates who apply for the same.
  - ii. Pre-result Declaration Audit will be done by a two-member committee appointed by the Controller of Examinations of theory papers of candidates failing by not more than 3 marks.
  - iii. The above rules will not be applicable to practical exams or viva voce where no re-evaluation will be allowed.
  - iv. The re-evaluation may be done by the same examiner or by any other subject specialist appointed for the same purpose by the Controller of Examinations.
- i. The benefit of grant of average marks shall not be given to the candidate in case of rechecking if his/her answer book(s) is/are not traceable at the time of rechecking. In such cases, verification from original award list shall be deemed to be final.
- j. The Officer/ appointed by the Controller of Examinations in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate (as defined in 30(h) above) shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake, the Controller of Examinations shall take necessary steps to rectify it.

Any major dispute in the result will be examined by a committee to be constituted by Controller of Examinations with the approval of Vice Chancellor, the decision of which will be final. The result cannot be challenged in the court of law without first making a representation to the committee.



UHS Controller Examination



PRINCIPAL



Student

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **18.0 POLICY FOR STUDENT'S ACCESS TO ACADEMIC RECORD**

### **POLICY FOR STUDENTS' ACCESS TO ACADEMIC RECORD**

Students' access to the academic record is a crucial activity for intimating the critical outcomes of his/her efforts. Being an ethical and renowned institute in the area, the college has devised a policy for the students to be informed about their academic results like attendance, examination results, and disciplinary actions against any misconduct.

There are the following rules for the student's access to their academic record;

1. Record of the student who does not perform within the required criteria must be intimated first to improve his/her activities.
2. All the students are "informally" informed about his/her attendance, results of tests, stage, or any disciplinary irregularities in the academic record by the concerned departments.
3. The college record of the students who are not performing well regarding college attendance and poor examination results is regularly sent to parents by SMS/post/WhatsApp/phone call.
4. Computed low percentages and deficiencies of attendance records are displayed by every department on the notice board every month.
5. No student is allowed to have access to his/her attendance record by personal liaison or on individual basis.
6. However, college administration especially Department of Dental Education is extremely cooperative to show the student's college record to the parents/guardians who personally visit the college for information and advice for their loved son/daughter/dependent.
7. Result record of the students' tests and examination is regularly displayed on the college notice board after an appropriate period.

8. Authorized personnel will be provided exclusive access to the medical records of students, subject to authorization from the Principal or Vice-principal prior to obtaining such access.



THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN





## **19.0 FEEDBACK POLICY**

---

Feedback is essential for informing the development of the Institution's programs and shaping all areas of the students' current and future learning and broader experience. The Institute regularly solicits and promotes students' feedback. Our approach aims to create openness, responsiveness, and a sense of partnership.

The undergraduate medical curriculum requires periodic revision, for which feedback from students and faculty regarding assessment schedule, teaching environment, course content, etc. is required, and changes proposed by students and faculty should be taken into account.

The mission of the Dental Education Department is to promote excellence in the medical school's undergraduate medical education program through the identification and resolution of any issues that may arise in the teaching, learning, and evaluation processes.

The Dental Education Department is responsible for the oversight of academic standards and enhancement processes within the Medical institution, as well as the formulation of policy and practice pertaining to these procedures.

This policy is intended to serve as a set of rules for gathering student and teacher opinions in accordance with PMDC/UHS specifications. All BAMDC staff and students are required to follow this protocol.

### **PROCEDURE:**

The framework for student and faculty input as per policy is described as follows:

### **STUDENTS' FEEDBACK:**

There will be two surveys;

1. Students' feedback on the administration and faculty will be collected bi-annually.
  2. Student feedback on curriculum and assessment at the conclusion of each academic year.
- Responses will be collected via an evaluation questionnaire (Provided by UHS and adopted by BAMDC).



- Student feedback is useful while drawing up suitable plans for Faculty Development.
- The curriculum committee will evaluate the feedback form based on the needs of the students and faculty.
- The finalized document is presented for approval and validation to all the Departmental Heads, Academic Council.
- A UHS-approved form is created on google docs. by DDE and the link is shared with students at the end of the academic year for gathering data.
- Collected data will be analyzed by DDE.
- An analysis report is then disseminated to the curriculum committee for evaluation.
- The analysis report is then distributed to the curriculum committee for evolution.
- Any suggestions/recommendations/grievances given by students for a specific subject will be duly discussed with the respective head and curriculum committee member, and necessary changes in curriculum will be implemented.

#### **FACULTY FEEDBACK:**

- A feedback form is collected from the faculty for a course assessment questionnaire (provided by UHS and adopted by BAMDC), which teachers will be required to complete at the end of each academic year.
- The finalized document is presented to the Academic Council meeting for approval and validation.
- A UHS-approved form is created on google docs. by DDE and the link is shared with students at the end of the academic year for gathering data.
- Collected data will be analyzed by DDE.
- An analysis report will then be presented to the Evaluation Committee.
- Any suggestions/recommendations/grievances given by faculty for a specific subject will be duly discussed with the Vice Principal and Principal.
- The meeting minutes and actions will be disseminated to all stake holders.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **20.0 RESTRICTION ON POLITICAL ACTIVITIES**

---

### **Restriction on Political Activities:**

Faculty/students/other employees of Bakhtawar Amin Medical and Dental College (BAM&DC) must be very clear that involvement in activities, i.e. forming a political, ethnic, or linguistic association or joining it as a member is strictly forbidden and will be considered a disciplinary offense.

### **Guidelines for faculty members/students/other staff:**

These guidelines are intended to ensure that any political activity they pursue is done voluntarily and on their own resources and time.

1. Head of Departments are discouraged from having political discussions with subordinates/students/other staff.
2. When faculty/students/other staff members participate in political affairs in their private capacities, they shall make it clear that their views and actions are their own, and not made on behalf of the Bakhtawar Amin Medical and Dental College (BAM&DC). For instance, BAM&DC letterhead shall not be used to send out personal letters in connection with political activities.
3. Faculty/students/other staff is not authorized to take part in, subscribe in aid of or assist in any way, any political movement, they shall not indulge in any activity which is detrimental to the ideology or solidarity of Pakistan.
4. No funds or assets of the Bakhtawar Amin Medical and Dental College (BAM&DC) may be contributed to any political party or organization or individual who either holds public office or is a candidate for public office.
5. BAM&DC also prohibits the use of its facilities, telephones, computers, and fax or copy machines, for political campaigning or fund raising purposes.
6. In case of violation of this policy, appropriate disciplinary and/or other corrective action, up to and including termination, can be taken by Principal Office BAM&DC.



## **21.0 GRIEVANCE REDRESSAL PROCEDURE**

---

Bakhtawar Amin Medical and Dental College is having a formal grievance redressal procedure in place by which a grievance committee investigates and resolves all grievances promptly, treats all employees/students equally, and preserves confidentiality.

Employees (Medical/Dental or other staff)/students can file grievances for any of the following reasons:

- Workplace harassment
- Health and safety
- Co-worker/classmate behavior
- Senior or Head of Department behavior
- Adverse changes in employment conditions

However, employees/students must try to resolve less important issues informally before they resort to a formal grievance.

### **Guidelines:**

Employees/Students are encouraged to talk to each other to resolve their problems. When this isn't possible, employees must know how to file a grievance:

1. Communicate informally with their head of department. The Head of Department will try to resolve the problem. When employees/students want to complain about their head of department, they should first try to discuss the matter and resolve it between them. Heads of departments should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the Principal/MS through concerned HOD in a sealed confidential envelope.
2. If the grievance relates to a head of department behavior due to harassment employees should refer directly to the Principal/MS Office.



3. The Principal/MS office sends the matter to grievance committee that follows the procedure below:
- Ask employee/student to submit a grievance application
  - Talk with the employee/student to ensure the matter is understood completely
  - Provide the employee/student who faces allegations with a copy of the grievance
  - Organize mediation procedures (e.g. arranging a formal meeting)
  - Investigate the matter or ask the help of an investigator when needed
  - Keep employees informed throughout the process
  - Communicate the formal decision to all employees/students involved
  - Take action to ensure the formal decision is adhered to
  - Deal with appeals by gathering more information and investigating further
  - Keep accurate records

**THE PRINCIPAL**  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



## **22.0ELECTIVES POLICY**

It is highly appreciated when the students of college wish to take electives at other medical institutes as it helps them to compare themselves with students of other colleges and also to compare the working environment and training modalities of other places. Such opportunities build confidence and give an introduction to practical life for young undergrads. No doubt broadens the vision and helps to choose sub-specialty in the future. Further, it also encourages the student by improving his profile in the form of a letter of recommendation from the institute.

Bakhtawar Amin Medical College has a clear-cut policy for students to take clinical electives in the institute.

1. Maximum period of elective must not exceed one month.
2. Students can apply only to one PMDC-recognized medical institute.
3. It is only available to full-time students of sound academic standing.
4. The applicant shall apply for the electives at least three months before the intended time.
5. Application must have attested photocopies of the result cards and certificate of achievements in the institute.
6. The applicant must have passed his third professional examination at the time of application.
7. No objection certificate from the recipient institute must be attached to the application.
8. Once the schedule of an internship is notified it will not be changed.
9. A letter of recommendation from parents/guardian must be attached with the application.
10. It must be clear that no financial should be expected during the electives session.
11. Electives will be allowed only in SUMMER VACATION.

THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN



### **23.0 MEDICAL TREATMENT POLICY FOR STUDENTS AND EMPLOYEES**

- No hospital charges applied to employee's husband, wife and children and 50% discount on laboratory and radiology.
- Students will be provided free medical treatment procedure for services will be defined.

A handwritten signature in black ink, appearing to read 'M. W. Qasab'.

**THE PRINCIPAL  
COLLEGE OF DENTISTRY  
BAKHTAWAR AMIN MEDICAL & DENTAL  
COLLEGE, MULTAN**



## **24.0 RESEARCH POLICY**

### **Research Policy:**

A research committee has been constituted for this purpose. It takes care of all aspects of research and experimental development. The research committee further assigns responsibilities to the other departments as needed. Following are the key goals of the research committee.

#### **1) Ethical Standards:**

The primary responsibility for the selection and conduct of Research shall rest with the Researcher and to this end, he or she shall:

- a. Maintain the highest standards of honesty, integrity, and ethical behavior in all Research.
- b. Familiarize himself or herself with and abide by the Regulatory Framework and the regulations, policies, and guidelines of any Agency relevant to his or her research
- c. Not misrepresent his or her academic, professional or employment credentials or experience.

#### **2) Eligibility criteria:**

- a. The applicant must be a full-time faculty member or student of the college.
- b. Must be trained in Good Clinical Practices (GCP) in case of clinical trials.
- c. Preferably trained in research ethics.
- d. The applicant must have completed the elementary part of his / her post-graduation.
- e. The students who want to involve in research must have a good previous academic record and must have learned basic research methodology/Biostatistics (eg: in Community Medicine)
- f. The funds will be allocated for research purpose by the BOGs of the institute in the light of recommendations forwarded by Research Advisory Committee in the annual budget.

#### **3) Research methodology:**

- a. Selection of topic:
  - i. The topic must be relevant to human health and disease
  - ii. The idea should contain area of recent trend.
  - iii. The topic must be clear and well defined





- iv. It should be feasible and adoptable.
- v. It should not defy the college rules and the Constitution of Pakistan.
- vi. The subject must have approval from the Ethical Review committee of the college.
- b. Synopsis submission:
  - i. Time, finance, and logistics needed for the research process must be discussed with supervisor or departmental head, before submission of synopsis
  - ii. One author must have contact details as;
    - o E-mail address
    - o Full postal address
    - o Cell No
  - ii. All necessary files have been included in the Manuscript
    - o Include keywords
    - o All figures (include relevant captions)
    - o All tables (including titles, descriptions, and footnotes)
    - o Ensure all figure and table citations in the text match the files provided
    - o All references mentioned in the Reference List are cited in the text, and vice versa
    - o Permission has been obtained for use of copyrighted material from other sources (including the Internet)

#### **4) Library and Journals:**

- a. The researcher has complete access to library books and journals available in the college.
- b. Availability of new arrivals can be demanded on request.
- c. Subscription to new journals is property of the college library.

#### **5) Transport and funds:**

- a. No TA/DA is available to any student involved in research
- b. Availability of funds for post graduates can be approved by both Academic counsel and Research committee.

#### **6) Other facilities:**

- a. Round-the-clock electricity supply.
- b. Safe environment
- c. A computer with full access to the internet
- d. Photostat machine facility available



## **Guidelines for Researchers:**

### **General Guidelines:**

All research projects involving human subjects, whether as individuals or communities, including the use of tissue material undertaken by Bamdc faculty, staff, or students, wherever conducted, shall be reviewed by the Institutional Ethical Review Committee (ERC) before the study begins.

Some research that involves human subjects may be exempted from the regulations requiring ERC approval. Examples include educational research, testing, and survey procedures where no identifying information will be recorded that can link subjects to the data, and disclosure of the data could not reasonably place the subjects at risk of civil or criminal liability or be damaging to the subjects' financial standing, employability, or reputation. Such exemption would be conditional to:

- The informed consent is taken from the research subject.
- The information gathered is relevant/beneficial to the research subject and his/her community.
- The proposal includes plans for sharing study findings with the research subject/s and the relevant communities planned, as well as mechanisms for informing the research subject.
- Also exempted are the uses of existing data, documents, or specimens, where no identifying information will be recorded that can link subjects to the data. Examples:
  - Literature review and theoretical analysis: In such cases, the only Ethical Concern would be an acknowledgment of sources.
  - Analysis of data, documents, and specimens not linked to individual subjects.
- Evaluation studies of intervention programs/projects, especially by those who were partners in planning the intervention.
- All researchers must give the subject participants the option of sharing the results and specify how this will be done.



### Specific Guidelines for the Researchers:

1. Every medical research project involving human subjects should be preceded by a careful assessment of predictable risks and burdens in comparison with foreseeable benefits to the subject or to others.
2. The human subjects in your project must participate willingly, having been informed about the research. Please provide all information that is likely to affect the person irrespective of age, sex, or literacy level of the subjects. If the human subjects in your project are a part of a vulnerable population, such as prisoners, children, or the mentally handicapped then the researcher should clearly state why is it necessary to have such groups as their research subjects and how they plan to administer the informed consent.
3. Essentials of informed consent are:

*Comprehension:* The investigator must ensure that the informed consent is clearly comprehended subject/guardian

*Purpose* of the research must be clearly explained.

*Procedure:* In simple words, describe the procedure that the subjects would be expected to undergo. Identify any procedures that are experimental/ investigational/ non-therapeutic. Indicate the type and frequency of monitoring during and after the study.

*Length of time the subject is expected to participate:* If the subject's participation is expected to continue over a long period of time, please indicate that any new information that develops during the study and may affect the subjects' willingness to continue participation will be communicated to them. This would apply even when the intervention/investigation phase of the study has ended but monitoring continues.

*Benefits of the research must be shared with/communicated to:*

- a. Subjects
- b. Other study participants
- c. Society

In studies evaluating drugs or other products, the subjects should be advised as to the availability of the product after discontinuation of the study. Please indicate whether the drug would be available to the patients free of cost. If not, kindly specify the expected local cost.

*Financial Burden:* Please specify the financial burden to be incurred by the research subject while participating in the study.



*Explain all foreseeable risks or discomforts to the subjects*

Note: This not only includes physical injury, but also possible psychological, social, or economic harm, discomfort, or inconvenience. If the risk is unknown, state so...

*Treatment for adverse experiences:* Explain what therapeutic measures would be available to the subjects in case of adverse reactions or injury as a result of being a participant in the study. All research-related adverse reactions are the financial responsibility of the researchers.

*Confidentiality:* Describe the extent to which confidentiality of records identifying the subject will be maintained.

*Emergency Contact:* Person to contact for answers to questions, or in event of research-related injury or emergency.

*Voluntary Participation:* A statement that participation is voluntary and that refusal to participate will not result in any penalty or any loss of benefits that the person is otherwise entitled to receive.

*Consent Form:* The consent document must be clearly written and/or verbally explained so as to be understandable to subjects (local language wherever applicable). The language must be non-technical (comparable to the language in a newspaper or general circulation magazine), and scientific, technical, or medical terms must be plainly defined. It is the Principal Investigator's responsibility to ensure the quality of the consent procedure.

4. The researcher should submit to the committee, for review, information regarding funding, sponsors, institutional affiliations, potential conflicts of interest, and incentives for subjects.
5. Specify the cost of the management directly related to the study and indicate what portion of the cost would be incurred by the study participants.
6. The researcher should also declare any personal and institutional benefits (monetary or otherwise including travel) accrued through study participation.
7. Please also specify the benefits of the study to the funding agency or sponsors if any.
8.
  - a) Medical research involving human subjects should be conducted only by scientifically qualified persons and under the supervision of a clinically competent medical person.
  - b) Non-medical research should be conducted by suitably qualified persons.



9. The right of research subjects to safeguard their integrity must always be respected. Every precaution should be taken to respect the privacy and confidentiality of the patient's information. Minimize the impact of the study on the subject's physical, mental and social integrity.
10. In the conduct of research, the investigator must at all times respect the personality, rights, wishes, beliefs, consent, and freedom of the individual subject.

### **Application:**

- i. The researcher responsible for the ethical and scientific conduct of the research should submit a typed application for review of the ethics of the proposed biomedical research.
- ii. The deadline for submission of the application is 2 weeks prior to the next meeting.
- iii. Applications will be acknowledged and researchers shall be informed of the review date. The researchers shall also be communicated regarding the incompleteness of an application. This will obviously delay the review process.
- iv. The outcome of the review shall be communicated to the researchers within a week after the ERC meeting.
- v. In cases where the ERC requests supplementary information or changes to documents from the applicant, such information should be provided at least a week before the next meeting.
- vi. "Two hard copies of the ERC application form (see annexure) should be submitted in addition to electronic submission".
- vii. Two copies of the research protocol (clearly identified and dated), together with supporting documents and annexes. This should always include a description of the ethical considerations involved in the research.
- viii. Questionnaire (if applicable) intended for research participants should be included.

### **Approval Conditions:**

- i. Approval is given for a specified period. If the project takes longer than the specified period to complete, a request for an extension of the ethics clearance should be sought.  
.
- ii. Approval is given on condition that any alterations proposed to the approved

protocol are submitted to the Committee for approval prior to the alterations being affected

- iii. Approval is given on condition that a copy of the research project's final report is lodged with the Ethics Committee for its information.
- iv. Foster a constructive working relationship with your ERC contact person through polite and professional communication

### Study/Protocol Proposal Submission Form

*1. Institutional Review Board*

*2. Principal Investigator: [Name]*

*3. Institution: [Institution]*

*4. Study/Protocol*

*Title: [Title]*

*5. Co-Investigators and*

*affiliations: [Co-*

*Investigators]*

*[Affiliations]*

*6. Is this a multi-site study?*

*A multi-site study is generally a study that involves one or more institutions in which one site takes a lead role in the research study. (e.g., sharing data to support a research study)*

*Yes / No: [Answer]*

*7. Are there any collaborating institution(s)?*

*A collaborating institution is generally an institution that cooperates equally on a research endeavor with one or more institutions (e.g., each site conducts the research study at its agency).*

*Yes / No: [Answer]*

*8. Is there any funding for this study?*

*(Training Grant, Program Project Grant, Federally Sponsored Project, Industry Sponsored Clinical Trial).*

*Yes / No: [Answer]*

*9. Has a statistician been involved in the research design of the study?*



*Yes / No: [Answer]*

**1. BACKGROUND:** *[Enter study purpose]*

Purpose (Briefly describe the purpose of this protocol. Describe how the research will contribute to generalized knowledge)

- a) Study description [Problem Statement]*
- ii) Study hypothesis [Hypothesis]*
- iii) Study objective(s) [Objectives]*
- iv) Study primary and secondary outcomes [Enter primary/secondary outcomes]*

**2. METHODOLOGY:**

- v) Study design Type of Study (e.g. observational, double-blind randomized controlled trial)*
- vi) Inclusion / Exclusion Criteria [Enter Inclusion/Exclusion criteria]*
- vii) Ethical considerations Individual informed consent processes*
- viii) Sample size estimation (include factors considered in determining appropriate sample size)*
- ix) Data Management (Data collection, analysis, statistical software)*

**3. OUTCOME UTILIZATION:**

- x) Benefits (describe expected direct/indirect benefits to participants/investigators)*
- xi) What are the direct/indirect benefits and risks/costs of the study for those involved? [Answer]*
- xii) Additional Information- any pertinent information to highlight or simply refer to proposal. [Answer]*





## **25.0 Admission criteria**

*As per PMC*



## **26.0 Transfer Policy**

**As per PMC**



## 27.0 SCHOLARSHIP POLICY

**AS Per PMC**

The End