

Swat Medical College (STMC)

Student Affairs Section (SAS) Policies & Procedures Manual

Approval Record

	Designation	Signature	Date
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1. Introduction

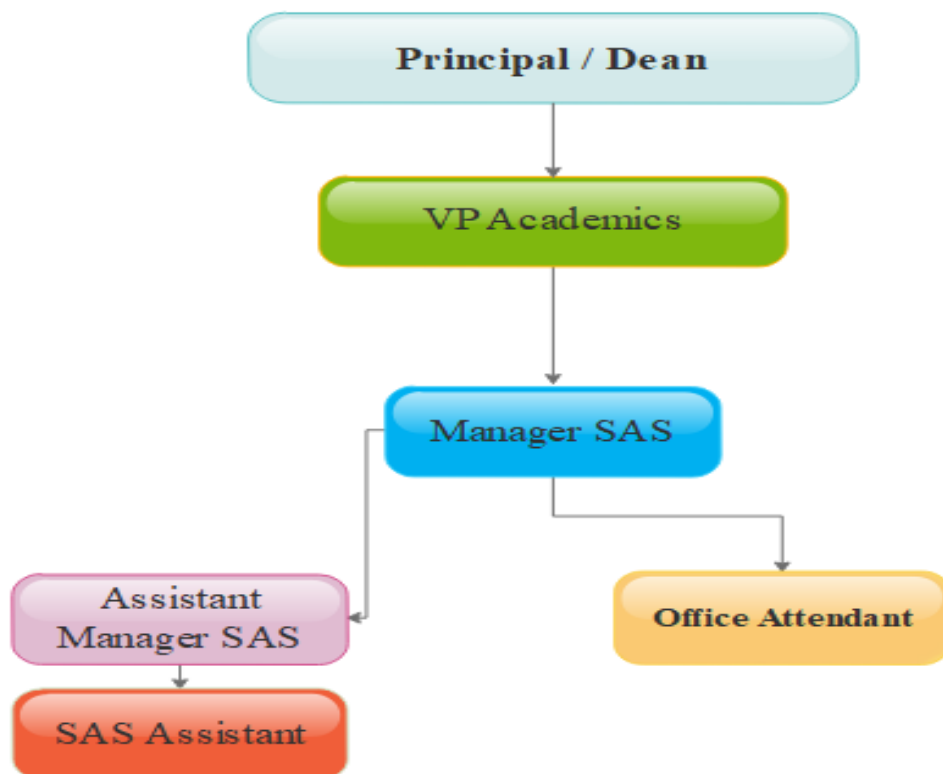
This Manual states the policies and procedures of Swat Medical College (STMC) regarding all matters related to students. It focuses on Management of existing processes and continued improvement in quality of health care education services through STMC.

To achieve national and global recognition as a standard medical institution empowering the youth with knowledge, skills, ethics and professionalism towards a bright future contributing in progress and prosperity of the country in the field of medicine and other health sciences. STMC has the responsibility to provide cost effective healthcare education to medical students. This life cycle includes the admission of new students, education, research and examination with the help of academic affairs and faculty.

2. Purpose and Scope

The purpose of this manual is to produce exceptional physicians who are committed to alleviate human ailments and are likely to become leaders in the field of medicine. The standards and commitment of STMC students shall be reflected through their utility in improving health care by implementing evidence based practice.

3. Departmental Structure



4. Definition, Abbreviation

Term	Description
HSSC	Higher Secondary School Certificate
SSC	Secondary School Certificate
ETEA	Educational Testing and Evaluation Agency
KMU	Khyber Medical University
IBCC	Inter Board Committee of Chairman
CE	Chief Executive

5. Authority

The overall authority for implementation and compliance of this manual lies with Principal /Dean.

6. Responsibilities

Principal/Dean shall be responsible for the overall function, execution of the policies and processes.

7. Policies and Procedures

7.1. Admissions and Student Affairs

7.1.1 Policy and Procedure

As per Supreme Court of Pakistan orders, admissions to all private medical colleges in Khyber Pakhtunkhwa are carried out by a centralized admissions committee at Khyber Medical University Peshawar. The merit list is prepared on the basis of marks obtained in SSC, F.SC and ETEA or equivalent and students are selected on the basis of merit cum choice. Swat Medical College will admit only those students who will be offered letter of admissions by the KMU. Upon admission the students will be registered with KMU and PM & DC.

1. Eligibility Criteria:

Academic Requirements for Eligibility:

- **For Candidates in Pakistan (Pakistani National):** Applicant must have passed HSSC (12 years education with pre-medical group) with at least 70% marks. Candidates who have given their O-Level/ A-Level exams, equivalency certificate from the Inter Board Committee of Chairman (IBCC) Islamabad or regional Office must be submitted with the application form.
- **For Candidates applying from overseas (Expatriate Pakistani/ Foreigners):** An Equivalency Certificate from Inter-Board Committee of Chairman (IBCC), Islamabad must be submitted along with the application form for academic studies.
- Candidates with qualifications other than those from the Board of intermediate and Secondary Education in Pakistan are eligible to apply without a pre-medical equivalence i.e. with biology, chemistry and mathematics (in lieu of physics). Such candidates will be required to produce an eligibility certificate from PM&DC in accordance with PM&DC rules in vague, available on their website (www.pmdc.org.pk)
- Achievement equivalent to a high school qualification in Pakistan; The equivalency certificate of such a candidate will not be accepted if he/she has not studied the subject of Physics, Biology and Chemistry in the eleventh and twelfth grades.
- Admission will be merit based. The merit includes Matric, F.Sc (pre-medical) examination/ equivalence result, Result of ETEA.
- The eligible applicants from all over Pakistan and foreign countries to apply for relevant categories (refer to Categories of Applicants).
- Incorrect information or suppression of facts in the application form shall entail refusal or cancellation of admission.
- Candidates selected for admission shall be required to complete the admission requirement within the prescribed period failing which right of admission will be given to the next applicant on the waiting list.
- No candidates will be considered to have been admitted unless he/she has paid all the fee and dues by the specified date.
- Failing to attend the classes for two consecutive weeks without genuine reason shall entail cancellation of admission.

- A student convicted of any criminal offence and/or having served a sentence in jail for the same will not be eligible for admission. Onus of responsibility of non declaration of such conviction shall lie with the applicant or the admitted student.
- The admission committee shall be the final authority to accord approval to the admissions and decide appeals by the contending candidates who could not be recommended for admission.

2. Application for Admission:

Applications for admission are accepted for the first year MBBS Class only through Khyber medical university .The admission process including final offer of admission to this college is issued by the university as per PMDC rules 2019. The students will report to the college upon receipt of this offer of admission.

3. Admission of Students:

- Admission of the students will be accorded after fulfillment of the following:

4. Medical Fitness:

- The candidates will undergo a general medical examination by STMC appointed medical board, which shall issue certificate of fitness.

5. Admission Fee Deposition:

- All students must pay their Admission fee within stipulated period, failing which right of admission will be given to next candidate on the waiting list.
- Once candidate deposit his/her fee in total in STMC bank account he/she will be considered as a bonafied MBBS student at Swat Medical College.

6. Student's Original Scholastic Documents Submission:

- All students will have to submit their original academic documents. Original documents of the selected candidates will be retained in the Student Affairs Section of Swat Medical College and will be returned upon leaving the institution or after completion of the course of MBBS.
- The documents shall include:
 - ✓ Secondary School Certificate(Matric)
 - ✓ Secondary School Certificate DMC
 - ✓ Higher Secondary School Certificate (FSc)
 - ✓ Higher Secondary School Certificate DMC
 - ✓ Entry test result card (ETEA or any HEC recognized university entrance test)
 - ✓ Copy of CNIC/ Form-B of applicant
 - ✓ Copy of CNIC of Father/ Guardian
 - ✓ Domicile Certificate
 - ✓ Character Certificate
- Any concealment, tempering or taking of the above documents shall impose expulsion of the candidate from the institution without any liability legal or financial along with forfeiture of fees.

7.2 Academic Administration

7.2.1 Policy

- Principal shall act as head of Institution. He/She shall delegate responsibilities to the vice principals and other functionaries. He/She shall be responsible to routine administration as well as conduct specific programs and projects. He/She shall report to the executive board and board of governors. He/She shall preside over the academic council.
- Vice principal shall be designated and shall assist the principal as per his/her assigned responsibilities.
- Academic council shall oversee the academic program and student discipline.
- All matters shall be directed to the STMC employees through the office of the principal. All matters initiated by the employees of the STMC shall be routed to the higher management through the office of the principal.

7.2.2 Procedure

1. Academic Departments:

Thirteen departments established on the basis of being examining subjects. Each head of department shall be responsible for academic and administrative matters within its own department. Interdepartmental coordination may take place through the mutual coordination or through the academic administration of the institution.

2. Faculty:

- Swat Medical College, faculty shall consist of Professors, Associate Professors, Assistant Professors, Senior Registrar, Senior lecturer duly registered as faculty by PM&DC.
- The Principal of Swat Medical College shall be the overall controlling officer of the Faculty of their respective department for academic assignments, attendance and departmental discipline.

3. Faculty Responsibilities:

- The rights and responsibilities of the Faculty shall be consistent with policies and procedures of Swat Medical College.
- The Faculty, through the leadership of the Principal and the administrative structure within College, shall be responsible for the educational affairs, including such fundamental areas as curriculum development, course instruction and methods of instruction, administering learning assignments, research, assess academic standards of students consistent with the academic structure.

4. Duties of Faculty:

- Faculty members shall endeavor to perform at the highest level of professional competence throughout the period of their appointment:
- All obligations of their appointment and all duties established by STMC, department and/other authority is to be met diligently.
- Professional activities to be conducted: Lectureships, training, consulting arrangements, research and other professional activities are to be conducted as extramural activities to impart the competence in the individual as a scholar,

- Clinical Practice: Faculty may engage in clinical practice only as clinical consultants of Swat Medical College and as per practice plans approved by the management under a contract.

5. Ethical Standards of the Faculty:

The Faculty shall subscribe to ethical values consistent with the highest levels of professional integrity. The Faculty shall be governed by the highest standards of academic and professional conduct. These standards include but are not limited to:

- Practicing and fostering honest academic and professional conduct;
- Encouraging free pursuit of learning;
- Acknowledging significant academic, scholarly and professional contributions from other colleagues and staff towards the professional achievements e.g. research papers;
- Respecting the free inquiry of individuals in the academic environment;
- Accepting a personal share of responsibility for institutional governance;
- Fully honoring the terms of appointments; and
- Avoiding exploitation, harassment or discriminatory treatment of individuals in the academic environment.

6. Privileges of the Faculty:

- The Faculty subscribes to principles of academic freedom. All members of the Faculty shall have freedom to teach and seek knowledge, shall have security of position after a reasonable period of probation, shall have income commensurate with professional attainments and shall have assurance of an explicit contract.
- In speaking or writing, the Faculty shall be true to indicate that they speak as individuals unless authorized to do otherwise. As scholars and educators however, faculty members ought to remember that the public may judge their profession and the institution by their public statements.
- The mission of Swat Medical College includes improving the human development; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse student-center medical college. A core value of the College is to vigorously pursue and widely share new knowledge and expand the understanding of existing knowledge. The faculty is encouraged to accomplish it.

7.3 Policy document and SOP for student's grievances and harassment.

7.3.1 STUDENT COMPLAINT POLICY

Swat Medical College only accepts complaints from formally enrolled medical students.

Students are encouraged to address their complaints with the individual involved, at the earliest possible time on an informal basis. However, in case of dissatisfaction from informal meeting, then a formal complaint should be filed.

According to the college Policy Manual, following is definition of informal and formal basis of complaint.

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

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

If issue falls under Professional Code of Conduct Violations, Student Maltreatment, Gender Misconduct and harassment the policy on these specific issues will take precedence.

All formal complaints must be submitted ONLY to the Office of the Principal of Swat Medical College.

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

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

- The complaint will be lodged in the Office of the Principal.
- Principal will forward the case to the Enquiry Committee for suitable investigation.
- The committee will perform with due diligence to investigate the complaint. Statements will be recorded and Minutes will be kept and logged.
- After all the findings have been compiled, a summary investigative report will be written and submitted to the Principal.
- The Principal will take action accordingly and if necessary refer case to Disciplinary Committee.
- A copy of all documents will remain on record in confidentiality in the Office of the Principal, STMC.

7.4 Maltreatment Policy And Procedure

INTRODUCTION

Swat Medical College is an institution rooted in the care of the whole person. We aim to ensure our graduates are recognized in their career not only by excellence in their field but also by humane qualities expected in a doctor. The key element is to give respect and receive respect.

The interaction between teachers, learners and administrative staff should emulate this founding principle. As such, STMC is committed to creating and sustaining an educational environment that fosters the values and virtues of:

- Mutual respect
- Trust
- Honesty
- Collegiality
- Compassion
- Accountability

Values such as these are essential for effective relationships between faculty, students, and administrative staff. The medical learning environment is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective, caring and compassionate health care. The development of these attitudes is based on the presence of mutual respect between teacher, learner and staff. Characteristics of this respect are the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

PURPOSE

The purpose of this policy is to outline behavior expectations that promote a positive learning environment for medical students with delineation of complaint/grievance procedures to address alleged violations without fear of retaliation.

The policy offers definition of maltreatment and unacceptable treatment of medical students, and describes procedures available to report incidents of maltreatment in a safe and effective manner.

DEFINITIONS

Maltreatment of students can occur in a number of forms and may seriously impair learning. Types include verbal, power, ethnic, physical and harassment, but are not limited to repeated instances or single egregious instances of:

- Verbally abusing, belittling, or actions that can reasonably be interpreted as demeaning or humiliating
- Unwarranted exclusion from reasonable learning opportunities
- Threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
 - Committing an act of physical abuse or violence of any kind such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space
- Unwelcomed comments, innuendos, or taunting remarks

Swat Medical College prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability, gender, or any other characteristic. All members of

the institution support this effort and will respond promptly and appropriately to any concerns that are brought to their attention.

PROCEDURE

Students who themselves experience or observe other students experiencing possible maltreatment are encouraged to discuss it with someone in a position to understand the context and address necessary action.

The individual considering filing a report of maltreatment should first, if possible, follow informal resolution option. However, if unable to resolve situation using informal mechanisms he/she should give a written description of the situation to the Office of the Principal.

An Anti-harassment *committee* has been constituted at swat medical college which also address the student's complaints on maltreatment. The committee will conduct necessary investigation and report to the Principal within 10 working days of receiving the complaint.

Medical Student requesting complete anonymity should be made aware that doing so may interfere with the College ability to investigate the concern and the ability to receive information about the follow-up investigation.

NO RETALIATION

Retaliation is strictly prohibited. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Office of the Principal. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion from college.

APPEALS

Students have the right to appeal to the Principal.

7.5 Gender Misconduct Policy and Procedure

PURPOSE

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

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

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

PROCEDURE: Reporting Guidelines

Reporting an Incident of Gender Misconduct

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

Other Reporting Options

In addition, to reporting misconduct to the College representatives, in some circumstances, there is a duty to report allegations of criminal conduct to law enforcement.

Confidentiality

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

- The seriousness of the alleged harassment
- The complainant's age
- Whether there have been other complaints about the same individual?

Investigation of Misconduct

Informal Resolution

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

Formal Student Conduct Action

Should informal resolution be inappropriate or unattainable, the matter will be referred to the anti-harassment Committee.

Standard of Evidence

The college/committee utilizes a standard of preponderance of the evidence when reviewing a complaint.

Disciplinary Sanctions

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

Notification

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

Support Resources

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

SANCTIONS

- Against Students
- Against Employees

Against Students: Disciplinary sanctions for student violations of this policy will be imposed in accordance with the Student Professional Code of Conduct. Sanctions may include expulsion from college.

Against Employees: Disciplinary sanctions for employee violations of this policy, which may range from a disciplinary warning to termination from the College, will be imposed in accordance with applicable College policies.

7.6 Policy for Electives

An Elective training is a unique opportunity for Medical Student to experience and learn in a place or field of specific interest. This training expands clinical knowledge and skill set of student and helps to become more confident and resourceful. It also build personal and professional network, sharpen language and communication skills.

- The students of Final Year MBBS are encouraged to do elective in any specialty during summer vacations.
- The students of Fourth Year MBBS can also apply for electives on a precondition that they will take permission from the Head of the Department of 4th Year MBBS.
- The student of Final Year MBBS class, who are facing difficulties or problems relating to the electives, will be provided guidance.
- Students can do elective in our Hospitals or other local, National and International institutions.
- Students will give application to the Principal for elective after recommendation from concerned HoD.
- After approval from the Principal, student will be given a letter of recommendation.
- After completing Elective Training, the student will submit his/her Feedback or Evaluation Report in Students Affairs Section.
- The Evaluation report will be included in their academic progress.

7.7 Rules for Student Conduct

General Rules governing the students during their stay in STMC are mentioned below. All students are advised to read them carefully and abide by instructions, orders, rules/regulations, ethics, moral code and college dress as envisaged in prospectus, college notifications, instructions issued by the Principal or on his behalf by the teaching staff, class proctors or class seniors (appointed by the college administration). Violation of these rules tantamount to serious breach of college discipline/orders. The case will be investigated by senior members of the staff and will be forwarded to the college **Disciplinary Committee** for further investigation and its recommendations will be forwarded to the Principal for further necessary action.

General Rules

- The students must display their identification cards at all time while in the college premises and hospital.
- All students must maintain the decorum of the college through decent and respectable behavior. Students are forbidden to sing, whistle, hoot, create noise, use abusive language, fight and indulge in any unseemly behavior or activity in the college premises at any time.
- No student is allowed to loiter and move aimlessly in and around college premises or waste his/her time in college cafeteria extensively.
- Students have to be present in time, at any specified activity of the college.
- Student's notices/ messages will only be displayed on the notice board placed by the college authorities with the approval of the Principal.

Moral and Ethics

The students must essentially display the highest moral and ethical standards at the college, hospital and hostels with conduct par excellence.

College and Government Property

The care and safety of all the property used by students will be ensured by themselves by preventing any willful damage, loss or theft. All damages in any form caused by the students due to their negligence or deliberate act shall be repaired at the expense of the student/ students responsible for the negligence. Walls, fixtures, furniture, models, specimens, charts, skeletons bones, audiovisual teaching aids, notice boards etc. shall not be defaced, mutilated or damaged in any way or form.

Dress Code

The wearing of prescribed uniform has peculiar importance in medical profession and all the students must take pride in their identity. Any student found improperly dressed will be marked absent for the whole day. A habitual defaulter in this regard will be dealt with appropriate disciplinary action.

Male Students

- White Shalwar Qameez
- Gray trousers and coat
- white shirt
- Maroon neck tie
- Dress/Casual shoes or joggers with Socks.

Female Students

- Maroon Qameez with white Shalwar
- Hijab, Abaya, Chaddar
- Shoes, Sandals & Joggers
- Duppatta/Scarf compulsory with all dresses

Attendance

As per requirements of KMU & PMDC, a minimum attendance of 75% is MANDATORY "individually" in each subject being taught in that year (in lectures / practical's / clinical sessions), in order to qualify for appearing in annual exam

This will be strictly enforced.

The margin of 25% of absence in lectures, practicals, tutorials, demonstrations and clinical wards is desired to cover absence only on account of sickness or any emergency if considered justifiable by the Principal.

Repeated absence from lectures, practicals, tutorials, demonstrations and hospital clinical wards, without any justified reasons, will make a student liable for punishment.

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

For leave or absence, the students must apply in writing and get it countersigned by all HODs before submitting at the Principal office. The reasons for his/her request should be clearly mentioned. In all cases, leave taken will be at the student's own risk as far as the percentage of the attendance is concerned; even the medical certificate will not condone for any deficiency in attendance.

Academic Performance Assessment

Attaining of 50% marks individually in each subject in Class tests / Module test / Mid term / Final term / Pre-Annual examination is MANDATORY. A student can be dropped from appearing in University Exam by the Principal on account of poor academic performance.

Class

Teachers and students maintain a highly professional interaction in the academic sessions which is a very distinct feature of the college, and the same has to be continued at all times.

Students should attend lectures, tutorials, seminars, practical, clinics and ward assignments, examinations and other scheduled courses, activities and assignments given by the faculty except for reasons acceptable to the college.

Students should obtain authorization before procuring, possessing, distributing or receiving any confidential material pertaining to academic tests, examinations, and research or laboratory results from any source.

Students must switch off their cell phones before they enter the lecture room, laboratory, library and wards. Punctuality regarding class/ ward timings and maintenance of proper discipline in the classrooms, practicals, demonstrations, tutorials and ward is mandatory.

Peaceful Environment

The maintenance of a safe and secure environment in the campus, hospital and hostels has immense importance in a professional institute. The college accords the highest priority to this vital aspect.

Correct Attitude & Behavior

The students are completely facilitated to devote themselves in their professional studies and expected to shun unwanted societal trends. The possession and use of weapons and substances of abuse, keeping of objectionable materials or pets and smoking etc are totally forbidden in the college, hospital and hostels.

Examination

Text books, notes and cellular phones are not allowed in the examination hall. Any student coming 10 minutes after the start of the paper will not be allowed to take examination. Professional Examination form will be processed only after the clearance from Accounts Department.

Use of Unfair Means in College Examinations

The unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise:

Students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test.

Asking another person to take an examination in his/her place.

Taking an examination for or in place of another student.

Stealing visual concepts, such as drawings, sketches, diagrams, presentation etc., and presenting them as one's own.

Stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized etc.

Any student involved in using unfair means / impersonation will be liable for disciplinary action which may be equivalent to expulsion / termination of all academic activities as per rules of Swat Medical College.

Politics and Religion

Political activities of all types are prohibited in the college and hostel premises. Involvement of the students in any sort of political, sectarian, ethnic and other such activities in campus, hospital and hostels is viewed with zero tolerance by the college administration. Undertaking to that effect will be obtained from the students and their parents.

No gathering and meeting of students will be allowed in the premises of college and hostels.

No student should address any conference including press conference, nor write to the press on a political or related subject or matter concerned directly with the administration of the college or any government or educational institution, university etc in Pakistan or abroad.

No religious ceremony likely to injure the feelings of other students/ boarders shall be performed in the hostel.

Law and Security

The laws of country and the common rules about security of information, men and materials regarding Armed Forces will be strictly followed by the students. The Administration of college will be apprising students on need basis.

Liaison with Parents / Guardians

Parents / guardians will be kept informed of the academic performance of the students on regular basis. However, ensuring correctness of correspondence address and contact details of parents is the responsibility of students / parents / guardians.

Hostel Discipline

Our excellent hostel buildings equipped with the modern facilities have been recently constructed to ensure a student-friendly environment with comfortable living standards. The boarders are expected to enjoy their stay without any distraction and disturbance. Hostel wardens facilitate maintenance of a congenial environment in a disciplined manner.

Hostel Rules

Every student shall be in his/ her room at 09:00 p.m. in the summer and in the winter except those who are on official duty in hospital. These timings are subject to change if so required by the administration.

Boarders are prohibited from leaving the hostel after the above mentioned time.

Any boarder, who wishes to stay out after this time, shall take prior permission from the warden. Late comers in the hostel will first report to the warden of their hostel before proceeding to their rooms.

Students must keep their rooms in hostel neat, clean and tidy.

College is not responsible for loss of any property, valuables and jewelry etc. of the boarders.

No females are allowed to visit or stay in boys hostel and vice versa.

Parents of female students will provide photograph and photocopy of National Identity cards of three visitors nominated by them to the college authorities who are authorized to visit their daughter at hostel.

In dealing with any breach of discipline / infringement of rules and regulations mentioned above, the Principal may decide to order appropriate penalty including apology (verbal or written), fine, temporary suspension from the college, removal from the hostel or after due concurrence of College Discipline Committee/ Academic Council expulsion from the college and rustication.

Use of unauthorized electrical items like electric heaters / blowers, electric kettle, microwave / electric oven / electric iron can result in short circuiting, hence is strictly forbidden to be used in hostel rooms.

Parents/ guardians are expected to cooperate with the authorities of the college by prevailing upon and motivating their children/ward not to take part in any antisocial activities.

Note: Infringement of these rules is a serious offence.

Disciplinary Committee

The college Disciplinary Committee keeps effective watch over maintenance of discipline and enforces these rules in routine daily matters. A team nominated by the Principal, will comprise the committee. In cases of any breach of discipline, the decision taken by the Principal will be final and cannot be challenged. The committee will meet on quarterly / required basis.

Disciplinary Actions

Various disciplinary actions taken by the committee according to the nature and degree of violation of rules by the students after deliberations of the committee can be as under:-

Minor punishments

- A warning in writing
- A fine of rupees 100/- for absence from one class/ practical/ test
- A fine of rupees 500/- for remaining absent from college for single day
- A fine of rupees 1000/- for not appearing in the test
- A fine of rupees 3000-5000/- for other offence(s)

Major punishments

The following major penalties shall be imposed on the recommendations of the Discipline Committee:-

- Fine which may amount upto Rs.10,000/-
- Suspension or rustication from the hostel/ college for 2-3 months
- Expulsion from the college
- Non conferment of degree/ transcript

7.8 Medical Education and Examination

7.8.1 Policy

- Department of Medical Education shall have:
 - Instructional unit
 - Examination unit
 - Curriculum development unit.
- All these shall coordinate with each other as and when required.
- All three shall be under the authority of Director Medical Education (DME) and in pursuit of the directions of curriculum committee and eventually under the command of Principal of STMC.
- All the curricular activities follow the guidelines provided by the PM&DC and KMU.
- The instruction method and assessment techniques shall be designed by the involvement of faculty and as approved by the academic administration of the institution.

7.8.2 Procedure

1. Responsibilities of Department:

- Planning of all prescribed curricular activities pertaining to syllabus, Courses of Studies (modules), time tables, Instructional strategies, instructional designs (e.g. lesson plans), Assessments, Monitoring of the instruction and evaluation, examination system, Question bank Repositories, administration of the question papers.
- Planning of the desired educational activities other than prescribed curriculum.
- Development of the teaching learning strategies and methods.
- Capacity building of the Faculty and administrative staff relevant to the education.
- Providing Guidance and counseling in the field of medical education.

2. Protocol for development of the Instructional material:

- Yearly program provisions i.e. modules and schedule is prepared by the DME and faculty as per KMU and PM&DC requirement. It is communicated to the faculty and office of Medical education.
- The lesson are planned in advance and submitted to the Medical education department.
- These lesson plans are reviewed and maintained in the form of repositories by Medical Education department.
- Repositories contain folders for each module and weeks in that module, where all the reviewed and checked lesson plans are stored.
- The evaluation tests prepared by the teachers have separate repositories.
- A question bank to these tests is also maintained for the checking and assessment process.
- All these repositories are updated from time to time.

3. Protocol for SMC Assessment of Students:

• Written Assessment:

According to STMC policy there are five stages to evaluate a student in an academic year. They are as follows. The policy may vary subject to new strategies adopted.

- End of Lesson Assessment (EOLA)
- End of Week Evaluation (EOWE) or Mid Modular Assessment (MMA)
- End of Module Assessment (EOMA)
- End of Term Assessment
- End of the year University Examination (Annual and Supplementary)

• Daily assessment:

- At the end of every lesson an Assessment in the form of a test shall be sorted.
- Nature of questions shall be free style, forced response, multiple choice questions.
- Lesson evaluation papers shall be made by faculty and submitted to medical education department, preferably at the time of lesson plan submission.
- Medical Education Department shall finalize Lesson Evaluation Paper and is printed in required quantity.
- Papers shall then be handed over to student affairs department where these shall be distributed to the students.
- Papers shall be collected and submitted by invigilators to the exam department, for checking and to be duly marked.
- The marked papers shall be electronically entered in their grid by exam department.
- Final result shall be generated by exam department, where soft and hard copies shall be maintained for future reference.
- Hard copy of final result shall be sent to Student Affairs Section where it is distributed among students. Whereas soft copy shall also be send to each student through e-mail by exam department.
- One copy of result, both soft and hard shall also be sent to respective departments.

• Weekly Evaluation or Mid Modular Evaluation:

- Nature of the questions is MCQs, forced response and structured short answer.
- Questions shall be prepared by the faculty of each subject and are collected by Medical Education department.
- Medical Education Department shall finalize the said End of the Week Paper and print in required quantity.
- Papers shall be then handed over to Student Affairs department for distribution to the respective departments.
- Filled papers shall be collected and submitted to their respective departments and checked by the faculty.

- Checked papers shall be sent to the Exams department where the Marks shall be recounted and entered in the grid by the exam department.
- At the end of the week, a result shall be prepared by the exam department, which shall be provided to students and faculty in printed form and is also sent through e-mail individually.
- **End of Module Test:**
 - End of the Module test shall be conducted according to KMU examination format.
 - As per exam schedule there shall be one hour written paper for each subject followed by two hours practical and viva per day.
 - Nature of questions shall be MCQs and Short structured essays type.
 - Papers shall be prepared by respective faculty and are then send to Medical Education Department for finalizing, design and approval.
 - These papers shall be printed in required quantity by the Medical Education Department and sent to Student Affairs for distribution to invigilators on its respective days and time.
 - These papers shall be collected by the respective invigilators and handed over to their departments, where they are checked and marked by the faculty.
 - Award list shall be sent to Exam department, where the marks are entered into the system and each student shall be individually assessed.
 - Final result shall be prepared by Exam Department, where hard and soft copy shall be saved for future references.
 - A copy (soft and hard) shall be send to each respective department.
 - Students are informed about their End of the Module result through Result Card, a copy of which shall also be saved in their personal file by Student Affairs.
- **End of Term Exam:**

As per KMU format, a Pre-Prof Exam shall be conducted before the university examination modified as per requirements of university evaluation policy.
- **Notifications:**
 - Academic assignments shall be communicated to the students and faculty by medical education department through internal office memorandum (IOM), result cards as deemed fit.
 - Students shall also be notified about their classes and exams on regular basis. Electronically, through Notice board Bills and through individual communications.
- **Share Point**

All prescribed info on curriculum and instruction etc. shall be put on the SharePoint and access to the level of faculty and students be provided.

7.9 Library Services

7.9.1 Policy

Library Collection development shall be the responsibility of the Librarian with collaboration of Library Committee who shall accept recommendations for purchase of materials from students and faculty. Decisions are based on the collection development policy.

7.9.2 Procedure

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the SMC community. It directly relates the collection to the library's goals and objectives, and defines the scope and standards of the various collections.

As the community changes, the library shall need to be reassessed and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy shall be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Library Committee:

- Chairman (Senior Faculty Member)
- Member (Faculty Member)
- Secretary (Librarian)

1. Responsibility for Selection:

The responsibility for the selection of materials is delegated to Librarian with close collaboration of Library Committee of STMC and subject to its policies and regulations.

2. Criteria for Selection:

The following criteria shall be used as a guide in selection:

- Contribution to the curriculum, educational and research goals of the college.
- Requests and recommendations from Faculty and students.
- Relevance to the interests of the students.
- Favorable reviews found in reputable review sources.
- Reputation of the author, producer and publisher.
- Contribution and representative viewpoints of controversial issues.
- Appropriateness of format and appearance for intended use.
- Degree of potential user appeal and value commensurate with cost.
- Quality, durability, and variety of format.

3. Patron Recommendation for Purchase:

Patrons should fill out the "Recommendation for Purchase" form located in the "Holds" book at the circulation desk and Library Website.

A set criterion shall be used by the Librarian in evaluating a request for purchase:

- In general, is it appropriate for a medical college?

- Is the level of difficulty appropriate for the students we serve?
- Does it have a place in the curriculum and the courses taught here?
- Do we already have the book? Do we need additional copies?

4. Acquisitions Process:

- After the request has been approved, the book shall be ordered and acquired with collaboration of Administration Department.
- There is usually an interval of two to three months from the time the item is ordered to the time it's available for checkout.
- When the items arrive, the person suggesting the item for purchase shall be given the opportunity to check the item before it is released for general circulation.

5. Cataloging:

- Materials arrive at SMC library for general circulation after cataloging and processing by the technical section of the library. Items arriving directly at the college without first going through the cataloging process shall be cataloged in accordance with the standards set forth.
- If a patron complains about an item in the collection, they shall be referred to the librarian. If after talking to the librarian, they still wish to proceed with a request for reconsideration, they shall be given a "Request for Reconsideration of Materials".

6. Collection Renewal (Weeding):

The library's collection shall continually be evaluated in accordance with curriculum changes, new materials formats, interests and needs of users, and changing instructional methods. Weeding is essential to maintain a relevant and attractive collection. Proper Approval for weeding is acquired from Principal & Dean or Library Committee.

Materials shall be removed from the collection when items:

- Are no longer needed to support the curriculum or student or faculty interests
- Are superseded by more current information
- Are in poor physical condition
- Contain obsolete subject matter
- Contain inaccurate information
- Have low circulation statistics

The collection renewal process shall be continuous according to a long-range plan that provides for complete collection evaluation over a three-year period. Expertise from college curriculum committee members shall be used in evaluating the collection. Appropriate measures shall be taken to dispose of discarded materials.

7. Student Checkout Period:

- Books in the circulating collection may be checked out by students for 14 days (two weeks) and may be renewed for additional 14 day periods. Books must be presented in order to be renewed. Books withhold are not renewable.
- Books in the reference collection may be checked out overnight when approved by the library staff.

- Registered users must produce valid membership cards when borrowing materials.
- Borrowing must be done in person at the library circulation desk.
- A borrower who fails to return a book on time shall become liable to a fine. For books from the regular lending collection, borrowing privileges shall be suspended until all fines are fully paid.
- Books not returned within 90 days of their due date shall be treated as lost and redeemed.
- Books may be renewed in person at the circulation desk, provided they are not required by another user.
- Any lost material shall be billed at the cost of a new edition plus a 10 per cent processing fee.
- The library staff may recall, or withhold the circulation of a book in the library at any time if required for special purposes.
- If patron is unable to find any material, library staff shall be contacted.
- Patrons may check out a limited number of books. Popular items (as determined by the librarian) may be restricted.

8. Borrowing by Faculty, staff and others:

- Checkout procedures for Faculty and staff shall be the same as for students with the exception of the checkout period and the suspension of borrowing privileges.
- Faculty may request books on specific topics for use in their classrooms during units of study.
- These books shall be pulled by the librarian, checked out to the Faculty, and placed on a cart to be picked up at the library by the Faculty.
- Faculty must give the librarian sufficient notice for her/him to be able to thoughtfully choose appropriate materials for the unit of study.
- A minimum of three days notice is needed.
- Faculty shall be responsible for all books on the cart and is encouraged to keep the books in their departmental libraries or personal custody.

9. Checkout Procedure:

Patrons may check out at the main circulation desk at the entrance of the library if it is manned by the library staff.

10. Issuance of Library cards:

- Student new library cards are kept at the circulation desk in alphabetical order for distribution.
- The library staff shall create a new card for each student during the first week of college. New students arriving at the college after the first week shall be added as they arrive.
- Notice of new student arrivals may come from the Students Affairs department or from the student themselves as they arrive at the circulation desk to checkout materials.

11. Patron Privacy and Confidentiality:

The patron's records shall be kept private and confidential.

12. Lost and Damaged Materials:

- Patrons should report damage to library materials upon checkout or as soon as they notice the damage. This shall allow the library assistant the chance to get the book repaired and prevent the patron from being charged for the damage upon the return of the book.
- Patrons shall be charged for replacement cost for books damaged beyond repair. If the patron still wishes to check out material identified as damaged, a note indicating that the item was damaged and needs to be repaired upon its return shall be entered and the patron shall be asked to remind the library staff that the book needs repair when they return the book.
- The total cost for each lost or damaged item shall be the replacement cost of the item plus 10% processing fee upon payment, a receipt shall be given to the patron.
- If a book is found and returned within 10 days, the patron shall be refunded the price of the book.
- Overdue Notices Procedure:

Overdue notices shall be run weekly on Monday morning by the librarian. Once they are printed, they shall be placed on notice board or a reminder email by staff.

13. Patron Holds:

When an item arrives that is on hold for a patron, the library staff shall immediately notify the student by email. They shall then notify the student that their hold is awaiting them at the circulation desk.

14. Reference Service:

Assisting the users is a primary objective of the library staff. A good public service attitude includes approachability, awareness, sensitivity, courtesy, and a positive frame of mind.

15. Attitude:

Staff approachability should be apparent so that the patron feels comfortable in seeking assistance. Staff should appear earnest, cheerful, and professional.

16. Responsibility for Providing Reference Services:

The responsibility for the quality of reference and information service resides with the librarian.

17. Time Spent with Patron:

Ten minutes is a reasonable amount of time to spend with one person. Three to five minutes is appropriate when others are waiting. Additional time may be spent with users who have special difficulties in using library resources. [Examples: visually impaired, or the student has some disability].

18. Instruction and Answering Questions:

As a college library, it is important that library staff assist students in becoming effective independent users of information resources. Therefore, it is important that library staff teach the student how to find information for them.

19. Directing and Accompanying to the Shelf:

Whenever possible, staff should accompany patrons to the stacks when directional assistance is requested. If, due to a busy situation, patrons must be directed to the shelves, they should be encouraged to return to the library staff for additional help if it is needed.

20. Circulation of Reference Materials:

Reference materials do not circulate. Exceptions may be made on rare occasions when there are extenuating circumstances. The permission of the librarian is required and the loan period is limited to one day. Reference materials for which there is a heavy demand shall not be circulated under any circumstances.

21. Circulation of Multimedia Materials:

Multimedia materials are available for facilitating the use of alternative formats in the classroom. The library houses all materials that are not traditional print materials in the library AV storage room or on the Audio Book shelf. Videocassettes, DVDs, and Audio CDs are available on a circulating basis to faculty and staff only. Audio books are located on the Audio Book shelf in Electronic library section and are available on a circulating basis to all patrons.

22. Approved Videos:

STMC library follows STMC regulations regarding approved videos. Items owned by the library which are on the SMC selection committee approved list.

23. Formats Available and Circulation Schedule:

The STMC library has five formats available as follows:

Format	Circulation Period	Renewal	Lost / damaged Fees
Videos	7 Day Loan (to faculty only)	No Renewals	Replacement cost
DVD	7 Day Loan (to faculty only)	No Renewals	Replacement cost
CDs	7 Day Loan (to faculty only)	No Renewals	Replacement cost
Audiocassettes	10 Day Loan	No Renewals	Replacement cost
Audio books	7 Day Loan	No Renewals	Replacement cost

24. Electronic Media Library:

- The Electronic Library section at the SMC central library has an extensive collection. All their videos are SMC approved.
- Faculty may search for videos in the electronic media library collection by using the SMC library catalog and library Webpage on the Swat Medical College Website.

25. Patron Rules of Circulation of Multimedia Materials:

- Faculty and staff may check out an unlimited number of videos, DVDs, or audio CDs. Students may not check out videos, DVDs, or audio CDs. All patrons may check out one Audiocassette or Audio Book at a time.
- Fees for a lost or damaged item are the replacement cost of the item. If any single part of an item is missing (one CD out of 12 in an audio book, for instance), the full replacement cost of the item shall be charged.
- Each item shall be checked upon return to verify no damage has been done to the item and that all parts are there. Any damage or loss of parts shall incur the full replacement

cost to the last borrower to have the item. Faculty and staff shall be charged the same replacement costs for missing or damaged Audio Books that are charged to the students—that is the full replacement cost of the item.

26. EV Equipments:

- EV equipment is available to faculty and staff use in the classroom on a daily, college year, or permanent basis.
- Equipment available for daily checkout (must be returned at the end of the college day).

27. Digital Still Camera:

Digital Video Camcorder (film can be transferred to DVD for Faculty).

28. Equipments available for use (upon request):

- DVD Player
- Overhead projector
- VCR
- Television
- LCD projector (checked out to team leaders or department chairs).
- Tape player/recorder
- Tape player/CD player combination unit (limited number, first come-first serve basis)

29. Breakage of Equipment:

- Faculty should report broken equipment to Librarian as soon as possible.
- Any will full breakage shall be liable to charge from the user.
- A work order shall be entered requesting repair from IT Department.

30. Library Timings and Scheduling:

The library shall be open daily from 8:00am to 04:00pm.

31. Open Library Policy:

The STMC library follows an “open library” policy which means that the library is never closed during college hours except for extenuating circumstances.

32. Access to Electronic Library and Learning Resources Center:

- The computer lab is open whenever the library is open for individual student research.
- Access to e-library & learning resource center is only possible through login and password to authorized users.
- This login and password could be obtained from the library staff after registration of patron.

33. Inter-Library Loan (ILL):

- An inter-library loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.
- Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users.

- Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development.
- Under the terms of this policy, it is permissible to request on interlibrary loan from this library for any type of library material. This library shall decide in each case whether a particular item can be provided.
- Central library shall not ordinarily lend the following type of materials:
 - ✓ Rare or valuable material.
 - ✓ Bulky or fragile items that is difficult to ship.
 - ✓ Material in high demand at the lending library.
 - ✓ Material with local circulation restrictions.
 - ✓ Unique material that would be difficult or impossible to replace.
- In specific situations the librarian follows these procedures:
 - ✓ Gift items are judged by our selection standards, and are accepted or rejected by these standards.
 - ✓ Multiple copies of much in demand and outstanding titles are purchased on an as needed basis.
 - ✓ Worn or missing items are replaced as needed.
 - ✓ Obsolete materials are periodically withdrawn from the collection.
 - ✓ Sets and subscription books are examined carefully, and are purchased to fulfill a definite need.

34. Book Fairs:

- Central library shall arrange at least two book fairs to be held at collage each year.
- The fall book fair is run by the library staff and the profit from the book fair goes towards the needs of the library as decided on an annual basis by the Library Committee.
- One of the items that shall always be funded by book fair profits is the upkeep and maintenance of the copiers in the library.
- Other uses may vary from year to year.

35. Library Rules and Expectations for Patron Behavior:

- **Discipline in the Library**
 - ✓ An issue material taken out of the library must be issued by the library staff at the circulation desk. Any attempt to exit the library with material that has not been issued shall be considered as attempted theft. Please ensure that you properly check out any books taken out of the library's premises.
 - ✓ Any attempt to cut, rip or remove pages or sections of library books shall be considered as mutilation of library material. The borrower shall be held responsible for the damage. Incidents of theft or mutilation shall be reported to authorities. All cases shall be dealt in accordance with the college's disciplinary rules. Penalties can range from fines to expulsion of students.
 - ✓ If requested by the library staff, users should submit any book or personal material for inspection. All books must be shown to the staff at the library exit for verification.

- ✓ Any verbal or physical abuse against the library staff shall be reported to authorities.
- ✓ Complete silence should be observed in the library public areas, except for brief and subdued talk with the library staff at library counters.
- ✓ Eating and drinking are strictly prohibited in the library.
- ✓ Phones, pagers or watch alarms should be switched to silent mode before entering the library.
- ✓ Personal belongings should be left outside the library at the risk and responsibility of the owner. The library disclaims any liability for loss or damage.
- ✓ The library follows international copyright laws. Complete books or journal issues cannot be photocopied.
- ✓ Only library materials shall be photocopied at a rate of a maximum of 30 pages at a time per patron. Personal notes and documents cannot be photocopies.

- **Food and Drink**

- ✓ Food and drink is not allowed anywhere in the library. This means no water, soda, coffee, food, candy, seeds, or refreshments of any sort. Consistent enforcement of this rule insures fair application of the rule.
- ✓ Occasionally, persons involved with community groups or faculty and staff meetings may request that refreshments be served in the library boardroom and committee room. Those individuals must request permission from the librarian and, once granted, must agree to pick up after the meeting, insuring that no crumbs, trash, or spills are left behind for the library staff to deal with. Failure to pick up properly shall result in that group being refused permission to serve refreshments at future meetings.

- **Mobile Phone**

The STMC library follows the Swat Medical College policy regarding cell phone use. It is library policy that mobile phones shall not be on ringer and cannot under any circumstance attend the call inside the library premises.

- **Talking**

Quiet talking and group collaboration is allowed in the library. Loud socializing is not allowed and students engaged in such behavior shall be directed to leave the library.

36. Library Automation:

Automation is the process of computerizing different functions of the library.

Area of Automation & its Scope:

- **Acquisition System**

Automation of the acquisition process i.e., ordering, receiving, claiming material from vendors / suppliers and also cancellations of library material at the time of order for purchase. Used to maintain statistics, and in some cases manage accounting activities.

- **Cataloging System**

- ✓ Creation, Storage, Retrieval and Management of bibliographic records and / or indexes.

- ✓ Defines the record in a specific format used in the database and provides for authority control (author, subject headings etc.)
- ✓ Usually there are two different interfaces for search and retrieval of the electronic catalog;
- ✓ For catalogers: that allows them to maintain the library database (main cataloging module),
- ✓ For users: that allows them to search and display the results on (OPAC)

- **Circulation System**

- ✓ Handles circulation activities such as: lending, return, renewal, place on hold, and reservation etc.
- ✓ Manage library material - circulation type, location and status. Patron database - patron type, profiles, privileges. and other transactions such as computation and payment of overdue fines, lost books, etc.

- **Serial Control System**

Serial control refers to accession, online list of journals etc.

37. Recommendations for Library Purchases:

- Books or Journals Faculty, students, and staff are encouraged to recommend titles for purchase by completing the form available on Web.
- Purchase recommendations shall be evaluated in terms of:
 - ✓ their appropriateness to the instructional and research programs of the Health Sciences campus and:
 - ✓ Availability of funds.

7.10 Department of Medical Research (DMR)

7.10.1 Policy

Department of Medical Research shall facilitate following areas:

- Developing a research culture
- Undergraduate research programs
- Faculty research programs
- Postgraduate research
- Collaborative research programs
- Development of a medical research center
- Post graduate programs (i.e., M.Phil. / Ph.D.) Development in collaboration with respective discipline.

7.10.2 Procedure

An outline of procedures to be followed for each policy item is stated below:

1. Developing a research culture:
 - a. Providing awareness of medical research (meetings, lectures, presentations, journal clubs);
 - i. Undergraduate
 - ii. Postgraduate
 - b. Conducting workshops, seminars and conferences;
 - c. Consultation on research proposals;
 - d. Consultation on research publications.
2. Undergraduate research programs
 - a. Initiating Undergraduate research teaching and training;
 - b. Follow up on student research teaching/training in subsequent MBBS years;
 - c. Undergraduate research projects.
3. Faculty research programs
 - a. Utilizing existing database of STMC for research publications;
 - b. Identifying current research topics of national/international importance;
 - c. Providing facilitation to TMOs;
 - d. Involving STMC faculty in ongoing research projects.
4. Postgraduate research
 - a. Making a database of qualified postgraduate researchers;
 - b. Developing research projects with PG researchers;
 - c. Identifying sources of funding for projects;
 - d. Providing training in specific high-level research.
5. Collaborative research programs
 - a. Developing links with other research bodies at local, provincial, national & international levels
 - b. Developing resources for research collaboration;
 - c. Developing collaborative programs for researchers.

6. Development of a medical research center
 - a. Phase wise development of a full-fledged medical research center;
 - b. Developing research departments in all medical disciplines in the center;
 - c. Developing disease-oriented research disciplines in the center;
 - d. Developing a training program for medical research in the center.
 - e. in the long term, Development of a publication cell to aiming for publishing a standard quality medical journal recognized by PMDC and HEC.

7.11 Quality Enhancement Cell

7.11.1 Policy

Quality Assurance of STMC education should be planned and review systematically to determine whether or not acceptable standards of education, scholarship and infrastructure are being met, maintained and enhanced. It should be used as an instrument designed to add value to STMC education by encouraging high quality.

Quality Enhancement Cell should plan and implement activities as per Quality Assurance Guidelines given by Higher Education Commission Pakistan and Pm & DC.

7.11.2 Procedure

An outline of QA Process to be followed for area stated below:

1. Academic Standards:

- **Intended Learning Outcomes (ILO):** The Intended Learning Outcomes (ILOs) are the knowledge, understanding and skills which the STMC intends for its programmes that are integrated into mission statement and developed to reflect the use of external reference standards at appropriate level. The ILOs need to be satisfied while reporting through self assessment for external assessment of Quality Assurance.
- **Curricula:** The curricula for the programme facilitate realization of the known intended learning outcomes. The quality of curricula plays important role in defining the quality of teaching and learning outcomes. Thus, QECs shall be responsible to integrate the quality procedures in developing and improving the quality of curricula with consistency to respond to new developments in research and teaching.
- **Student Assessment:** Student Assessment is comprised of a set of processes, including examinations and other activities conducted by the institution to measure the achievement of the intended learning outcomes of a course/ programme. Student Assessments also provide the means by which students are ranked according to their achievements. It needs to be confirmed that students are well informed on the criteria by which they are assessed and given appropriate structured feedback that supports their continuing learning. Student feedback is helpful in revising/improving the current standards to certain level of improvement.
- **Student Achievement:** The quality assurance system of universities and higher education institutions should be in place effectively to assure that levels of students' achievements are maintained with due consideration to the use of external reference points, moderation and evaluation of achievement.

2. Quality of Learning Opportunity:

The quality of learning opportunities at STMC may be evaluated against following reflective indicators that need to be satisfied to meet the global standards:

- **Teaching and Learning:** There are effective teaching and learning systems, informed by a shared, strategic view of learning and the selection of appropriate teaching methods; and due attention is paid to the facilitation of independent learning.
- **Student Support:** Academic and general support to facilitate students in dealing with possible academic problems ensures that they can make progress satisfactorily through their programme and are informed about their progress.

- **Learning Resources:** It is to be ensured that:
 - i. The facilities at institution for learning are appropriate, adequate and used effectively.
 - ii. The institution staff of all kinds namely; academic, support, technical and administrative is adequate and meets the requirements of academic standards and strategies for learning and teaching.
 - iii. The staff of the institution is competent to effectively teach, facilitate learning, and maintains a scholarly approach to teaching and to discipline.
- 3. **Research and other Scholarly Activities:**

Quality Enhancement Cells will be responsible to assure that the system to organize research and other scholarly activities related to the teaching and supervision of students is relevant to the mission of respective institution. A few of the research and other scholarly activities of the universities and other higher education institutions are enlisted below as potential areas that need to be focused by Quality Enhancement Cells:

 - Effectiveness of plans and the scale of activity
 - Distinguishing features
 - How the activities relate to other academic activities in SMC.
- 4. **Quality Management and Enhancement:**

The effectiveness of quality management and enhancement systems in practice at STMC must focus on the following areas:

 - **Governance and Leadership:** Governance, management and quality assurance systems should be sufficient to manage existing academic activities and respond to development and change.
 - **Academic Leadership:** The academic leadership in the institution provides strong and sustainable basis for academic activities to grow in an environment conducive to learning.
 - **Self-Evaluation:** Self-Evaluation, internal reporting and improvement plans should be open, transparent, focused and supportive of continuing improvement. The procedural details are provided in Self Assessment Manual already published by the HEC.
 - **Management of Stakeholders' Feedback:**

The institutions have mechanism for receiving, processing and responding to the reviews and feedback coming from a range of stakeholders. The feedback management system of universities and higher education Institutions should ensure that effective and timely action is taken to promote strengths, address any weaknesses identified and demonstrate responsibility and accountability.