



HITEC-Institute of Medical Sciences


SOP for Access to Academic and Medical Record of Students

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Standard Operating Procedure for Access to Academic and Medical Records of Students

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1.0 PURPOSE:

- 1.1 The purpose of this procedure is to formulate the policy of academic & Medical record of the students.

2.0 SCOPE:

- 2.1 This procedure is applicable to Student Affairs Department for admission.

3.0 ABBREVIATIONS:

DMC	Detailed Marks Sheet
PMC	Pakistan Medical Commission
HOD	Head of Department

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
4.2 HoD
4.3 Manager Student Affairs
4.4 Coordinator & Computer Operators of Student Affairs Department

5.0 PROCEDURE

- 5.1 The academic documents (Matric & FSc DMCs / Certificates) shall be collected at the time of admission of the new MBBS Batch or migrated in students alongwith medical fitness certificates duly signed by the competent medical authority.
- 5.2 Receipt shall be given to the students, filled accordingly as an evidence.
- 5.3 Original documents are retained till accomplishment of MBBS program.
- 5.4 All students requiring documents at any stage shall render the application & shall be issued to him and record be done at "Original Documents Issue / Receipt Record Register" after prior approval of Manager Student Affairs.
- 5.5 All documents will be kept in safe custody in Iron Almirah.