



# HITEC-Institute of Medical Sciences

SOP for Students' Electives by Curriculum Committee

SA-SOP-18

ISSUE # 01

ISSUE DATE: 17-05-2021

## Standard Operating Procedure for Students Electives

In Compliance with ISO 9001:2015 Standard and PMC Initial Recognition Framework for Medical & Dental Schools - 2019

**(Clause # 8.5.1 of ISO 9001:2015 Standard and clause (11.4 & 11.11) of PMC Initial Recognition Framework for Medical & Dental Schools - 2019**

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**Drafted By:**

\_\_\_\_\_

**17<sup>th</sup> May 2021**

**Manager SA**

**Reviewed By:**

\_\_\_\_\_

**17<sup>th</sup> May 2021**

**Vice Principal**

**Approved By:**

\_\_\_\_\_

**17<sup>th</sup> May 2021**

**Principal**



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**1.0 PURPOSE:**

The purpose of this procedure is to describe: -

General rules for conduct of official correspondence as contained in staff duties are applicable

**2.0 SCOPE:**

This procedure is applicable to all the department of HITEC IMS Medical College Taxila

**3.0 DEFINITIONS, ABBREVIATIONS AND CONCEPTS:**

HITEC-IMS Heavy Industries Taxila Education City Institute of Medical Sciences

QMS Quality Management System

SOP Standard Operating Procedure (Procedure established for individual department for guidance)

Dir Adm Director Administration

Ops Operations

Coord Coordination

Confid Confidential

F Forms

R Register

**4.0 RESPONSIBILITIES AND AUTHORITIES:**

4.1 Manager Coord

4.2 Vice Principal

**5.0 PROCEDURE:**

**5.1 Definitions and Responsibilities**

5.1.1 **Curriculum Committee (CC)** is the policy maker for electives. CC will also approve the electives for the students.

5.1.2 **Vice Principal (VP)** is the member of CC and responsible for the formal communication with the elective supervisor.

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- 5.1.3 **Elective Office (EO)** is the part of Student Affair Department (SAD). Manager SAD is the head of EO. EO is responsible for the record keeping and facilitation of formal communication for electives.
- 5.1.4 **Class-teacher(CT)** will facilitate Associate Dean Clinical in the formal communication and in seeking national and international opportunities for electives. CT will also facilitate EO for record keeping.
- 5.1.5 **Students (S)** of Year-4 and Year-5 MBBS will have the opportunity of elective for the duration of 2-4 weeks during summer vacations only. CC, CT and EO will facilitate the S to find elective opportunities. S providing the elective opportunity for themselves will be able to avail it after approval of the CC.
- 5.1.6 **Elective Supervisor (ES)** will be responsible for the elective training of the S and appointing instructor for the same.
- 5.1.7 **Elective logbook (ELB)** will have the training record. ELB also includes two dues' forms (D1 and D2), four elective forms (E1, E2, E3, and E4), and three letters (L1, L3, and L4; L2 is the approval letter from ES).
- 5.1.8 **Electives** are the training in the clinical specialties only. These will be approved for a duration of 2-4 weeks and during summer vacations only. Year-4 electives must be in Pakistan. Year-5 electives may be in Pakistan or abroad.
- 5.1.9 **Location of electives:** Electives will be permitted in the teaching hospitals of Pakistan and abroad. CPSP recognized independent medical setups are also included in it.
- 5.1.10 **Good standing in academics and disciplines:** S with good standing in academics and disciplines will be permitted to avail the opportunity for an elective.
- 5.1.11 **Elective Finance:** The expenses of electives will be borne by the student. and HITEC-IMS is not responsible in this regard.

## **5.2 Announcement for Elective Applications**

- 5.2.1 This will be made one-year prior to the electives.

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5.2.2 CT of Year-3 MBBS (for Year-4 electives) and Year-4 MBBS (for Year-5 electives) will announce for the elective application.

5.2.3 CT will also initiate to seek elective opportunities at the national and international level.

5.2.4 S are advised to discuss about their elective application, choices, and fields with their mentors and relevant faculty members. CT will facilitate the students in this regard.

### **5.3 Submission of Applications for Electives**

5.3.1 Application will be submitted 6 months prior to the electives for national electives and 12 months for international electives.

5.3.2 S will obtain an ELB with added forms and letters (D1, D2, E1, E2, E3, E4, L1, L3, and L4) from EO. The ELB, forms, and letters will have a unique serial number of identifications on them.

5.3.3 **D1** (Dues' Clearance Form) submission is the first step. Its purpose is to clear the dues (tuition fee, hostel, others) before submission of E1 (Elective Application).

5.3.4 **E1** (Elective Application Form) will be submitted after duly signed and stamped by CT. This includes entries about the student data, student's good standing and discipline, 3 top choices of the fields of electives, location of electives, duration of electives and tentative dates of electives. E1 has a notification in it that the expenses of electives will be borne by the student.

5.3.5 Submission of E1 will initiate the communication for the elective.

### **5.4 Communication with the Elective Supervisors**

5.4.1 CT will facilitate VP and EO to communicate with the ES.

5.4.2 **L1** (Letter to ES) will be sent by VP to the ES, seeking elective opportunity for the S.

5.4.3 **L2** (Approval letter from ES) will be received from the ES.

5.4.4 Effort will be made to receive L2 two months prior to the S departure.

### **5.5 Students' Departure to the Electives**



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- 5.5.1 **D2** (Dues' Clearance Form) is the first step in the S departure for the elective.
- 5.5.2 **E2** (Student Departure Form and Joining Report) will be submitted to EO for endorsement after receiving L2 from ES and 1 month prior to the S departure.
- 5.5.3 E2 has spaces for three signatures: CT, VP, and ES. E2 will be submitted to EO after duly signed and stamped by CT. And it will be reissued to S after duly signed and stamped by VP.
- 5.5.4 E2 has entries about the student data, ES data, location of Elective, dates of the elective, and reference of the L2.
- 5.5.5 E2 will be submitted to ES office as a joining report.
- 5.5.6 **L3** (Covering letter for E2) will be issued by VP, addressing and thanking the elective supervisor for accepting the named student for the named elective.
- 5.5.7 The original E2 and L3 will be issued to the student. And a copy of the same will be attached in the EO record.
- 5.5.8 **ELB**: This comprises of the 15 leaves for the training record, two dues' forms (D1 and D2), four elective forms (E1, E2, E3, and E4), and three letters (L1, L3, and L4; L2 is the approval letter from the ES).
- 5.5.9 Training leaves of ELB have following headings on each page: Date, Learning Objectives, Procedure Observed/Assisted, and Signature of the instructor.
- 5.5.10 **E3** (Certificate of the competition) is to be signed and stamped by the ES at the completion of the elective. It will also have a request to the ES to issue an experience certificate for the S.
- 5.5.11 Thus, at the time of departure, the S will take with him/her E2, L3, E3, E4, and ELB.

### 5.6 Students' Arrival Back from the Electives.

- 5.6.1 **E4** (Student Feedback Form) will be submitted by the student to the EO at the time of the arrival.
- 5.6.2 E4 has entries about the learning opportunities, procedural opportunities, elective environment, residential facilities, food facilities, and other information if any.

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5.6.3 Thus, at the time of arrival, the S will submit ELB, E3, E4, and an experience certificate from ES to the EO.

**5.7 Letters for External Correspondence:**

5.7.1 All external correspondences are carried out through college letterhead and format for L-1 (Letter to Elective Supervisor), L-3 (Covering Letter for Student Elective Joining), L-4 (Letter of Thanks for Student Elective Completion) are attached as “Anx A”, “Anx B”, and “Anx C” respectively.

**6.0 RELATED DOCUMENTATION:**

<b>Sr. #</b>	<b>Document name</b>	<b>Document Number</b>	<b>Retention Period</b>
1	E1 – Student Elective Application Form	SA-FORM-06	6 Years
2	E2 – Student Departure / Joining report for Student Elective	SA-FORM-07	6 Years
3	E3 – Elective Completion Certificate	SA-FORM-08	6 Years
4	E4 – Student Elective Feedback Form	SA-FORM-09	6 Years
5	D1 – Dues Clearance Certificate	SA-FORM-10	6 Years
6	Log Book of Student Elective	SA-LB-01	6 Years



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Anx A

The Elective Supervisor

Institute: \_\_\_\_\_

SUBJECT: **STUDENT ELECTIVE IN THE FIELD OF**

\_\_\_\_\_

Reference: Serial No: *E – YYYYZZ/Class/Roll No*

Elective Duration \_\_\_\_\_ weeks; from \_\_\_\_\_ to \_\_\_\_\_

Dear Prof. \_\_\_\_\_

I have the honour to submit that the above name student has been selected for Elective Training after earning the certificate of good standing in academics and discipline. The field of Elective is students' s own choice. The HITEC Institute of Medical Science will have great honour if you accept this student for Elective training.

Thank You.

VICE PRINCIPAL  
HITEC - IMS





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Anx B

The Elective Supervisor

Institute: \_\_\_\_\_

SUBJECT: **STUDENT ELECTIVE JOINING IN THE FIELD OF** \_\_\_\_\_

Reference: Serial No: *E – YYYYZZ/Class/Roll No*

Approval by Elective Supervisor: \_\_\_\_\_

Dear Prof. \_\_\_\_\_

HITEC- IMS is grateful to you for accepting the above student for Elective training in the field of \_\_\_\_\_.

The student will submit his/ her joining report on \_\_\_\_\_ at your office.

Thank You.

VICE PRINCIPAL  
HITEC - IMS



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Anx C

The Elective Supervisor

Institute: \_\_\_\_\_

SUBJECT: **STUDENT ELECTIVE IN THE FIELD OF** \_\_\_\_\_

Reference: Serial No: *E – YYYYZZ/Class/Roll No*

Dear Prof. \_\_\_\_\_

HITEC- IMS is grateful to you on the completion of Elective training of the above student. The student feedback showed that his / her knowledge and skill was greatly enhanced by the elective training.

Thank You

PRINCIPAL  
HITEC - IMS