



Bahria University College of Medicine

Bahria University Health Sciences Campus Islamabad

CODE OF CONDUCT - MBBS STUDENTS

It was principally agreed in Combined DBOS and FBOS, that code of conduct followed in other constituent Medical College of Bahria University. i.e., Bahria University Medical and Dental College Karachi/BUHSCK will be followed, which is approved by the University

Student's Code of Conduct

Every student shall observe the following code of conduct in the University premises, in the University administered hostels (on and off-campus) and places of other activities being held under the auspices of the University:

- Loyalty to Pakistan and refraining from doing anything which is repugnant to its honor and prestige in any way.
- Respect for convictions and traditions of others in matters of religion, conscience and customs while observing own religious duties/customs.
- Truthfulness and honesty in dealing with other people.
- Respect for elders and politeness to all, especially to women, children, elders, the weak and the helpless.
- Special respect for teachers and others in authority in the CUs and BU.
- Cleanliness of body, mind, speech and habits.
- Helpfulness to fellow beings.
- Devotion to studies and prescribed co-curricular activities.
- Observance of thrift and protection of public property.
- Observance of the rules and regulations of the CU in force from time to time.

Prohibited Acts & Misconduct/Ill-Discipline

The following acts shall be unacceptable, and their commission shall be construed as misconduct or ill-discipline:

- Breach of the Code of Conduct.
- Smoking in the areas prohibited by the University.



- Consumption or possession of alcoholic drinks or other intoxicating drugs within the CU/ vicinity or while attending off-site instructions, sports, cultural tours or survey camps.
- Organizing or taking part in any function inside the campus, or organizing any club or society of students, except where permitted and in accordance with the prescribed rules and regulations.
- Participation in any political activity, conducting political activity/functions in BUCM or hostels
- Collecting donations or receiving funds or pecuniary assistance for or on behalf of the CU except with the written permission of the Head of the CU or any other person authorized in this behalf.
- Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against BU, its CUs or students, teachers, officers or authorities; inciting others to violence; disruption of the peaceful atmosphere in any way; making inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons which cast aspersions on the students, teachers, staff or University authorities/bodies; doing anything in a way likely to promote rift and hatred amongst the students; issuing statements in the press; making false accusations against or lowering the prestige of BU or its students, teachers, administrators, staff or bodies.
- Disobeys the lawful orders of a teacher or other person in authority.
- Habitually neglects work or absents from the classroom without valid reason.
- Willfully damages public property or the property of fellow students or any teacher or employees of BU and its CUs.
- Does not pay the fees, fines, or other dues payable under the laid down rules and regulations; uses indecent language; wears immodest dress; makes indecent remarks; gestures; behaves in a disorderly manner; commits any criminal, immoral or dishonorable act (whether committed within the CU or outside) or any act which is prejudicial to the interests of BU and its CUs; and/or
- Commits an act of sexual harassment, as defined in the HEC's document 'Policy Guideline against Sexual Harassment in Institutions of Higher Learning'.

Action against Misconduct

Every member of the faculty shall have the power to check any disorder or improper conduct, or any breach of the rules, by students in any part of the campus or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and a punitive action such as a fine, removal from the classroom or a punishment of greater magnitude may be imposed as decided by the authority so empowered. The Student Advisor, the Admin Officer or any other employee authorized by the Head of the CU shall be responsible for the maintenance of good behavior and law and order amongst the students on the premises of the CU.

Penalties:

A student guilty of an act of indiscipline shall be liable to the penalties specified below or promulgated through written orders/notifications:



Penalty Code	Penalty	Awarding Authority	Appellate Authority
1	Removal from classroom, laboratory, or field work, for a maximum period of two contact hours	Teacher In-Charge	HOD
2	Expulsion from games or field work for not more than one week	Games/ Field Work In-Charge	Director
3	Expulsion from educational visits and sports tours	DD (Admin & Coord) or an officer authorized by the Head of the CU	Director
4	Suspension from classes for a period not exceeding two weeks	Director/ Principal	Head of the CU
5	Monetary penalties	Director/ Principal	Head of the CU
6	Removal from a position of authority on the advice of the Student Advisor / HOD	Director/ Principal	Head of the CU
7	Expulsion from the hostel	Head of the CU	Next Higher Authority
8	Cancellation of remission of fees/assistantship/scholarship etc.	Head of the CU	Next Higher Authority
9	Rustication for one or more semester	Head of the CU with concurrence of BUHO	Rector
10	Expulsion from the CU	Head of the CU with concurrence of BUHO	Rector

Procedure In case of breach of discipline:

A teacher, a staff member or a BU Officer in whose presence or in relation to whom an act of indiscipline has been committed or who gets to know of such act, may deal with the case him/herself, or if in his/her view the case is one which can be more appropriately dealt by another authority or which warrants a penalty of greater magnitude than they are competent to impose, shall refer the case to the Student Advisor or Deputy Director (Admin & Coord) or the higher authority as the case maybe.

All cases of serious breach of discipline shall be referred to the Disciplinary Committee for investigation which, after due process of investigation, will either impose the penalties if within its powers or recommend them to the Principal/ Campus Head/Head of the CU/Rector, as the case may be.

When a case against a student is referred to the Disciplinary Committee, it may, if it deems fit, suspend the student from the classes till the finalization of the case, with the approval of the Head of the CU.



Appeals

An appeal against the penalty may be filed by the student with the Appellate Authority within 30 days of announcement of the punishment. No appeal by a student shall be entertained unless it is presented within 30 days from the date of communication of the decision, provided that the Rector may, for valid reasons, extend this period.

No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the grounds that such authority imposed a penalty which it was not competent to impose.

An appeal on the grounds that an authority imposed a penalty which it was not competent to impose, shall lie with the body or person of higher authority than the one who imposed the penalty.

Compensation for loss

The Head of the CU, or any teacher or officer to whom he may delegate the powers, may instruct a student to pay compensation for any loss or damage to property belonging to the CU/University, public authority, a fellow student or an employee of the CU/University, caused by a willful act or gross negligence of the student. If the student does not pay such compensation within a specified period, the Head of the CU will proceed against the student in the manner as prescribed in these rules.

Offences during examination

Cases of indiscipline in or around the Examination Hall, and use of unfair means, shall be dealt with by the Examination Committee., as per BU regulations.

Dress code:

Male students:

1. Dress/Casual Trousers
2. Jeans (Plain blue) without an image, graphics, and write ups
3. Casual Shirts (Half/ Full sleeves)
4. T Shirts without any messages, images, graphics, and write ups
5. Dress/Casual shoes or Joggers with socks (no sandals)
6. Shalwar Kameez with shoes (only on Friday)
7. Suit/ Combination
8. Coat/ Pullovers/ Sweaters/ Jackets in winter

Female students:

1. Shalwar Qameez (no sleeveless)
2. Hijab, Abaya, Chaddar etc
3. Full length Jeans(no tights) with long shirt/ kurta (knee length)
4. Light jewelry and light makeup
5. Shoes, Sandals and Joggers
6. Dupatta/ Scarf is compulsory with all dresses



NOTE: All BUCM students are expected to wear white coat during classes, laboratory and hospital rotations, as well as outside the campus, when on official visit.

Student card

Students shall be issued ID Cards. The students shall be required to wear their ID Cards in the campus and show them to the authorized persons on demand.

Loss of ID card

In case ID card is lost, it should be immediately reported to the Office of the Dy Director (Academics) who will make arrangements for re-issue of a new card by the University after payment of fine.

Personal behavior

The University expects that all students should sustain professional manner when interacting with colleagues and others. The University recognizes that personalities, characters, and management styles may differ but, notwithstanding these differences, as a minimum standard, all are expected to:

- Work co-operatively with each other to achieve objectives and establish good working relationships.
- All should behave and speak professionally, respectfully, and courteously at all times.
- Tidiness and cleanliness must be always adhered to within the BUDC premises which will help us maintain a safe, clean, and professional learning environment.
- Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- Unacceptable behavior such as aggressive or abusive behavior, shouting or personal insults or spreading rumors or gossip, or insulting someone is to be avoided at all costs. All these matters, if experienced, should be reported to the vice principal or your mentor or a senior faculty member.

Punctuality:

Students are expected to arrive in class well in time. All cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) must be turned off and hidden from view during class time. Talking and other disruptive behaviors are not permitted while classes are in session. If the students miss a class, they are themselves responsible for the missed part of the course. It is the student's responsibility to contact a classmate or teacher to determine and cover what was missed.

At BUCM/BUHSCI classes start immediately after holidays. There is no lag period after leave. There will be no relaxation for students who are absent. **Please inform your parents of this and make your travel arrangements accordingly.** Avoid taking leave for personal reasons like weddings during the academic year.



Conduct in library

The BUCM / University campuses have well stocked libraries, and time spent by the students there will meet your research requirements in a calm place. The libraries also provide electronic access through the internet to databases throughout the world.

Library also provides plagiarism detection services

While using the library, Mobile Phones/ iPods/ laptops should be kept on silent mode. Sleeping, listening/ watching drama and music etc, while staying at library is prohibited.

Rules for borrowing books

1. Students are permitted to borrow 3 books at a time for a maximum period of 14 days. Books borrowed may be re-issued on completion of the time period.
2. A valid University card is must for borrowing the Book(s) and other material
3. Textbooks will be issued for 07 working days only but may be reissued the next day of the due date
4. For the Book(s) returned after the due date, a fine of Rs.10/- per day would be charged.
5. Book Bank books will be issued for a period of whole/ one semester.
6. Writing, underling or marking any book is strictly prohibited. Library books are carefully examined on return and the borrower will be held responsible for any damage
7. Following library material will not be issued and must be consulted in the library:
 - a. Reference Material.
 - b. Thesis/ Project Reports.
 - c. Audio/ Video cassettes/ CDs/ DVD's.
 - d. Magazines and periodicals.
 - e. Newspapers.

Library Timings

DAY	TIMINGS
WEEKDAYS: MON- FRI	8:30 AM to 8:30 PM
WEEKENDS	9:00 AM to 8:30 PM

Conduct in the hospital

When you are working in the hospital be quiet, avoid rowdiness and unnecessary laughter and chatter. Remember the patients need peace, quiet and their rest. You must always wear a white coat. Ladies will wear their dupattas inside the white coat and the gentlemen's ties must be tucked inside the shirt so that infection is not carried from one area to the next. Shoe covers, sterile aprons, caps and gowns must be worn where appropriate.



Be polite to the patients, greet them appropriately and inquire after their health and wish them well. All nursing staff must be addressed appropriately and politely. Don't hang around once your work is done. Do not eat or drink inside the wards and treatment areas. Avoid making phone calls and put your phones on the silent mode.

Conduct in cafeteria and common rooms

Campus has a cafeterias with a variety of food items and snacks available at reasonable rates. Students are expected to show care, courtesy towards the cafeteria staff as well as to others. Place garbage and recyclables in the appropriate containers. This behavior will maintain a clean and enjoyable environment for all.

Academic misconduct and disciplinary committee

The Discipline Committee is responsible for maintaining discipline (both academic as well as conduct), and deals with all cases of indiscipline on the part of students.

It recommends award of penalties/ punishments and renders advice to the Principal on administrative matters needed to maintain a peaceful environment on the campus. Intimation will be sent to BUHO for all penalties awarded to a student

Students are to avoid the following:

- a) Unauthorized use of University's or College name or logo which is property of university.
- b) Harassment, sexual or otherwise, or intimidation of any member of university.
- c) Coming late for classes. The student may be considered absent and marked accordingly.
- d) Improper/inappropriate dress
- e) Loud and aggressive behavior in Cafeteria or Common rooms or within the premises of BUHSCI or PNS Hafeez or KRL Hospital.
- f) Non clearance of bills/dues. Non-clearance of dues may prevent student from appearing in the professional examination. The student may also be refused permission to attend classes.

Use of mobile phone

- a) Use of mobile phone for photography at cafeteria is restricted.
- b) Library is 'No Mobile Zone' area.
- c) Use of mobile in classroom is prohibited.
- d) Students are not allowed to use mobile phone for photography/ video capturing during farewell parties.
- e) Making videos, images, Vlogs etc are monitored through CCTV cameras installed inside and outside building.

Smoking

Student guilty of an act of smoking in the premises of Bahria University/ Constituent Unit or while entering/ attending offsite instructions like sports, cultural tours or survey campus shall be liable to the penalties as under:



Occasion	Penalties
1st occasion of offence on act of smoking.	Fine of Rs.5000/- along with warning letter with copy to parents from Director Campus
2nd or onward occasion of offense(s).	Fine of Rs.10,000/- along with warning letter (s) with copy to parents from DG Campus on each offence.

Student guilty of an act of possession/ consumption/ usage/ supplying of intoxication drugs/ Alcoholic drinks in premises of CU and or entering CU or events of BU being intoxicated and or during official/ informal offsite events of the University shall be liable to expulsion from the CU.

Criminal conviction

- Applicants are required to inform BU of any criminal conviction. Full details are to be provided.
- The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.
- Failure to declare any criminal conviction by a student already enrolled in BU (BUCM) shall result in immediate cancellation of his/her admission.
- Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by respective Campuses/CUs

Refraining from Politics

All students are strictly warned to refrain from any political activity. It is mandate of Bahria University as well as PMDC. Any such activity can result in suspension from classes or even expulsion after inquiry by disciplinary committee.

Academic misconduct

Following acts shall constitute academic misconduct:

- Cheating.
- Fabrication.
- Misuse
- Forgery.
- Plagiarism.
- Facilitating academic misconduct.
- Academic Dishonesty.

The student is advised to refer to their Student Handbook to become fully cognizant of these terms.



Penalties for academic misconduct

TYPE OF MISCONDUCT	PENALTY
Attempt (Successful/ unsuccessful) to know contents of question papers through unfair means prior to examination	Minor punishment a. Warning letter (Copy to parents) b. Fine of Rs.2,000. Major punishment a. Expulsion from the University b. Fine Rs. 5000/00. c. Letter to parents
Possession of written material, relevant to the subject/paper concerned. • Writing on palm, arm or anywhere on the candidate's body or clothes whether the written material is relevant or irrelevant to the concerned paper. • Possession of Mobile phones, Smartwatches, PDAs and other electronics devices, whether or not carrying any relevant or irrelevant material in the memory.	a. Grade 'F' in the subject. b. Fine Rs 5,000. c. Warning, copy to parents. d. Mobile phones/electronic devices to be confiscated. (will be returned after investigation)
Giving/receiving assistance or allowing any other candidate to copy from his/her answer books.	Minor Punishment a. Cancellation of the relevant paper. b. Fine Rs 2,000/-. c. Letter of Warning. Major Punishment a. Grade 'F' in the subject.(for students involved) b. Fine Rs 5,000/- c. Letter of Warning.
Removing a leaf from answer book. Taking the whole or a part of an answer book or a continuation sheet into or out of examination hall.	a. Grade "F" in the subject. (for students involved) b. Fine Rs. 5,000. c. Letter of warning
Substituting the whole or a part of an answer book or a continuation sheet not duly issued to him for the examination;	a. Grade 'F' in the subject. (For students involved) b. Fine Rs 5,000. c. Letter of Warning.
Forging, mutilating, altering, erasing or otherwise tampering with marked answer scripts	a. Grade "F" in the subject. (for students involved) b. Fine Rs 5,000. c. Letter of Warning



Impersonation	a. Grade "F" in all subjects of relevant semester studied at BU (including the impersonator/facilitator, if a student of BU). b. Expulsion from the university (including the impersonator/ facilitator, if a student of BU). c. In case the impersonator/facilitator is an ex-student of BU or not a BU student, an FIR may be lodged for the offence, as per law of the land.
Using abusive or obscene language in answer book	a. Grade 'F' in the relevant course. b. Fine Rs 5,000. c. Letter of Warning.
Refusing to obey the Invigilator or Head Invigilator in the Examination Hall and misbehaving, resorting to misconduct, or creating any kind of disturbance in or around the Examination Hall	Minor Punishment a. Grade 'F' in the course. b. Fine Rs 5,000. c. Letter of Warning. Major Punishment a. Rustication for one Semester. b. Grade 'F' in the course. c. Fine Rs5,000/ d. Letter of Warning.
Communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks.	a. Cancellation of relevant paper. b. Fine Rs 5,000. c. Letter of Warning.
Possession of firearms, knives etc. inside and in the close vicinity of Examination Hall	a. Expulsion from the University. b. Fine Rs 5,000. c. Letter of Warning.

Sexual Harassment

All students are required to educate and familiarize themselves about the act/actions categorized as "Sexual Harassment" may it be physical, verbal or while utilizing electronic media and refrain from it being a punishable offence.

Higher Education Commission has issued very strict policy guideline against "Sexual Harassment in Higher Education Institutions (HEI)".

All such policies are strictly applicable and followed in Bahria University.

All students are therefore required to go through the entire policy's contents which are available with campus (concerned HODs) and University/ HEC website.



- The Protection against Harassment of Women at Workplace Act, 2010
- The Protection against Harassment of Women at Workplace (Amndt) Ac& 2022.
- HEC Policy on Protection against Sexual Harassment in HEIs effective 01 July 2020

Committee for protection against sexual harassment in BUHSCI - BUCM

Code of conduct for protection against harassment of woman at the work place

1. An informal approach to resolve a complaint of harassment may be through mediation between the parties involved and by providing advice and counseling on a strictly confidential basis.
2. A complainant or a staff member designated by the complainant for the purpose may report an incident of harassment informally to her supervisor, or a member of the Inquiry committee, in which case the supervisor or the committee member may address the issue at her discretion in the spirit of this Code. The request may be made orally or in writing.
3. If the incident or the case reported does constitute harassment of a higher degree and the officer or a member reviewing the case feel that its needs to be complainant, the case can be taken as a formal complaint.
4. A complainant does not necessarily have to take a complaint of harassment through the informal channel. She can launch a formal complaint at any time.
5. The harassment usually occurs between colleagues when they are alone, therefore usually, it is difficult to produce evidence. It is strongly recommended that staff should report offensive behavior immediately to someone they trust, even if they do not wish to make a formal complaint at the time.

HEC policy on protection against sexual harassment in higher education institutions

1. Higher Education Institutions ("HEIs") are highly consequential institutions in society that are dedicated to the pursuit and dissemination of knowledge. Members of the HEI community have several important rights and privileges, central among which is the right to pursue inquiry and search for knowledge without hindrance from unlawful or otherwise unacceptable constraints. The HEC, takes very seriously the freedom of teachers, researchers, scholars, students to live and work in a safe environment in which their dignity is protected.
2. Protection against sexual harassment is important not only because it threatens the freedom and conduciveness of the environment and the institutions of higher learning. At a more fundamental level, such conduct is unacceptable because it violates personal dignity and shall not be tolerated at HEIs in Pakistan under any circumstance.
3. All administrators, deans, managers, faculty, department chairs, directors of schools or program and others in supervisory or leadership positions have an obligation to be familiar with and to uphold this policy and its procedures along with informing members of their staff about its existence.
4. In order to ensure protection of women against harassment complaint may be lodge by any person who has experienced sexual harassment with either the focal person or with any member of the Sexual Harassment Inquiry Committee.



Students grievances oversight committee

There shall be a Student Grievances Oversight Committee (SGOC), at CU level for each department, to address grievances of students against any teacher, instructor, or administrative staff, with respect to matters of code of conduct, grades, or any administrative matter. The committee shall comprise:

- a) Head of CU.
- b) HOD.
- c) CU Exam-In-charge.
- d) Two (2) seniors-most FMs.

If grievance is about the award of a grade, the procedure shall be as follows:

- a) The student must submit the grievance, in writing, within seven working days of the receipt of the grade, to the HOD/Year coordinators who shall forward it to the SGOC
- b) The SGOC shall hear both sides and will give its decision, which shall be final and binding on all parties, within five working days or before the start of registration for the new semester, whichever is earlier.

Attendance Policy For Students

Attendance policy for regular students.

PMDC rules for eligibility in annual examinations.

- Minimum attendance requirement is 75% in each subject: attendance is for lectures, demos, practical's, clinics, PBLs, CPC, presentations etc: indoor and outdoor
- The attendance is not simply for lectures.
- No shortfall in attendance will be condoned in any case by any authority

Attendance is maintained by the Department of Student affairs as well as a record maintained in office of year coordinator.

All students should try and achieve 100% attendance. Every teaching session is essential. For clinical students remember a disease being demonstrated may not be seen during the rest of your stay in the college again. You will make the mistake of a life time by missing the opportunity to attend a clinical demonstration. You must have at least 75% attendance in to be permitted to sit for the professional examination.

- Lecture Attendance is marked at the start of the class.
- Students who come more than 10 minutes late are marked absent.
- A random head count is done to ensure correct entry of attendance.



- The attendance sheet is signed by the teacher and sent to Scholastics Department.
- The attendance is entered into the spreadsheet as soon as possible on that day.
- No correction will be made later than 24 hours as the system is then locked.

Attendance for clinical clerkships/rotations, demonstrations, and practical's etc.

- Student signs the attendance sheet in front of the teacher.
- The teacher countersigns it daily.
- Weekly attendance is given by the CR to the Scholastics Department - every Monday.
- Attendance submitted later than Friday of the current week will not be accepted.

The University rules permit a 25% short fall for genuine reasons of personal ill health of a life threatening nature or unavoidable circumstances such as death of a blood relative. This 25% relaxation is not so that you can take a holiday.

If you have less than 75% attendance even for reasons of health, you will be asked to repeat the year. Maintaining adequate attendance is your personal responsibility.

Attendance policy for students repeating a year.

Students who have been asked to repeat the year either because of poor attendance or failure in the professional examination or supplementary examination will attend the classes of the failed subject(s).

- Their previous year attendance will not be considered.
- If their attendance is less than 75% in their current class they will not be allowed to appear in the next examination.
- If a student is repeating one subject then the attendance must be equal to or more than 75% in that subject. This includes all practical classes, demonstrations, PBL sessions, lectures and clinical classes.

Attendance policy for students appearing in supplementary exams.

1. Only students who have appeared in a professional examination are allowed to appear in the supplementary examination.
2. Those who were not eligible for the annual exam are not eligible for the supplementary exam.
3. Those who did not avail the chance will have to repeat the year and cannot appear in the supplementary.



4. Students will be provisionally promoted to the next class while preparing for the supplementary examination.
5. Attendance will be marked in the class to which they have been promoted.
6. The student will prepare for the supplementary exam in his/her own time.
7. In case the student fails to pass the supplementary exam he/she will revert to the previous class and the attendance in the new class will be counted in the class to which they revert.
8. Those students who do not attend classes will be marked absent and may face a shortage of attendance and will be asked to repeat the year.

Eligibility criteria for appearing in annual professional examinations

A student will be eligible to appear in the annual professional examination if he/she fulfills the following criteria:

1. 75% attendance
2. Must have cleared all financial dues
3. Must have appeared in all three end-of-module examinations
4. No breach of discipline should have occurred for which the Disciplinary Committee has advocated a punishment

Research

BU has a strong emphasis on research and students are not only taught research methodology as part of their curriculum, but also actively engage in research work, under the supervisor from faculty members.

BUCM has a Research Advisory Committee that has been specifically formulated to guide students in every aspect of their research, from synopsis writing through to publications in peer reviewed journals.



The Examining subjects in MBBS Professional exams are as follows:

- **FIRST AND SECOND YEAR MBBS**
Anatomy
Physiology
Biochemistry
- **THIRD YEAR MBBS**
General pathology
Pharmacology
Forensic medicine
- **FOURTH YEAR MBBS**
Special pathology
Community Health Sciences
Ophthalmology
Otorhinolaryngology
- **FINAL YEAR MBBS**
Medicine (including dermatology and psychiatry)
Surgery (including orthopedics, urology, anesthesiology and radiology)
Pediatric medicine
Obstetrics and gynecology

You will be taught clinical subjects from first year as this need to be taught in great detail and the final year is not sufficient. **The attendance for the subjects of medicine, surgery, gyne/obs and pediatrics will be counted from third year.** You will also be taught ethics, Islamiat, Pakistan Studies, Tafseer and Seerat un-Nabi, Professionalism, Applied Research, Leadership and communication skills. (PLACE Curriculum will be explained by PLACE Coordinator)

A weekly schedule is placed on the notice board

Modes of Information Transfer

This includes lecture, SGD's, PBL, Practicals, Demonstrations Classes in Skills Lab, Self-Study and Library period.

Modular Assessment

The assessment schedules i.e. end of modules tests as well as period of preparation leave and timing of OSPE is given in the schedule. Providing during the dates of modules

The assessment result is displayed on departmental notice boards and recorded in the Examinations Department BUHSC.

Assessment Methods

1. Formative Assessment



2. Summative Assessment

Formative or Ongoing Assessment

- Practical journals, marks for PBL sessions
- Quizzes and tests, Continuous assessment tests

Summative Assessment

The end-of-module test comprises:

1. The written examination has 2 parts an MCQ and a short answer or short essay type examination.
2. OSPE examination
3. Viva voce exam.

Internal Evaluation

- The internal evaluation is 20% (Breakup as per PM&DC Criteria 2024)

End of year Evaluation

- 80% as per PM&DC criteria 2024

Policy for Electives

- Electives are not mandatory nor are they a part of the curriculum. Electives are considered add on extra-curricular activities with benefits for selection for jobs or postgraduate training after MBBS.
- The Electives Rotation will be of four weeks duration.
- It will be planned at least six months in advance during the 3rd or 4th Year.
- The Elective will be planned during the **vacations** preferably.
- The institution or department will be of the student's choice.
- During the elective the student will not get credit for attending lectures at BUHSCK.
- It is the student's responsibility to ensure that his/her overall attendance record is not affected adversely by the elective.
- The student will not proceed on an elective without informing the vice principal.
- The student will sign a waiver to the effect that any shortfall in attendance is his /her own responsibility and will be dealt with as per rules of Bahria University
- The adequacy of education during the elective is the student's own responsibility.
- Permission to attend an elective is given by the Chairperson Student Affair Department designated for this purpose at BUHSCK. This simply implies that the college authorities are aware that the student is away for this period so that admission is not cancelled.



- The student will ensure that the Elective Supervisor completes an evaluation report at the end of the elective.
- BUHSCK will not provide any financial assistance for the elective.

Student affairs and student assist program

Chairperson of student affairs is assigned to cooperate with students and parents concerning academic and non-academic matters and can be contacted according to availability or after setting an appointment.

Students' Affairs office

The Students' Affairs Office coordinates administrative co-curricular and extracurricular activities. Students are advised to approach the coordinator student affairs (CSA) for any academic or non-academic matter.

Medical Checkup on entry to MBBS

All students will have to submit a medical fitness certificate with following investigations:

Blood CP, ESR

Urine RE

X Rays Chest

HbsAg Vaccination

It will be kept as record in personal file of student. Moreover, any communicable/major disease that student may suffer during course of MBBS will be recorded as documentation in personal file.

Liaison with parents

The Students Affairs Office also serves as a bridge between the College Administration and parents. Students' progress reports will be mailed to parents on request at the conclusion of every term and annual examination. Similarly, the issue of short attendance, college discipline, and violation of college rules and regulations are handled by this Office.

Record Access Policy for MBBS Students

All records of student including certificates, biodata and contact details, medical records, assessment records are kept confidential in the personal file of the student in safe custody.

No one is allowed to access those records.

Parents and guardians will be regularly informed about students' attendance and academic performance and may be called for discussion as and when required.

Any component of records which needs to be shared to anyone including parents or disciplinary committee or any other administrative committee/academic committee of BUCM will be shared only after permission of Principal BUCM/or any higher authority.



Clubs for Extracurricular Activities

Different clubs for extracurricular activities are established for students to participate.

1. Literary and debates society
2. Arts and dramatics society
3. Adventure club
4. Event club
5. Community support club
6. Sports club
7. Media club
8. Music club

STUDENT SUPPORT PROGRAMS AT BUCM

Mentoring

BUCM/BUHSCI has various student support programs. A well-established mentoring program is in place. Mentors will be assigned at the start of the teaching program in first year. The students will meet the assigned mentor in the mentor's office to discuss academic, non-academic, experiences, problems for advice and guidance.

Following will be the meeting schedule:

Mentors (12 minutes with each student)
Supervisors (with the mentors)
Program Manager (with supervisors)

Duration

2 hours / week
1 hour / fortnightly
Last Friday of every month

Summary submitted to

Department of
Medical Education



Counselling Cell

If you have any issue regarding mental wellbeing, any stress , adjustment problems in the field of Medicine or any Psycho social issues, there is a counselling cell present in BUCM which will help you by providing counselling. You can approach counselling cell through your year coordinators. It is ensured that your confidentiality is maintained, and you can confidently trust this service.

Career Counselling

This is another committee, which helps you to plan and build your careers. The experienced faculty members of various disciplines are part of this committee and they help you to guide through various career options. They will also help you to explore learning areas in electives and will be supporting to BUCM alumni also.

Alumni BUCM

We intend to formulate an Alumni after your graduation from BUCM. It will work as per BU policies and procedures. You will have strong professional and social network through Alumni to build your careers.

We wish you Goodluck and brilliant Professional Career in Bahria University College of Medicine.

**Within
BUHSCI/BUCM &
ATTACHED
HOSPITALS – PNS
HAFEEZ/KRL
HOSPITAL always
display your Student
Identity Card!**