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Policies and Manual

Student Handbook

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Approved By	Academic Council		

HITEC Institute of Medical Sciences

Student Handbook



HITEC INSTITUTE OF MEDICAL SCIENCES

Important Note

1. The purpose of the Handbook is to explain the various members of the HITEC-IMS with the activities, policies, services, and rules and regulations of the HITEC-IMS.
2. This handbook is issued for the use of following faculties/departments only.
 - a. HITEC Institute of Medical Sciences
3. The heads of the departments of the aforementioned Institute will continue exercising their authority regarding academic rules and regulations as usual.
4. The academic rules and regulations contained in this handbook are prevailing. However, these are in a process of revision with the policy of NUMS and PMDC , as applicable and some new and a few other provisions relating to the academic standings of the students.
5. It is the responsibility of all of us to read and understand this handbook and other publications of the HITEC-IMS.
6. It is a firm hope that this Handbook shall equip us to facilitate our students to meet their challenges and to avail all the opportunities provided here.

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Mission

Statement

“To lead the nation in provision of education through excellence in the fields of comprehensive medical and allied health sciences by developing state of the art learning facilities and sporting Infrastructure and providing medical students up to date knowledge, skills and attitude to deliver the highest standards of the health care of the people”

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR UNDERGRADUATE PROGRAMS

1. The HITEC-IMS shall offer courses leading to the undergraduate degrees, held under Annual system. Applications for admission shall be invited through advertisement and admission shall be made on the basis of merit.

Wherever applicable the regulations prescribed by the Regulatory bodies (Such as PMDC, Pharmacy Council etc.) shall be followed.

2. DEFINITIONS

Unless otherwise stated, the terms used in these regulations shall deem to have the following meaning or as defined by the HITEC-IMS Board of Governors :

- a. **“Academic Advisor”** shall mean any faculty member appointed as such by the concerned Dean.
- b. **“Academic Council”** shall mean the Academic Council of the HITEC-IMS.
- c. **“Academic Year”** of the Institute shall comprise of fiscal year of studies as NUMS rules or as prescribed by the relevant Council.
- d. **“Commencement of Academic Calender”** shall mean the day of start of classes for the MBBS as prescribed in the Academic Calendar of the Institute.
- e. **“Commencement of Block/module”** shall mean the total number weeks of lectures, tutorials and laboratory per session
- f. **“Director of Examination”** shall mean the Controller of Examination of the Institute.
- g. **“Subject”** shall mean a Subject of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a Subject shall appear on the transcript.
- h. **“Dean”** shall mean the Dean of the Institute.
- i. **“Faculty”** shall mean the Faculty of the Institute.
- j. **“Grade”** shall mean the letter grade earned by a student in a Subject depending on his performance in that Subject.
- k. **“Student”** shall mean a registered undergraduate student of the Institute.
- l. **“Institute”** shall mean the HITEC-Institute of Medical Sciences.
- m. **“Admitting University”** means NUMS

3. BLOCK/MODULE OF STUDY

The courses of study and syllabi for the MBBS programs of the Institute shall be submitted through the respective Boards of Studies (curriculum committee) and Board of Faculty to the Academic Council for approval. Such Blocks/Modules and syllabi shall become effective from the date of approval by the Academic Council or such other date as the Academic Council may determine.

4. ORGANIZATION OF TEACHING

- a. Teaching in various courses shall be conducted in the Institute through lectures, tutorials, discussions, self-directed learning, case base learning, seminars, demonstrations, practical work in laboratories, field work and other methods of instructions as approved by the Academic Council.
- b. Teaching shall be conducted by the Institute teachers or by such other persons as may be declared to be the “teachers” by the Institute.
- c. English shall be the medium of instructions and examinations for all subjects. The medium of instruction for Islamiyat and such as other i.e. Pakistan Studies such shall be either Urdu or English.

5. ADMISSION TO THE MBBS PROGRAM

- a. To be eligible for admission to Undergraduate program, a candidate must have completed 12 years of schooling for admission in MBBS Admission will only be offered under the admission policy of PMDC
- b. Anyone who has been rusticated or expelled by any medical college or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission in the Undergraduate /Diploma programs of HITEC - IMS
- c. Each candidate shall make an application for admission in response to an advertisement by the Admitting University on a prescribed form along with documents specified in the form.
- d. The admission shall be made on the basis of cumulative merit to be prescribed by the Admitting University/Regulatory Authority from time to time.
- e. Admission Committee shall be constituted by the Principal as per the rules of the concerned Regulatory bodies.
- f. The admission shall be finalized by the Student Affairs candidate has qualified shortlisted and recommended by Admitting University admission committee.

1. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes/ test(s)/ assignment(s)/ group discussion(s)/ presentations / project(s) Practical(s) during the block and end block exam. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Weightage
Written Exam	45%
Practical Exam	45%
Internal Assessment	10%

- b. In case a student joins Course after it has been started, he/she shall be responsible for any missed lectures, assessments and practical's, DSL ,CBL any mandatory lecture symposium conference organize by institute.
- c. There shall be written examination for each Subject at the end of each block on the dates fixed by the Director of Examinations in consultation with the Subject HODs.
- d. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, examination papers and their evaluation with the students during the Block.
- e. A date-wise record of the attendance of students shall be maintained by each Subject Department.
- f. A student shall be eligible to appear in the Professional examination provided that:
 - i. He/she has been on the rolls of the University during that Studies.
 - ii. He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.
 - iii. The student falling short of the required percentage of attendance of lectures/seminars/ practical's/ laboratory demonstrations etc., shall not be allowed to appear in the professional examination and shall be treated as having failed in that and will appear in supplementary exam of that subject.
 - iv. He/she has paid all the HITEC-IMS dues including tuition fee / hostel fee etc. before the commencement of the professional examination.
- g. A handicapped/ disabled student will be provided writer/amanuensis at the expense of the HITEC-IMS on the recommendations of the Director exam . The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- i. **Panel of Examiner**
 - i. A panel of external examiners for evaluation and conduct of viva-voce examination shall be recommended by the respective subject HODs and approved by the Principal.
 - ii. The External Examiner shall evaluate and conduct viva-voce examination of the student on the date and time given by the Exam branch of NUMS.
 - iv. In case student marked below the average declared inadequate by the external examiner, he/she may consider fail and will reappear in written and practical exam again in supplementary .
 - vii. During the viva-voce examination, the tudent shall submit practical copies of the subject to the Examiner.
 - viii. The result of the student shall not be declared unless he/she has not submitted practical copies of the subject.
- j. Each successful student shall be awarded the transcript after every professional Exam and degree on successful completion of all the requirements of Undergraduate program.

2. GRADES, PROMOTIONS AND MERIT

- a. Each subject shall carry 200 marks. The minimum pass marks for each subject shall be 50%. Marks
- b. Marks will be rounded for each subject. Marks would be rounded up / down from first decimal as under:
 - i. If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - ii. If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- e. The result of student in each subject, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each subject.
- h. **“Fail”**
 - i. The student falling short of the required percentage of attendance of lectures/ seminars/ practicals/ laboratory demonstrations etc., shall not be allowed to appear in the examination and shall be treated as having failed in that exam.
 - ii. If a student fails to appear in the pre professional examination on medical or any other reasons, he/she be treated as absent and failed. If a student absents himself/herself in a test, no separate test will be arranged.
 - iii. The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that subject.
 - v. Whenever a student fails in a professional and supplementary exam , he/she shall repeat the subject and will be detained in same class
 - vi. He/she shall pay the dues for repeating the failed subject(s).
 - v. Student who fails to pass First Year and 2nd Year Professional Examination in four chances each or does not avail the chance despite being eligible for each examination shall cease to pursue his study.
- p. **Re-Checking of Answer Books**
 - i. There shall be no re-evaluation/ re-assessment of the answer books.
 - ii. A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination of University, within one month from the date of declaration of the result.
 - iii. Errors or omissions, if any, shall be rectified.

10. FEES AND OTHER DUES.

Each student shall be required to pay tuition fee and such other charges as may be determined by the Institute from time to time.

REGULATIONS RELATING TO THE CONDUCT OF HITEC-IMS STUDENTS, MAINTENANCE OF DISCIPLINE AND BREACH OF DISCIPLINE

Following regulations are prescribed to regulate the conduct of HITEC-IMS students, maintenance of discipline and breach of discipline

1. Title:

These regulations will called “regulations for conduct of HITEC-IMS students, maintenance of discipline and breach or discipline”.

2. Extent of Application:

- a. These regulations will come into force with immediate effect.
- b. These regulations will be applicable to all students on the roll of the Institute registered for any class or course.

3. Definitions:

In these regulations unless there is any-thing repugnant to context, the following expressions shall have the meanings as assigned to them herein:

- a. “Institute” Means HITEC Institute of Medical Sciences
- b. "University" means NUMS.
- c. "Student" means a student on the rolls of the Institute registered for any class.
- d. "Indiscipline" means any act which disturbs the order or the Institute or is derogatory to moral values or is otherwise declared to be an act, of indiscipline under these regulations.
- e. "Discipline committee" means the discipline committee or the Institute.
- f. "Privileges" of the Institute mean the membership or its institute, library or a committee, scholarships or other concessions provided to the students.
- g. "Expulsion" means cancellation or admission of a student debarring him from re admission at least for one academic year.
- h. “Rustication” means removal of a student from the rolls of the Institute for time period or the remainder of the current academic year in which the order is passed and barring the student to appear in the ensuing block or final examinations or both.
- i. “Proctorial board” means a body comprising of teaching faculty and representatives from administration of HITEC-IMS, constituted to ensure implementations of HITEC-IMS rules and regulations.
- j. "Warning" means written notice that a violation of specified HITEC-IMS policies or regulations has occurred and that if continued or repeated may cause further disciplinary action during which a student must demonstrate conduct that conforms to institute standards.
- k. “Exclusion from activities” means exclusion from activities or specific area for the specified period of time.
- l. “Suspension” means Termination of student status at the campus for a specified period of time.
- m. “Fine” means a monetary fine.
- n. “Revocation of degree” means the degree to be awarded to student be relocated.

4. Rules of Student conduct and Behavior

- 4.1. All student are expected to work hard for seeking knowledge, be regular and punctual in their academic work and carry out strictly the instructions of their teacher's to their satisfaction and authorities of the Institute.
- 4.2. They shall observe obligations with punctuality and behave in accordance with the norms and ethical teaching. All students shall cooperate in the promotion of an atmosphere of peace, discipline and orderly behavior on campus (s) and will have good relationship with colleagues, teachers and staff.
- 4.3. Students must observe dress code as defined in the Dress code Policy of the Institute and are not allowed to wear ostentatious jewelry (real or Artificial), casual dress, joggers, jeans etc.
- 4.4. Students must be punctual in payment of Institutional dues and return of library books and should not damage the Institute property and equipment's.
- 4.5. They should keep all buildings, premises clean. They are required to observe strict discipline on all campuses including playgrounds and attend the co-curricular activities.
- 4.6. Students are not allowed to see their visitors during academic hours.
- 4.7. No gathering or meeting of students will be allowed in the premises without prior permission of the Principal.
- 4.8. Students are not allowed to organize strike or make an attempt of organize a strike or participate in it or use pressure techniques against the Institute and obstruct implementation of lawful authority.
- 4.9. Students are not allowed to Participate in political activity or seek membership of any political party.

5. Grounds for Discipline

In addition to a willful violation of norms of behavior and instruction of the Institute, the following will be treated as acts of breach of discipline.

- 5.1. All forms of academic misconduct including cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- 5.2. Act of disrespect to teachers, visiting faculty and staff of Institute.
- 5.3. Any forms of dishonesty including furnishing false information, or reporting a false emergency to HITEC-IMS.
- 5.4. Forgery, alteration, or misuse of any Institution document, record, key, electronic device, or identification.
- 5.5. Violation & indulging in any activity derogatory to prestige and honor of Institution.
- 5.6. Theft or abuse of Institute equipment's, moveable property and other electronic resources.
- 5.7. Unauthorized possession or use of any Institute services including the Institute name, insignia, or seal.
- 5.8. Physical abuse including conduct that threatens health or safety of any person.
- 5.9. Obstruction or disruption in teaching, administration, disciplinary procedures or

other Institutional activities.

- 5.10. Gender mixing or lewd conduct and disorderly behavior, walkout or strike.
- 5.11. Selling, preparing, or distributing for any commercial purpose course lecture notes or videos or audio recordings of any course unless authorized by the Institute in advance.
- 5.12. Smoking and Use of illegal substance.
- 5.13. Possession or use of firearms or guns, ammunition, explosives, knives or other weapons, or dangerous chemicals.

6. Procedural Due Process:

The Discipline committee shall be the authority to deal with all discipline matters. All cases of indiscipline reported to proctorial board or officers of the Institute shall be referred to the Discipline committee.

Conduct of Discipline Committee:

The discipline committee shall ensure observance of proper procedures as laid down:

- a. Written notice shall be issued for appearance before the disciplinary committee on a prescribe date, time and place.
- b. The student shall be given time to respond to charges against him/her and submit a written statement to the discipline committee.
- c. A record of the hearing a recommendation shall be forwarded to the competent authority for its approval.
- d. Decision of any disciplinary action shall be notified.

7. Penalties for indiscipline

If the discipline committee is satisfied that an act of indiscipline has been committed, penalties leading to expulsion, exclusion from activities, rustication, suspension, fine, warning, disciplinary probation, loss of privileges, including revocation of degree, according to gravity of case may be imposed.

8. Proctorial Board Procedures, Authorities and constitution

There will be a campus proctorial board

8.1 Campus proctorial board authorities

It will:

- a. Implement policies, regulations and rules dealing with student's conduct.
- b. Arrange regular meetings.
- c. Prepare quarterly report.
- d. Deal with disciplinary cases, after being satisfied of the charge, can impose fine, warning, disciplinary probation loss of privileges, exclusion from activities and suspension.

8.2 Constitution of Campus proctorial board

- Chief proctor
Principal of Institution

- Proctors
From faculties of campus not less than lecturer
- Representatives from information Department if required
- Deputy Director Student Affairs

9. Disciplinary committee authorities and constitution

9.1. Constitution of Disciplinary committee

- Chairman shall be the HOD or Professor of a Subject Department duly nominated by the Principal
- Members (Incharges)
- Representative from Examination department if required
- Secretary (Deputy Director Student Affairs)

Disciplinary committee will be constituted on case to case bases, by the Principal

9.2. Appellate Authority

Principal HITEC-IMS shall be the appellate authority

9.3. Institute Disciplinary Committee

In addition to penalties of proctorial authorities, Institute disciplinary committee can impose, expulsion, rustication and revocation of degree.
