


	<b>HITEC-Institute of Medical Sciences</b>		
	<b>SOP for Access to Academic and Medical Record of Students</b>		
	<b>DOCUMENT #: SA-SOP-14</b>	<b>ISSUE # 02</b>	<b>ISSUE DATE: 19-08-2025</b>

# SOP for Access to Academic and Medical Record 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
PM&DC	Pakistan Medical and Dental Council
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 and 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.
- 5.6 **No academic documents (Matric & FSc (DMCs / Certificates), Domicile) shall be given to student without written application / email / WhatsApp message from father / guardian telephone number.**

### 6.0. RELATED DOCUMENTATION

Sr. #	Document name	Document Number	Retention Period