# FOUNDATION UNIVERSITY
# COLLEGE OF DENTISTRY

# STUDENT HANDBOOK
# 2024

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# PREFACE

The Student Hand Book is a very important document and all students of the Foundation University College of Dentistry, Islamabad Campus must read this carefully and follow the instructions contained herein, in letter and spirit. The rules and regulations are subject to change and same will be communicated to the students. Ignorance of rules will not to be taken as an excuse.

This Hand Book complements the College Prospectus and has to be read in conjunction with the Prospectus. It essentially contains all rules and regulations applicable to the students for the duration of their study at Foundation University School of Health Sciences (FUSH), whereas the prospectus provides information to students seeking admission. In case of any disparity / contradiction, the instructions contained in the college prospectus are to be considered as final.

The Hand Book addresses expectations concerning student's conduct / performance and provides all the required information about the various student support system and other matters of the FUSH. Details regarding the subjects taught during four years of BDS are also included in the Hand Book.

**Disclaimer: Specific information/values are subject to change from time to time and it is the student's responsibility to CHECK the latest details regarding any issue FROM THE CONCERNED DEPARTMENT AND INDIVIDUALS.**

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## Section - 1

# INTRODUCTION

## 1.1 Fauji Foundation

1.1.1 Foundation University Islamabad is a project of Fauji Foundation which is a charitable trust for the welfare of ex-servicemen and their families. Although this title was given to it in 1967, its corporate operations had begun in 1954, when the Post War Services Reconstruction Fund (set up earlier in British India in 1942) was reactivated under the control of Pakistan Army. Since then, its operating as a self-supporting entity in the private sector, it has been generating financial resources to meet its welfare obligations through its own industrial and commercial projects.

1.1.2 Today, it covers over 11 million beneficiaries. Being the largest welfare and industrial group in the country, around 80% of its annual earnings go into welfare. Fauji Foundation successfully manages a large network of welfare projects in health, education, and vocational technical training. The Foundation's services in these areas are acknowledged as an indirect assistance to the Government for bringing about social uplift and improving the quality of life. The following is an overview of the Foundation's welfare projects and services.

### 1.1.3 Education/Vocational Training

In the field of education, the Fauji Foundation has established colleges, schools, text-book bank and offers stipends to eligible students.

- Schools & Colleges (Boys/Girls) 142
- Text Book Bank 01
- Vocational Training Centers (for women) 66
- Technical Training Centres (for men) 10

### 1.1.4 Health

- Hospitals 10
- Medical Centers 35
- Health Clinics 28
- Artificial Limb Centre (ALC) 01

## 1.2 Foundation University Islamabad

1.2.1 The Foundation University Islamabad (FUI) was granted the Charter by the Federal Government vide Ordinance No. LXXXVIII of 2002, as promulgated by the President of Pakistan and notified in the Gazette of Pakistan.

### 1.2.2 Vision

The Foundation University aspires to be among the leading institutions of higher learning which contributes towards development of the nation through excellence in education and research.

1.2.3 **Mission**

The FUI's mission is to inspire creative inquiry and research to foster personal and professional development of its students. The FUI is committed to provide equitable access to holistic education in diverse discipline to produce valuable human resources for the local and the global communities.

1.2.4 **Constituent Institution/Colleges**

1.2.4.1 **Foundation University School of Health Sciences**

- Foundation University Medical College (FUMC) (Accredited by the PMC)
- Foundation University College of Dentistry (FUCD) (Accredited by the PMC)
- Foundation University College of Physical Therapy (FUCP). Listed with the HEC
- Foundation University College of Nursing (FUCN) Listed with Pakistan Nursing Council.

1.2.4.2 **Foundation University School of Science and Technology**

- Faculty of Engineering and Information Technology
- Faculty of Management Sciences
- Faculty of Liberal Arts and Social Sciences

1.2.4.3 **Foundation University College of Dentistry (FUCD**)

The Foundation University College of Dentistry (FUCD) was established in 2016. Its purpose-built multistory infrastructure has state of the art dental hospital, college lecture halls, well equipped laboratories and common dissection hall, auditorium, library, computer cell and hostels for boys / girls separately within the FUSH campus. The Faculty of Dentistry & Medicine consists of highly qualified, renowned, and experienced teachers.

2.5 **Foundation University Officers**

- **Patron**
  The President of Islamic Republic of Pakistan

- **Chancellor, Chairman**
  Lt Gen Hamood Uz Zaman, HI (M), (Retd)
  Secretary Defence
  Ministry of Defence Pakistan

- **President , Vice Chairman**
  Mr Waqar Ahmed Malik,
  MD Fauji Foundation

- **Rector**
  Maj Gen Nasir Dilawar Shah, HI (M) (Retd)

- **GM Coord & Development**
  Brig Shah Nawaz SI (M), (Retd)

- **Registrar**
  Dr Amir Gulzar

- **Controller of Examination**
  Ms Shagufta Haroon

- **Director ORIC**
  Dr Shagufta Akhtar

- **Deputy Registrar - I (Academics)**
  Maj Syed Mohsin Shaheen (Retd)

- **Deputy Registrar - II (Faculty)**
  Muhammad Waqas Chughtai

- **Deputy Registrar - III**
  Akhtar Zeb

- **Deputy Registrar - IV**
  Dr Saduq Fatima

- **GM Finance**
  Syed Hammad Raza Jafri

- **Deputy General Manager Finance**
  Mazhar Ul Haq

- **Manager Administration**
  Lt Col Muhammad Ayub TI (M), (Retd)

- **Deputy Controller of Examinations**
  Maj Abdul Quddus Qureshi (Retd)

- **Assistant Manager PR&C**
  Ms Khizran

## Section – 2

# ORGANIZATION

2.1 **Dean/ Principal** **Col Prof Dr. Muhammad Wasim Ibrahim (Retd)** is the Principal/ Dean of the Foundation University College of Dentistry. He is being assisted by Associate Deans Basic & Clinical Sciences.

2.2 **Academics** The academic departments are sub divided into Basic Medical Sciences/Basic Dental Sciences, Clinical Sciences (CS) and Department of Dental Education & Research

2.2.1 **Basic Medical & Dental Sciences**: Headed by Associate Dean Basic Sciences, Prof Dr. Sidra Aamer who assists the Dean/Principal in all Academics and Extra Curricular Activities (ECA). It includes the Departments of Anatomy, Physiology, Biochemistry, Oral Biology, Pharmacology, General Pathology, Dental Materials, Oral Pathology and Community Dentistry.

2.2.2 **Clinical Dental Sciences**: Headed by Associate Dean Clinical Sciences, Prof Dr. Salman Ahmed. It includes the Departments of Oral Surgery, Periodontics, Oral Medicine, Orthodontics, Operative Dentistry, Prosthodontics, Pediatric Dentistry, and Accident &emergency.

2.2.3 **Department of Dental Education & Research:** Headed by Assistant Professor Dr. Ahsan Malik, this department aims to provide high level professional educational services to support and enhance teaching & learning at the Dental College. DDER assists faculty in delivering high quality undergraduate and postgraduate educational activities and manages reforms in curriculum and student support. DDER also manages and upgrades the research activities being conducted at FUCD.

2.3 **Dental Superintendent (DS)**
Col Dr. Naveed Arshad Khokhar (Retd) is currently serving as dental superintendent/ hospital coordinator. He is responsible for managing the affairs related to doctors, patients, and inventory of the Dental Hospital of FUCD.

2.4 **AMA – FUCD:**
Asst Mngr Admin is responsible for all Administrative affairs and support to college of Dentistry.

2.5 **Administration** The department is headed by the GM (Admin), Col Adeel Kazmi SI(M), (Retd), who is responsible to the Director for smooth and efficient administrative support and handling of Student's Affairs and all administrative spheres. He has under him the Administration wing and Student's Affairs wing, Faculty Affairs.

2.5.1. **Administration Branch** It is headed by Manager Administration (Mngr Adm), Lt Col Syed Muhammad Hassan Abbas (Retd), who has under him Adm Branch, Technical Branch, Accounts Branch, Hostels and Cafeteria.

2.5.2 **Student's Affairs Branch** It is headed by Manager Student Affairs (MSA) Lt Col Zulfiqar Ali Alvi TI (M), (Retd) who has under him Student Affairs and Library.

- **Responsibilities of Student Affairs Branch**. Manager Student Affairs is responsible to Dean/ Principal and GM (Admin) for performing following duties:-

- Handling all admission related activities such as preparing list of the applicants for admission, list of selected candidates and forwarding joining instructions to the selected students.
- Correspondence with PMC, Foundation University and boards of examinations.
- Registration of students with the Foundation University and the PMC.
- Verification of students' FSc Certificates from concerned boards.
- Communication of results of end-of-block, pre-annual and university exams to the parents.
- Preparation of photographs of the students.
- Preparation of College I.D. cards of the students.
- Issue of registration cards and roll number slips to the students.
- Processing miscellaneous applications of students.
- Merit Scholarships and Financial Assistance.
- Submission of admission forms for Professional Exams to Controller of Examinations.
- Keeping record of the result of University Exams.
- Any other task assigned by the GM (Admin)/ Principal.

2.5.3 **Students Hub**: The salient aspects of the Students Hub includes:

- Establishing the office of the Students Affairs to include Manager Student Affairs and his entire staff.
- A detachment of Account Branch.
- An Askari Bank ATM
- Information counters for FUI/FUSH (MBBS, BDS,DPT & Nursing)
- A waiting lounge for the visitors/ guest and parents.
- LCD display of information about FUI/FUSH.
- Appropriate/adequate ambiance and befitting decor.

2.5.4. **Faculty Affairs.** The Establishment Officer Faculty (EOF) is a link between the Faculty and administration and is responsible for coordinating all administrative aspects of Faculty, Post Graduate trainees and House Officers.

2.6 **Campus Management System (CMS):**

CMS is under the deployment phase at FUCD. In addition to other modules, it also includes a Student Portal which can be accessed online. The student portal provides an interface to various activities performed during the whole academic year. It keeps students updated about:-

- Timetable and attendance.
- Assignment submission and helping material download.
- Module activities like assignments, quizzes etc, view and performance evaluation.
- Teacher evaluation participation.
- Helping in reference material download.
- Announcements and events alerts.

- SMS alerts on specific activities.
- Communication of results of end-of-module, pre annual and university exams to parents.
- Communication of attendance record to the parents of students on monthly basis.
- Communication of less than 75% attendance to the parents on quarterly basis.
- Preparation of daily absentee reports of the students and forwarding it to the Accounts Branch on monthly basis.
- Preparation and updating the session-wise list of the students, their addresses and telephone numbers.
- Maintaining and updating personal files of the students.
- Help in maintenance of discipline and keep a record of disciplinary actions taken against the students.

## Section – 3

# FACULTY

### Authored by Faculty Office

Faculty officers work under the supervision of Director FUSH to manage faculty affairs and to provide administrative support to the University. Faculty office also maintains and updates database of the entire faculty and support active liaison with supporting bodies of the University where applicable.

## 3.1 Section – 3

## FACULTY

3.1 **Department of Anatomy**

**Designated / Nominated**
**Faculty Professor**
Dr. Saadia Rashid, MBBS, M.Phil (Anatomy)
**Demonstrators**
Dr. Umaima Naveed, BDS
Dr. Muwaddat Hussain, BDS

3.2 **Department of Biochemistry**

**Designated/Nominated Faculty**
**Assistant Professor**
Dr. Farzana Hakim, MBBS, M.Phil, CHPE
**Demonstrators**
Dr. Meshayam Naseem, BDS
Dr. Khola Raashid, BDS

3.3 **Department of Physiology**

**Designated/Nominated Faculty**
**Professor**
Dr. Gul-e-Naghma, MBBS, M.Phil
**Demonstrators**
Dr. Maryam Nasim, BDS
Dr. Fatima Zaheer, BDS

3.4 **Department of Oral Biology**

**Head of Department**
Assistant Prof Dr. Saqlain Gilani BDS, MSc (UK)
**Assistant Professor**
Dr. Ammar Abdullah Malik, BDS, M.Phil
**Demonstrators**
Dr. Amna Imran Fazal, BDS
Dr Farah Qasim, BDS

3.5 **Department of Pathology**

**Designated/Nominated Faculty**
**Professor**
Dr. Fatima Kaleem, MBBS, M.Phil
**Demonstrators**
Dr. Amna Waheed, BDS
Dr. Malghalara Khattak, BDS

3.6 **Department of Pharmacology**

**Designated/Nominated Faculty**
**Associate Professor**
Dr. Zarafshan Badar, MBBS, M.Phil
**Demonstrators**
Dr. Aisha Jawad Khan, BDS

3.7 **Department of Dental Materials**

**Head of the Department**
Prof Dr. Sidra Aamer, BDS, MSc
**Assistant Professor**
Dr. Abdul Qadir, BDS, MSc
**Demonstrators**
Dr. Saima Zafar, BDS
Dr. Yosra Saeed, BDS

3.8 **Department of Community Dentistry**

**Head of the Department**
Assistant Prof Dr. Sana Masood Aslam, BDS, DPH
**Demonstrators**
Dr. Fakeha Zahid, BDS
Dr. Atia Jamal, BDS
Dr. Syeda Hareem Bukhari

3.9 **Department of Gen Medicine**

**Head of the Department**
Prof Dr. Tassawar Hussain, MBBS,
MCPS, FCPS, MRCP (UK), FRCP (London)
**Faculty Professors**
Dr. Uzma Bano, MBBS, FCPS
Dr. Nayyer Yaqoob, MBBS, FCPS
Dr. Shahid Mumtaz Abbasi, MBBS, FCPS
Dr. Amjad Nasim (Rheumatology), MBBS, FCPS
**Associate Professors**
Dr. Omer Ahsan, MBBS, FCPS
Dr. Zubia Jamil, MBBS, FCPS
Dr. Muhammad Shahid Aziz, MBBS, MCPS, FCPS
Dr. Adnan Ghafoor, MBBS, FCPS
Dr. Fauza Abdus Samad, MBBS, FCPS
Dr. Babar Salim (Rheumatology), MBBS, FCPS
**Assistant Professors**
Dr. Shaumaila Awan, MBBS, MRCP
Dr. Wajid Hussain, MBBS, FCPS
Dr. Husnain Hashim, MBBS, FCPS
Dr. Atif Abbas, MBBS
Dr. Ayesha Masood (Cardiology), MBBS, FCPS
Dr. Asma Ambreen (Pulomonology), MBBS, FCPS
Dr. Batool Butt (Nephrology), MBBS, FCPS
Dr. Asim Shahzad (Gastroenterology), MBBS, FCPS
**Senior Registrars**
Dr. Shahida Perveen, MBBS, FCPS
Dr. Sehrish Janah Asif, MBBS, FCPS
Dr. Samreen Khalid, MBBS, FCPS
Dr. Ambreen Shams (Nephrology)
Dr. Saba Samreen (Rheumatology), MBBS, FCPS Rhe, FCPS Med
Dr. Haris Gul (Rheumatology)

**Demonstrator**
Dr. Qurat Ul Ain, BDS

## 3.10 Department Of General Surgery

**Head of the Department**
Prof Dr. Aurangzeb, MBBS, FCPS

**Professors**

Dr. Syed Inam Ullah Shah, MBBS, FCPS
Dr. Maqbool Ahmad, MBBS, FCPS

**Associate Professors**

Dr. Abrar Hussain Zaidi, MBBS, FCPS
Dr. Mehreen Baig, MBBS, FCPS
Dr. Raja Najam Ul Haq, MBBS, FCPS
Dr. Khalil Ur Rehman, MBBS, FCPS
Dr. Muhammad Imran, MBBS, FCPS
Dr. Muhammad Attique Sadiq, MBBS, FCPS

**Assistant Professors**

Dr. Pervaiz Ahmad Aftab, MBBS, FCPS
Dr. Kishwar Ali, MBBS, FCPS, MRCSA
Dr. Hamid Rasheed Goreja, MBBS, FCPS
Dr. Aisha Aslam, MBBS, FCPS
Dr. Muhammad Taimur, MBBS, FCPS
Dr. Sameen Aman, MBBS, FCPS

**Senior Registrars**

Dr. Muzna Iftikhar, MBBS, FCPS
Dr. Jamil Ahmad Shah, MBBS, FCPS
Dr. Nousheen Saleem, MBBS, FCPS
Dr. Saira Khalid, MBBS, FCPS

## 3.11 Department Of Periodontology

**Head of the Department**
Associate Prof Dr. Batool Zara, BDS, MCPS

**Demonstrators**

Dr. Nimra Nadeem, BDS
Dr. Muhammad Moeed Azeem, BDS

## 3.12 Department of Oral Medicine

**Head of the Department**
Assistant Prof Dr. Muhammad Umair, BDS, MCPS

**Senior Registrar**
Dr. Saddaf Raffi, BDS, MCPS

**Registrar**
Dr. Khadija Tahira, BDS

**Demonstrators**

Dr. Khadija Tahira, BDS

3.13 **Department Of Oral Pathology**

**Head of the Department**
Prof Dr. Nadia Zaib, BDS, M.Phil
**Assistant Professor**
Dr. Muhammad Wajahat Ghafoor, BDS, MCPS
**Demonstrators**
Dr. Fakeha Meraj Ansari, BDS, M.Phil
Dr. Sidra Ghayas, BDS

3.14 **Department Of Oral & Maxillofacial Surgery**

**Principal/Dean**
Prof Dr. Muhammad Wasim Ibrahim, BDS, MCPS, FCPS, OJT, (Turkiye), CHPE

**Head of Department**
**Professor**
Prof Dr. Ayesha Maqsood, BDS, FCPS, FDS RCS, CHPE
**Assistant Professor**
Dr. Syeda Rabia Rahat Geelani, BDS, FCPS
**Demonstrators**
Dr. Soban Arshad, BDS
Dr. Iram Rashid, BDS
Dr. Numrah Shakeel Malik

3.15 **Department of Operative Dentistry**

**Head of the Department**
Prof Dr. Nadia Aman, BDS, FCPS, MSCR
**Assistant Professors**
Dr. Mansoor Khan, BDS, FCPS
Dr. Atikah Saghir, BDS, FCPS
**Demonstrators**
Dr. Madeeha Sattar, BDS
Dr. Ayesha Azam, BDS
Dr. Esha Yousaf, BDS

3.16 **Department of Orthodontics**

**Head of the Department**
Prof Dr. Rozina Nazir, BDS, FCPS, MHPE
**Assistant Professor**
Dr. Tania Arshad Siddiqui, BDS, FCPS
**Senior Registrar**
Dr. Ruhamaa Arshad
**Demonstrators / Registrar**
Dr. Rija Tehsin, BDS
Dr. Anushy Aamer, BDS

3.17 **Department Of Prosthodontics**

**Head of Department**
Prof Dr. Salman Ahmad, BDS, FCPS, CHPE
**Assistant Professor**
Dr. Shoaib Rahim, BDS, FCPS
Dr. Hassam Anjum Mir, BDS, FCPS
**Senior Registrar**
Dr. Saad Mansoor, BDS, FCPS
**Demonstrators**
Dr. Abeer Ijaz, BDS
Dr. Fatima Mamoon, BDS
Dr. Rida Fatima, BDS

3.18 **Department of Accident & Emergency**

**Assistant Professor**
Dr. Maidah Hanif, BDS, FCPS, FDS RCS

3.19 **Department of Pediatric Dentistry**

**Head of Department**
Assistant Prof Dr. Beenish Abbas, BDS, FCPS
**Demonstrator**
Dr. Hina Ishaq, BDS

3.20 **Department of Dental Education & Research**

**Head of Department**
Assistant Prof Dr. Ahsan Malik, BDS, MMEd
**Assistant Professor**
Dr. Fizza Sahar Anwar, BDS, MHPE
Dr. Qaiser Masud Sheikh, BDS, MHPE

## Section – 4

# ACADEMICS

### Authored by Department of Dental Education & Research (DDER)

The Department of Dental Education & Research plays a major role in creating an atmosphere at FUCD in which Health Professionals Education is considered an essential component of the academic mission. DDER is a center of excellence promoting innovation in BDS education. It is implementing modern curricula, technology-enhanced learning, excellence in assessment, and promoting a conducive learning environment.

4.1 **Duration:** BDS program is of 04 years duration and is conducted in Foundation University college of Dentistry (FUCD), which is approved by Pakistan Medical & Dental Council. After successful completion of 04 years of study, FUCD provides a 01- year house job / internship to all its graduates.

4.2 **Clinical Training:** It is imparted at its hospital and affiliated hospital, Fauji Foundation Dental Hospital & Fauji Foundation Hospital, which are tertiary care hospitals for clinical clerkship / house job / internship.

4.3 **Medium of Instruction:** English

4.4 **Mode of Study:** Regular (Full Time)

4.5 **Objective of curriculum:** To produce dentists who are skilful, knowledgeable, community health promoters, critical thinkers, professional, scholarly, leaders and role models.

4.6 **World Federation of Medical Education (WFME) Standards:** The curriculum taught to students is in alignment with the guiding frame work provided by PMC. The said guidelines have been developed keeping in view of the latest (third revision, 2020) *World Federation of Medical Education (WFME)* Standards for basic medical / dental education.

4.7 **Subjects:** 19 Subjects are taught in four academic years.

4.7.1 **First Year BDS**: There are four main subjects taught in this year are Anatomy (400 hrs), Physiology (250 hrs), Biochemistry (170 hrs) and Oral Biology & Tooth Morphology (160 hrs).

4.7.2 **Second year BDS**: There are four main subjects and two pre-clinical subjects. Pathology (250 hrs), Pharmacology (250 hrs), Community Dentistry (240) and Dental Materials are taught as major subjects. Junior prosthodontics (135 hrs) & Junior Operative Dentistry (135 hrs) are taught as minor pre-clinical subjects.

4.7.3 **Third year BDS**: 5 major subjects taught in third year are General Surgery (200 hrs), General Medicine (200 hrs), Oral Medicine (125 hrs), Periodontology (175 hrs) and Oral Pathology (150 hrs). Junior Prosthodontics (150 hrs), Junior Operative Dentistry (100 hrs) & Junior Oral & Maxillofacial Surgery (100 hrs) are taught as minor subjects.

4.7.4 **Fourth year BDS**: Five subjects are taught in final year BDS. These include Orthodontics (295 hrs), Prosthodontics (325 hrs), Oral & Maxillofacial Surgery (325 hrs), Operative Dentistry (305 hrs) & Pediatric Dentistry (250 hrs).

4.7.5 **Ethics & Behavioral Sciences:** Ethics and Behavioral Sciences is an important subject in medical & dental sciences. Keeping its importance in view, FUCD has incorporated curriculum of Ethics and Behavioral sciences

across the BDS years in accordance with world statutory bodies. Graduates of the Foundation University College of Dentistry will exemplify a professional character that is committed to carrying out professional responsibilities, adhering to ethical principles and demonstrating sensitivity to diverse patient populations.

4.7.6 **The Curriculum structure:**

The BDS undergraduate dentistry programme is based on the PM&DC-prescribed standard curriculum enhanced with modern student-centered learning methods. The first 2 years concentrate on the basic medical and dental sciences including Anatomy, Physiology, Biochemistry, Oral Biology, General Pathology, Community Dentistry, Pharmacology & Therapeutics and Science of Dental Materials; alongside in 2nd year, there are Pre-clinical Prosthetics and Pre-clinical Restorative subjects to prepare students for the clinical work which begins in the 3rd year. Third year is a combination of basic science of Oral Pathology and both medical and dental clinical subjects including rotations in clinical departments in FFH for General Medicine and General Surgery, and Periodontology and Oral Medicine rotations in the Dental Hospital. The final year fully consists of clinical subjects of Orthodontics, Prosthodontics, Operative Dentistry, Oral & Maxillofacial Surgery and Pediatric Dentistry rotations in each department in the Dental Hospital. Learning is structured in the form of study guides of each subject, practical books and log books. The subjects are taught in the form of three blocks each year, along with their year-round continuous internal assessment. In each year, respective subjects are examined annually at the end of each year in the form of professional university examinations, as well as throughout the year as End-of-Block and End-of-Rotation examinations. The professional annual examination score also includes weightage of the year-round continuous assessment (as end-of-block and pre-annual exams) and practical/log books in the form of internal assessment.

4.8 **Community Oriented Dental Education:**
The teaching at FUCD is focused on community oriented dental education. In addition, Community Based Dental Education (CBDE) is introduced whereby 2nd year BDS students are taken to public & private schools and hospitals in the community, and other similar field visits.

4.9 **Research:**
A well - structured research opportunity is provided to the students.

4.10 **Electives:**
Elective rotations outside/ within parent institution and respective affiliated hospitals are incorporated in curricular plan for the development of visionary professionals.

4.11 **Assessment:** The curriculum incorporates both formative and summative assessment plans. There are four annual professional examinations. In every subject, 10% marks are awarded by internal assessment through well - developed

tools and table of specification. Methods of professional examination are Oral, Written and Performance based. Tools of examination include MCQ, SAQ, SEQ, Structured Viva, OSPE, OSCE, and clinical cases. Each student is required to achieve at least 50% marks separately in theory paper and Practical / Clinical examination.

4.12 **Academic Collaboration with Prominent Universities:**

In order to enhance cooperation towards promotion of high-quality professional education and research in various domains, Foundation University Islamabad (FUI) has signed Memorandum of Understanding (MOUs) with numerous international and national universities of repute and high standing. The objective of these agreements is to enhance academic collaboration with these universities to benefit from each other's initiatives, expertise and working procedures.

4.13 **Islamic and Pakistan Studies:**

The course of Islamic and Pakistan Studies is taught in the first year. It is designed with the understanding that dentistry as a science and profession cannot be separated from the socio-ethical and spiritual values which a dental practitioner experiences as a member of society. The course thus provides an integrated understanding of basic concepts and principles of Islam, and its moral & ethical values. Medical and Dental ethics are also covered in this course. The students are advised to follow an Islamic code of ethics when dealing with patients and people. The course in Pakistan Studies includes the social, political, economic and industrial development of Pakistan, in addition to its geographical, historical, cultural and ideological perspectives and their impact on the medical profession. A number of visiting teachers and eminent scholars are invited to participate in the programme.

4.14 **Laboratories and Allied Facilities:**

There are full-fledged and well-equipped laboratories of basic medical & dental sciences for Physiology, Biochemistry, Histology, Gen Pathology, Histopathology, Pharmacology, Oral Biology, Science of Dental Materials, Community Dentistry, Prosthodontics PPL, Orthodontics and Oral Pathology.

4.15 **Teaching Hospital**:

There are two teaching hospitals for dental students: Fauji Foundation Hospital (FFH) Rawalpindi and the Dental Hospital of FUCD. Fauji Foundation Hospital is the teaching hospital of FUMC. It was established in 1959 as a TB Ward. Over the years, it has grown into a tertiary care/referral hospital of 810 beds. The hospital being converted to 810 bedded modern teaching hospital at a cost of about Rs.1.6 billion, with provision of further expansion to 1200 beds. It has all the requisite specialties as per the PM&DC requirements. It is financed and managed by the Fauji Foundation. It caters for the health needs of ex-servicemen and their dependents. In order to ensure the optimum utilization of the facilities at FFH, these are now being extended to the private patients. The hospital is spread over an area of 53 acres and is staffed by highly qualified/experienced medical personnel and has the latest equipment for diagnostic and treatment facilities along with modern operation theaters, Intensive Care Units (ICUs) and a Coronary Care Unit (CCU).

The hospital is considered as the prime health facility of the Fauji Foundation.

The Dental Hospital of FUCD is a state-of-the-art multi-story dental hospital that began services in 2013 for panel patients/beneficiaries of Fauji Foundation, expanding to cater to all walk-in patients. The hospital consists of major departments of Diagnostics, Oral & Maxillofacial Surgery, Orthodontics, Prosthodontics, Operative Dentistry, Pediatric Dentistry and Periodontology.

More than 250 dental and oro-facial procedures are offered by the FUCD Dental Hospital including aesthetic and cosmetic treatments. In spite of COVID-19 restrictions almost 30,000 patients benefited from treatment in the year 2020 and 2021. There are more than 60 dental chairs in the hospital with newly equipped waiting areas for patients and their attendants. Modern Radiology services are available to the patients at the hospital which aids in prompt and efficient diagnosis and treatment. In less than a decade the FUCD Dental Hospital has achieved excellence in terms of quality oral healthcare provision and continues to improve in its standards. The hospital is open for all community members from 0800hrs to 1500 hrs, 6 days a week, and caters to dental emergencies as well.

4.16 **Dental Laboratories (Labs**):

There are fully equipped state of the art labs for prosthetic work, operative work and orthodontics. The departments of Oral Biology, Science of Dental Materials and Community Dentistry have their own Laboratories.

## Section – 5

# EXTRA ACADEMICS

### Authored by Department of Medical Education FUMC & Dental Education & Research (DDER)

Co - curricular and extra-curricular activities play a vital role in the academic and social life of students. Such activities admittedly invigorate a healthy relationship among the students and develop a sense of co-ordination in the living-learning processes of the students, faculty and administration. These activities are vital for the physical, social and psychological growth of students. DDER provides proactive support to promote extra-curricular activities in the University, which could enrich our graduates at every stage of their life as well as to help them build strong relationships with their peers, faculty, administration and other stakeholders.

5.1 **Sports:**

FUCD affords an array of sports and other recreational facilities to its students, faculty, and staff. The purpose of establishing these facilities is to invoke the urge for a healthy lifestyle among the FUCD community.

5.2 **Infrastructure:**

Sports infrastructure includes outdoor football ground and basketball court. Indoor Multipurpose sports hall in academic block (ground floor) serves for various indoor sports facilities like table tennis, badminton and fitted gymnasia machines etc. The facility of gymnasium is available to both male and female resident students. A renovated and refurbished state of the art gym comprising of latest sports equipment is available for the boys' hostel as well as girls' hostel. In addition, games rooms for indoor games are available in both boys' & girls' hostels. These facilities are accessible to the students at any time throughout the year.

5.3 **Sports Events:**

Various Sports events are held in Foundation University School of Health Sciences (FUSH). These events are organized and managed by Sports Organizing Committee headed by Associate Professor Dr M. Jawad Anis Khan from Pathology Department. One faculty member from each constituent college i.e FUMC, FUCD, FUCP and FUCN are nominated in Sports Organizing Committee. Assistant Manager Student Affairs Maj Muhammad Usman Hashmat (Retd) acts as coordinator of the committee. Administrative support is provided by GM Admin FUSH and Manager Admin FUSH. Sports Events are helped by student sports council of FUSH. This is headed by sports secretaries (1 x Boy 1 x Girl) and sports council is supported by sports reps (1 x Boy 1 x Girl) from each constituent College/ Classes. Main responsibility of student sports council is to facilitate sports organizing committee for smooth, peaceful and fair conduct of sports activities.

There are eight students' sports clubs headed by the following faculty in charges:

1. **Badminton Club,** (Dr. Ehab Azeem, FUCP).
2. **Table Tennis Club** (Dr Hafiz Ali Bin Asim - FUCP)
3. **Cricket Club** (Assoc Prof Dr Muhammad Jawwad Anis Khan**,** Lt Col Zulfiqar Ali Alvi (Retd).
4. **Hiking Club** (Prof Dr Brig Aurangzeb (Retd))
5. **Basketball Club** (Dr Furqan Hassan, FUCP)
6. **Volleyball Club** (Dr Ehab Azem, FUCP)
7. **Futsal Club** (Dr Masnoor Khan, FUCD)
8. **Fun Games** (Dr Lubna Zafar FUMC)

5.4 **Inter-Collegiate Competition – FUSH:**

The competition is held between various sports teams of four constituent colleges of FUSH annually during students' week. The winning teams are duly appreciated with medals and certificates. A trophy is awarded to the winning college / class.

5.5 **Inter - College Competitions – Other colleges:**

FUSH promotes the teams to actively participate in inter-collegiate competitions in the twin cities of Rawalpindi and Islamabad e.g NUMS Olympiads, EME Olympiads etc.

5.6 **Societies:**

FUSH undertakes many activities in addition to classroom instruction and labs. One such category of activity is which is undertaken by various student societies, which are an essential part of any university campus. The main aim of student societies is to develop communication, organization and leadership skills. Societies promote teamwork and social ethics, development of new skills and abilities, exploration of new talents, and aid to the core objectives of a degree program. Currently, 12 societies are registered at FUSH:

1. FUSH Ethical Society
2. FUSH Arts Society
3. FUSH Blood Donation Society
4. FUSH Debating Society
5. FUSH Dramatic and Music /Singing Society
6. FUSH Hiking Society
7. FUSH Literary Society
8. FUSH Photography Media Society
9. FUSH Welfare Society
10. FUSH Mental Health Club
11. FUSH Environmental Society
12. FUSH Character Building Society

Each society consists of a faculty president and a student president along with nominated faculty members to ensure active participation of students.

5.7 **Community Services:**

FUSH firmly believes in giving back to society. It is our duty to serve our communities by being productive and responsible citizens of society. In pursuance of this goal and to make students responsible and compassionate individuals, FUSH encourages engagement of students in practical and impactful community service activities and projects.

5.8 **Blood Donation Camps:**

Blood donation camps are set up on annual and required basis by students and faculty members. Students and faculty members actively participate and donate blood.

5.9 **FUSH Welfare Society:**

The students and faculty members have jointly established a welfare society. The purpose of the society is to collect donations from the staff / faculty members and students of FUSH on regular basis to help:

- Any member of FUSH fraternity facing an unforeseen distress.
- Poor patients admitted in FFH.
- During natural disasters like floods, earthquake etc.
- Needy staff during Ramzan.
- Charity organizations.

## 5.10 Miscellaneous Activities:

### 5.10.1 Excursion Trips

Excursion / Picnic trips to various places like Bhurban, Taxila, and Abbottabad etc are arranged for students and faculty members on annual basis.

### 5.10.2 Seminars/ Lectures by Eminent Scholars

Seminars on important subjects are regularly held. Renowned scholars deliver lectures on core subjects and other topics of interest.

### 5.10.3 Debate Contests and Other Competitions

English & Urdu debate contests, Mushaira, Qirat, Naat, Singing and Drama competitions are held on annual basis. FUSH students also participate at National level competitions.

### 5.10.4 College Magazine

The college magazine is published each year in Urdu and English. All students and faculty are encouraged to participate by writing for the magazine. The editorial board for the college magazine includes a senior faculty editor, a student editor from final year, and four student subeditors.

### 5.10.5 Student Council Elections

Members of the Student Council are elected annually by the FUSH student body. The election provides an opportunity for students to select their representatives who will be their voice for issues and concerns about student life. Class Representatives are pre-decided, they are highest score achievers of professional examinations. Boys and Girls Representatives are elected by male and female student bodies of each class respectively. Head Boy and Head Girl are candidates from Fourth Year BDS, and Junior Head Boy and Junior Head Girl are elected from 3rd Year BDS. They serve to represent all years at FUCD.

### 5.10.6 Graduation Week

Final year students celebrate Grad Week (last academic week) in which various themes are followed each day according to which students express their creativity. The themes include Culture Day, Costume Day, Coat-Signing Day.

**Section – 6**

# RESEARCH

**Authored by Clinical and Biomedical Research Center (CBRC),**
**Department of Community Dentistry &**
**Department of Dental Education & Research.**

## 6.1 Research at FUCD:

Research plays a crucial role in practicing dentistry and producing competent dentists. Research oriented health care professionals are deemed necessary to improve the oral health of all community sections by preventing oral disease, prolonging quality of life, and promoting health and well-being through providing quality healthcare by practicing evidence-based dentistry. Therefore, we aim to develop research-competent behavior in future seven-star dentists in which research is one of the seven core competencies required of a graduating dental professional. To build a strong foundation for the development of essential research skills and attributes in our students, the following is undertaken:

## 6.2 UG Mandatory Research:

As per PMDC, research is included in the curriculum of BDS, under the subject of Community Dentistry, and assessed in the 2nd year BDS Professional Exam of Community Dentistry.

- **2nd Year BDS**: The Community dentistry department teaches research through LGIS and practical hands on sessions. In these, teaching sessions are undertaken, including research methodology, sampling, research tool development, and medical writing, along with hands-on workshops on statistical analysis using SPSS and literature search.
- **Fourth Year of BDS:** self-directed learning is encouraged, and all assistance is provided to the students to pursue their research aptitude in developing their future careers.

## 6.3 Students' Voluntary Research:

Students are provided with a conducive environment to research voluntarily. Facilitation and supervision are generously offered to these students by the faculty of community dentistry and Department of Dental Education & Research, along with assistance in research publications. They are also encouraged to participate in research competitions, conferences, seminars, etc. at the national and international levels. Appreciation by the Rector FUI and Director FUSH is extended to the students in recognition of their participation in research-related activities.

## 6.4 Young Scientists Research Conference:

To encourage research culture in undergraduate students across Pakistan, the Foundation University School of Health Sciences, in collaboration with the faculty, the Research cell, and the undergraduate research society, organizes a national student - oriented conference every year. The conference caters to the original research papers based on the research projects carried out by undergraduate students in different medical, rehabilitation, dental sciences, and nursing fields.

## 6.5 Clinical and Biomedical Research Center (CBRC):

Foundation University Islamabad (FUI) has established a research center named “Clinical and Biomedical Research Center (CBRC)” at Allama Iqbal Resource Center FUSH. This center provides all research facilities regarding scientific project designing and statistical expertise. A multidisciplinary laboratory is an integral part of this center which is fully equipped to carry out genomic studies. In addition, it serves as a platform for collaboration between basic and clinical sciences. So far, more than 100 projects have been designed under the umbrella of CBRC. Some have been completed successfully, and the rest are in progress.

**Section – 7**

# EXAMINATIONS

To provide a progressive, fair, responsive, and high-quality candidate-centered examinations service with a positive impact on learners and society

7.1 **Examinations:**

FUI Exam Branch is responsible for the conduct of **university professional examinations** at the end of each academic year. Internal assessment tests are conducted by FUCD&H.

The professional university examinations score comprises both the prof. exam marks as well as internal assessment component. *****As per the PM&DC rules, the internal assessment score constitutes 10% of the total marks allocated to each subject of the BDS course in all the professional university examinations.

7.1.1 **<u>Components of Examinations</u>**:

1. **University Professional Examinations.**
2. **Continuous Internal Assessment**:

   It is carried out in the form of class tests, End-of- Block exams, End-of-Rotation exams and Pre-annual exam. The internal assessment marks are tailored to the evolving curricular requirements as approved by PM&DC and University.

   * Subject to modification / change as per instructions issued by PM&DC from time to time.

7.1.2 Internal assessment will comprise 10% marks in the annual assessment (Theory & Viva voce) based on the following:-

1. 10% Marks in Theory Paper based on theory exam marks of Blocks 1, 2 and 3/ Pre-annual.
2. 10% Marks in Practical and Viva Voce based on:-
   - Basic Science Subjects –Viva/OSPE + Practical book
   - 3rd and Final Year – End-of-Rotation Exam, Practical/Log Book, Block Exam/Pre-annual

7.1.3 **Internal Exams:**

1st Block exam
2nd Block exam
3rd Block exam/ Pre-annual exam

**Pre Annual Examination:**

Pre annual examination covering the entire course relevant to the professional examination is conducted by the college approx.. one month before each Annual University Examination.

7.1.4 **Professional Examination:**

FUI Exam Branch is responsible for the conduct of university professional examinations at the end of each academic year. The Professional examinations will consist of theory and practical exams.

- The theory exam will consist of all subject's content from 1st to 4th year BDS
- Each paper will be a written paper with sections corresponding to subjects taught in that year, one best type MCQ with 4 options, and SAQ / SEQ according to Table of Specifications.

- The practical examination consists of Objective Structured Practical/Clinical Examination (OSPE/ OSCE) and Viva Voce of content according to TOS.
- Pass / Fail in a subject will be based on cumulative subject score.
- To be declared pass in a subject, the student must score a cumulative subject score of ≥ 50% in that subject, separately in theory and practical of the professional exam.
- If the student has <50% Cumulative Subject Score in any subject, either in theory or practical, he / she will reappear in that subject.

7.2 **Final Transcript:**

Showing subject-wise score will be issued four weeks after declaration / notification of result.

7.3 **Opportunity to take retake failed examination:**

- Every year, there will be ***ONE*** Annual and ***ONE*** supplementary/retake exam.
- A student shall be allowed maximum of ***FOUR*** chances in each 1st year exams. In all subsequent professional examinations i.e. 2nd, 3rd, & 4th Years there will be no maximum limit of chances for reappearing.
- All missed chances will be considered as availed unless special waiver has been granted by the university on justifiable grounds.
- A student shall not be eligible for any subsequent professional exam until he has passed previous professional exam.
- If a student fails to clear the exam in the permitted four chances in 1st year examinations, the student will not be eligible for further medical education as per rules of Regulating Authority and will stand withdrawn from the respective program.
- A student who fails in the supplementary exam of any professional exam except 4th year be relegated to the previous class and required to attain a minimum of 75% attendance and new internal assessment for appearing in the next annual exam. The students of 4th year who fail in the annual and subsequent supplementary examination will not be required to attend the classes and will be allowed to appear in subsequent annual/ supplementary examinations till they qualify the exam.
- The interval between the announcement of result of the Professional Examination and the initiation of Supplementary Examination will be from 30 to 40 days.

***NOTE: These retake rules are applicable with effect from the annual examinations of 2022-23 and onwards.***

7.4 **Examination of Islamic & Pakistan studies:**

- Examination will be held once a year.
- These examinations will be conducted in the mid-academic year, preferably soon after the summer break.
- There is no limit on the number of attempts these students can take.
- No supplementary examination will be held for any single/ group of students.

- No student will be declared pass until they clear these subjects.
- It is mandatory for students to clear these subjects to qualify for the award of transcript/degree.

7.5 **Award of Medals/ Certificates in University Convocation & Annual Day:**

Conditions for the Academic Awards

7.5.1 The academic awards shall be recommended by the Medals/ Certificates Award Committee.

7.5.2 Unfair Means Case (UMC):
Use of unfair means / cheating in any Prof Examination is considered to be a serious offence and such students shall not be eligible for award of any certificate in that particular examination in which the case has been registered. However, in next annual examination he / she will be eligible for award of merit / distinction certificate only. **Established Unfair Means case shall not be eligible for the award of medals in any Prof Examination including Best Student Awards.**

- While awarding distinction and merit certificates marks will not be rounded off and tie breaker factors as per SOP in vogue will be applied.
- Students who fail to complete the degree requirements within the stipulated time will not be considered for award of any medal / certificate.

7.5.3 Medals & Awards given during FUI Convocation / Annual Day to academically high achievers in professional examinations are as under:

| S.No | Prof Exam | Subjects | Gold Medals | Silver Medals | Total |
|---|---|---|---|---|---|
| 1 | 1st | Ana,Phy,Bio,Oral Bio | 4+Overall(5) | 4+Overall(5) | 10 |
| 2 | 2nd | Pharma, Gen Patho, DM, CD | 4+Overall(5) | 4+Overall(5) | 10 |
| 3 | 3rd | Perio,Gen Med,Oral Patho, Oral Med,Gen Surg | 5+Overall(6) | 5+Overall(6) | 12 |
| 4 | 4th | Operative Dent, Oral Surg, Ortho, Prostho | 4+Overall(5) | 4+Overall(5) | 10 |
| 5 | Best Grad | - | 2 | - | 02 |
| 6 | Grand Total | | **23** | **21** | **44** |

7.5.4 **Distinction / Merit Certificates:** Distinction certificates will be awarded to students in each subject scoring **80%** or more and merit certificates scoring ***75% - 79.9999%*** marks in each subject in first attempt / annual examination. In case of equal marks tie breaker rule as per SOP in vogue shall beapplied.

**NOTE: University Authorities reserve the right to change the examination rules/SOPs from time to time under instructions of accreditation and other governing bodies.**

**Section – 8**

# ATTENDANCE / LEAVE

**Attendance Policy:**

8.1 In any academic year after qualifying the supplementary exam and on rejoining his/ her academic class a student will be responsible to complete his/ her minimum mandatory ***75%*** of attendance as prescribed in the approved regulating authority curriculum for appearing in the professional exam.

8.2 No student will be eligible to sit in any university examination without completing ***75%*** attendance in the subject for which a student appears in the Professional Examination of that year.

8.3 The requirement of minimum attendance for eligibility will not be applicable to the internal examinations (EOB, Pre-Annuals etc.).

8.4 Those with less than the minimum required attendance will be offered compensatory classes in the relevant subject.

8.5 Each department will develop structured timetable of compensatory classes duly approved by respective Assoc Deans/ Dean/ Principal.

8.6 Compensatory classes will be offered for ***one week*** during preparatory leaves of pre-annual and ***one week*** during preparatory leave of annual examination.

8.7 Those who do not attain the minimum required attendance with these compensatory classes will not be allowed to sit in annual professional examination.

8.8 Further compensatory classes for ***two weeks*** will be offered by the departments during the period when annual examination is being conducted.

8.9 If a candidate is still deficient in attendance after all these compensatory classes, he/she will be allowed to attend classes of that subject with the new batch/class to compensate for the deficiency (without extra fee).

8.10 Compensatory classes will cease ***ten days*** prior to supplementary examination, and those who achieve them in minimum required attendance will be allowed to appear in supplementary examination.

8.11 Students will also be required to attain ***75%*** attendance in the subjects of ***Pakistan Studies*** and ***Islamic Studies*** separately to appear in exam of these subjects. There will be ***no*** compensatory classes for these subjects. They can compensate the deficiency by attending classes with other batches.

8.12 Fee during compensatory classes is ***Rs 500/-*** per lecture/ practical/ session.

8.13 The total fee will be determined by the Accounts officer FUSH, who will make voucher for the fee based on attendance provided by the SCT.

8.14 On production of deposit slip, student will be allowed to sit in compensatory classes.

8.15 If a student is unlikely to compensate for his/her deficient attendance in the same batch, the SCT will timely inform the MSA office. These students will be retained in that year and will attend classes with the new batch till they attain eligibility for appearing in the exam.

8.16 MSA office will in turn, formally inform the student(s) and his/her parents in writing that the student will be unable to compensate for annual and/or supplementary examinations as applicable.

8.17 **Leave Policy:** Leave is a privilege, not a right. Leave is granted only to avoid fine otherwise it has no bearing on attendance i.e. 75% attendance is a must to appear in any professional exam.

8.18 **Leave Procedure:**

- The students shall submit their applications to the Junior Class Teacher.
- It will be ensured that leave is applied on foolscap paper, and signed by parents/ warden.
- The junior class teacher will check that the application is in order and will ascertain the cause of leave.
- The applications will only be forwarded to Student Affairs for verification of signatures of parent/ guardian when the class teacher feels that it is necessary.
- After thorough scrutiny, the junior class teacher will either sanction or depending upon duration of leave, put up the applications to the sanctioning authority.

**The leaves will be sanctioned as follows:**

- Leave for one day will be sanctioned by the junior class teacher.
- Leave up to 3 days will be sanctioned by the senior class teacher.
- Leave up to 7 days will be sanctioned by the concerned Associate Dean.
- Leave for more than 7 days will be sanctioned by the Principal.
- After the leave is sanctioned it will be communicated to the Student Affairs Deptt for record purpose.
- In case of leave for urgent piece of work, the exact nature of the work will be written on the leave application by the student.
- In case of sick leave, the applicant will attach medical certificate for approval by the competent authority.
- Leave must be applied immediately before or after the date of leave availed. Leave applications received after two or more days will not be entertained.
- All those in the channel will give their recommendations, sign and clearly write their names.
- In case student has to take short-leave during working day, He has to take proper written permission from class teacher and MSA on prescribed from which can be obtained from Student Hub.

8.19 **Prolonged Absence:**

A student, who remains absent without leave for a period of four consecutive weeks, will be struck off the College rolls. He/ she may however, be readmitted on the recommendation of the Dean/Principal, subject to re-payment of the Admission Fee.

## Section – 9

## STIPEND & SCHOLARSHIPS

9.1 **Foundation Merit Scholarship:**

This shall be awarded to undergraduate students ***once*** i.e. at the time of admission in FUI BDS program. From 2nd year onwards, the students shall compete with other students for merit scholarship. This scholarship will be awarded to 1 top merit holder with 90% or above aggregate marks:

| Position in Merit List | Amount of Scholarship |
|---|---|
| 1st | 50% of tuition fee |

9.2 **Merit Scholarship:**

Top 2 students achieving distinction in university professional examinations will be awarded merit scholarships with 70% marks and minimum 75% attendance. In case of tie in a position, tie breaker rule as per SOP in vogue will be applied.

| Positions in batch | Tuition fee waiver |
|---|---|
| 1st | 30% |
| 2nd | 25% |

The Controller of Examinations FUI shall announce top positions for award of merit scholarships.

9.3 **Financial Assistance Programme (FAP):**

FAP is meant to provide assistance to needy students as assistance. The available amount is given to the deserving students after detailed working by the Financial Assistance Committee (FAC) of FUSH. Financial Assistance is initially granted for one academic year. Progress and attendance of the student is regularly monitored.

# Section – 10

# LIBRARY AND COMPUTER CELL

## 10.1 **Allama Iqbal Learning Resource Center (Library)**:

The Allama Iqbal Learning Resource Center is a significant part and intellectual hub of the Foundation University School of Health Sciences. The library's mission is to provide comprehensive resources and services to support research and learning needs of the campus.

AILRC is well equipped with the latest editions of medical, dental, physiotherapy and nursing books in all basic and clinical sciences. The library subscribes to national and international journals in all the disciplines of medical sciences, dentistry, physiotherapy and nursing. Moreover, CD's of books and other related materials are available in the library. Sections on general books like Urdu, English and Islamic Literatures have been added. Small collections of history and biography are also available in our library.

AILRC is providing excellence in life - long learning, quality resources and innovative services to our students, faculty members, staff and researchers. The internet and wifi facilities have been provided to the library users.

In addition to AILRC, there is another library at the ground floor FUCD. All books, reference books related to BDS program are available in this library as well. WiFi internet facility is also available.

1. **Library Rules and Regulations:**

- All students shall obtain membership of the library of FUSH after submitting the completed membership form.
- Books will not be issued without Library Membership Card.
- Library Membership card will be issued first time free of cost and in case of lost or damaged card, a fee of Rs.100/- will be charged for duplicate card.
- The following categories of student members can borrow books for the period mentioned against each: -

| **Category** | **Books Allowed** | **Period (Days)** |
|---|---|---|
| Students (MBBS, BDS, DPT, Nursing) | 2 | 14 |
| PGT/FCPS/House Officer | 2 | 14 |

- Books will be returned on or before the due date. A fine of Rs. 10/- per day per book will be charged on late return of book(s).
- Overdue fine on temporary issued books would be charged at Rs.50/- per day per book on late return of book(s).
- A book may be re-issued if any other member does not require the same.
- Reference books, newspapers, periodicals, CDs and audio-visual material will not be issued.
- Two copies of a book will not be issued to a student so that other students can also benefit from the same.

- Fine will be paid by the student when it is imposed through the accounts office. If a student does not deposit the fine or return the books issued up to end of semester/ term, he/ she will not be entitled for registration in next semester/year. A list of defaulting students will be forwarded to Student Affairs Department for compliance and library services will be stopped for such students until they clear their account.
- Library Incharge can also stop library services for a student during the semester/ term if the books issued to him/ her are long overdue or a heavy amount of fine has accumulated against his/ her name.
- A book will be considered lost if a student does not return the same at the end of semester/ term and fine will be charged two times the current cost of book on account of loss of book and the book will be written off from library ledger.
- In case a book is lost or damaged by a student, it will be replaced by him/ her with a new one of same edition plus fine for late return (if applicable). If same edition is not available in market, library can accept latest edition of book with the approval of Head of the institution and book will be taken on charge on same accession number.
- In case a book is lost or damaged by a student and it is not available in market, a fine equivalent to two times the current cost of book will be charged and book will be written off from library ledger.
- If any student leaves the institution without returning the book(s), a fine equivalent to two times the current cost of book(s) will be deducted from his/ her security deposit and book(s) will be written off from library ledger.
- Students will obtain clearance from library at the end of final semester/ term.
- Library Incharge can withdraw any book if required for specific purpose.
- In case of any dispute, Head of the institution will be final authority for decision.

2. **Library Discipline**
   - Students must conduct themselves decently and properly in the library.
   - All members should observe library timings.
   - No discussion on any matter, political or friendly, is allowed to take place in the library.
   - Silence must be observed in library to make it a suitable place for serious study. Individuals making noise of any kind would be fined and/ or asked to leave the library.
   - Mobile phones should be put on silent/ vibration mode before entering the library.
   - Bringing personal books, folders, files, registers, bags and lunch boxes etc in library is prohibited.
   - Taking snacks and other edibles in the library is strictly prohibited.
   - Smoking is strictly prohibited in library.
   - Users are advised to place the books on nearest table to the staff concerned after use. Shelving a book to wrong place causes problem in locating it when it is required next time.

- Once the books are issued, library members are not allowed to take them back to the books display area. If they want to read these books in library, the same will be brought to the notice of library staff.
- While leaving the library, users may be asked to show the books with them for inspection.
- All books and other material available in the library should be used with care, since the replacement is very difficult due to high costs.
- All library members must settle any overdue loans at the end of each semester/ term.
- Members are advised to make use of photocopier service instead of making notes or mutilating books, journals/ magazines. Photocopying will be made in accordance with the copyright law only.
- Underlining, writing remarks on the books and/ or folding pages of books is strictly prohibited. Any library member found doing so would be fined.
- No library member is allowed to bring library material out of library until it has been borrowed properly. The removal of a book or other library material in contravention of library regulations, beyond the last point of circulation, will be evidence of intention to commit theft.
- Such library members will be considered committing violation of the FUI Code of Conduct and will be referred to Head of the institution for disciplinary action.
- Library services may be stopped at any time (if required) by the order of Head of the institution.
- The library staff on duty has the right to request a user to leave the premises if he/ she is found to be violating any of the library rules.
- The library Incharge is empowered to withhold library facilities for any infringement of these rules.
- All users are required to vacate the library premises ten minutes before closing time. A buzzer will be rung to indicate the time.
- Library members having any grievance/ complaint will be brought to the notice of library Incharge. False complaints are liable to be considered as offense and dealt with accordingly.
- Library Incharge will forward all disciplinary cases to the Head of the institution.

10.2 **Computer Cell:**

In Computer Cell there are three computer labs across FUSH Campus. Computer labs are equipped with latest computer systems. These spacious labs are used for scheduled classes as required for Medical & Dental students, and for different conferences. Printing options are available in the labs for students and faculty.

10.3 **Computer Cell Information:**

Purpose built and state-of-the-art computer labs serve the needs of medical students. The labs are well equipped to cater for the needs of basic users as well as for researchers of postgraduate level. University has recently equipped its IT labs with high performance computers. In FUSH there is healthy culture of using computers by medical students. Different researches are done by students with the help of Desktops computers.

## Section – 11

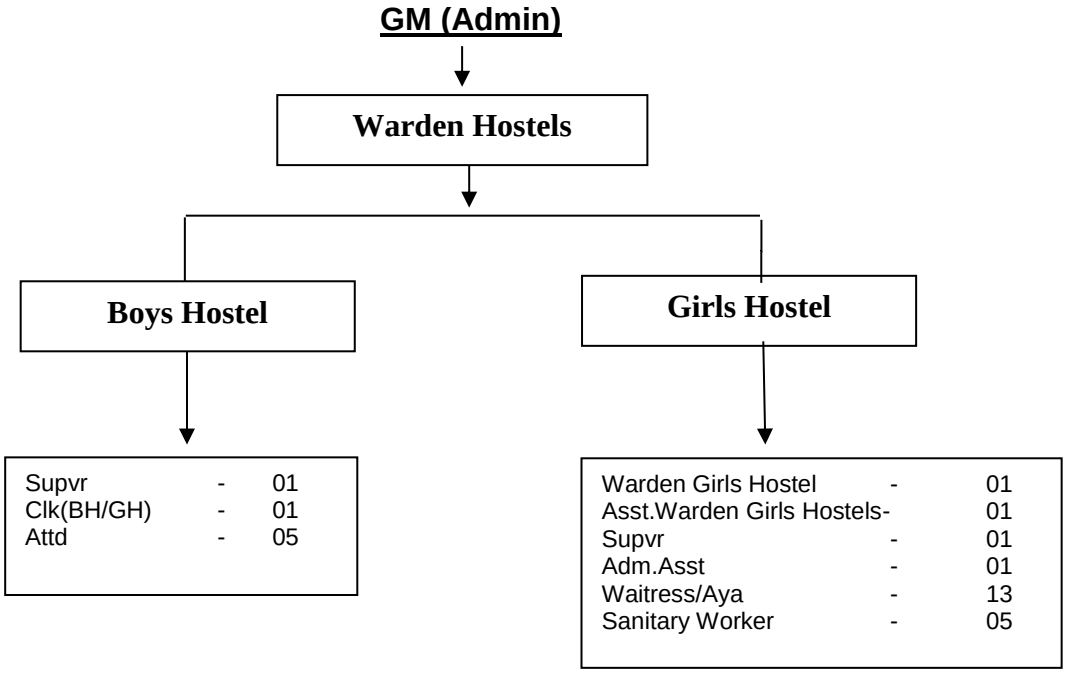
## HOSTELS AND TRANSPORTATION

FUSH Hostels support the academic mission of the University, providing transformative opportunities and connections designed to set students up for academic and personal success. The hostel was built in the year 2004 by the University inside the college premises, for providing comfortable stay to FUSH students. The FUSH hostels can accommodate 240 female students and 92 male students.

11.1 **Hostels:**

FUSH Boys and Girls Hostel are spacious and have beautiful architecture. It's a wonderful place to study in friendly and conducive environment and located adjacent to Academic Block and Teaching Hospital Fauji Foundation Hospital.

1. **Administration:** The administrative set up of Boys and Girls hostels is as under:-




2. **Capacity/ Allotment:**
   - Boys Hostel has a capacity for 92 boarders.
   - Girls hostel has a capacity to accommodate 240 students. Due to limited vacancies, accommodation is allotted on first come-first serve basis.

3. **Room Furniture:**
   - A bed is provided with mattress and pillow.
   - A study table with a small tube light.
   - A study chair.
   - A book shelf.
   - An independent almirah (hanging portion and shelves)
   - Looking Mirror size 36"x18" with wooden frame shelf.
   - Baggage storage shelves inbuilt in the room.

4. **Facilities**
   - A renovated and refurbished state of the art gym comprising of latest equipment is available for the boy's hostel.
   - A gym in girl's hostel with all necessary gadgets.
   - Common study rooms during examinations.
   - A TV room equipped with cable network for boarders.
   - Wifi facility is available for boarders.
   - Dining hall for Boarders in respective Hostels.

- Indoor sports (Badminton court and Table Tennis room) for Boys & Girls Hostels.
- Gym/ indoor sports in games room for Boys & Girls Hostels.
- Filtered, purified drinking water and water cooling arrangements (RO Plants). Water is tested for human consumption on quarterly basis.
- Laundry services for self-washing and also on payment at affordable rates by laundry contractor and contracted ironing services.
- Limited pick and drop facility available for shopping trips/ bus terminal/ airport, on payment and on advance intimation.
- Split Air Condition fixing facility in each room. AC to be installed by boarders.
- PTCL line and PTCL internet facility provided on payment on request by concerned boarders in their rooms.

**SOP-Catering Charges:**

- Contractor manages the hostel mess, and 315 days out of 365 days are charged.
- Base line payment for mess out provisions is Rs150/.
- In case of leave, the students will inform Hostel Warden Office 24 hours in advance and will also sign out of hostel living along-with messing.
- Prep leaves will be counted in addition to 5 days leave per month from the mess. In case of emergency leave like medical, it will be catered at par to prep leaves and the individual will be charged base payment for these leaves.
- In case the unprecedented price hike continues the contractor may apply for review on messing charges.

**SOP - AC Installation in Hostel:**

Following SOP shall be followed for fixing of ACs in hostel rooms:-

- Request in writing for installation of AC shall be initiated by the occupant minimum 48 hours in advance.
- AC shall be installed by Technical Branch FUSH on advance payment of following charges by the room occupant:-
    - AC installation - Rs. 1500.00
    - AC removal - Rs. 1000.00
- AC repair/ maintenance is the responsibility of the owner. No request for repair/ maintenance of AC shall be entertained by the hostel administration
- Carriage of ACs inside female accommodation shall be done as under:-
- Carriage by security guard / Adm Person inside girls hostel accommodation on advance payment of Rs.100.00 per person by the concerned boarder.
- Female hostel staff shall accompany while AC is being shifted to respective room. No outside person is allowed to enter or accompany while AC is being shifted to female accommodation.
- Technical Branch FUSH shall ensure installation of AC within 2-3 days after receipt of information from Warden.

- No male workers other than the FUSH staff shall be allowed inside the hostels premises.
- In case of any difficulty, AC owner shall arrange fixing under own arrangement after prior information/ permission of the hostels Warden.
- Above mentioned SOP shall be followed in letter and spirit and no violation shall be allowed due to security reasons.

**SOP Carriage of Baggage Girls Boarders:**

- Luggage conveyance to the allotted female hostel accommodation is the sole responsibility of the concerned female boarders.
- All female boarders living in hostel are expected not to pressurize any female employee for the carriage of their personal baggages to their rooms.
- However to facilitate conveyance of female boarders' baggage to their rooms, following SOP shall be followed:-
    - Rs.100.00 per trip to be paid to Aya / staff for baggage to be carried to the room.
    - Heavy baggage shall be split into small pieces for ease of carriage.
    - Carriage of baggage up to the entrance of girls hostel shall be responsibility of the owner herself.
    - Baggage carriage facility shall only be available if Aya is free from her hostel duties and permitted by the Warden.
    - Female boarders shall not insist for immediate carriage of baggage to their room. Female Aya will perform the duty whenever available. Baggage in the meanwhile may be kept under the supervision of the post/ security guard.
    - Female boarders are expected to conduct themselves in a decent manner while asking for carriage of their luggage or vice versa with the concerned Post / Guard Staff.
    - **IN CASE OF RUDE AND HARSH BEHAVIOUR OF ANY FEMALE BOARDERS, THE SERVICES OF AYA FOR CARRIAGE OF BAGGAGE SHALL BE REFUSED/ DENIED PERMANENTLY TO THAT PARTICULAR BOARDER.**
    - No male person is allowed for carriage of luggage; however male college staff may enter female hostel accommodation once summoned officially.
- All female boarders are expected to follow the above mentioned SOP. The girls hostel Warden will ensure communication of these instructions to all concerned.
- The boarder shall not be charged baggage carrying charges on initial joining. However this concession is extended for one time only.

5. **Visitors:**

- Rights of admission to the hostel premises are reserved.
- No stranger shall be admitted inside the hostel premises without the permission of the warden and after proper verification of concerned boarder by security staff.

- No guest shall be allowed to reside in the hostel. Violation of this rule will render the boarder liable for expulsion from the hostel in addition to any other penalty which the Warden Hostels/ College administration may deem fit. However real brother/sister and parents visiting boarders are extended night stay facility subject to availability of accommodation, on payment of normal charges after the approval from competent authority. The guest entry shall be allowed before sunset. There shall be no entry after gate closing timings.
- The visitors will be seated in the reception room/ reception place and the student concerned will be informed by the attendant/ security guard after the entry has been made in the visitor's book.

6. **Discipline Boarders:**

**FUI Discipline Policy**

- Rules/ regulations laid down for hostel will be strictly observed.
- Possession of any kind of weapon is strictly prohibited.
- Use of liquor & drugs is strictly prohibited and will be taken as serious offense.
- Any damage to institution/ college property shall result in a hefty penalty.
- No meeting/ gathering of boarders shall be allowed in the hostel.
- Student must display and show good social and moral values living with each other.
- Guests of students will be allowed only up to the visitor's rooms and only at specified timings.
- Hostel residents will not take day scholars into their rooms.
- The senior faculty and hostel management will visit the hostels periodically (at least once a month) and communicate with the boarders. This may include having a meal with the boarders. This interaction will be recorded by the warden hostels.
- While leaving respective rooms boarders are directed to keep their cupboard locked. The security of their belongings inside respective rooms is the responsibility of the concerned occupant.

**College Discipline Policy:**

- Hostels Warden is responsible for maintenance of proper discipline in the hostels in accordance with FUI and College discipline policy.
  He is authorized to penalize boarders for any irregularities, neglect of duties or breach of discipline. The Warden for any breach of discipline may penalize a boarder by way of a fine not exceeding Rs. 500/- and may also issue written warning or both and may also inform parents/ guardian/ class teacher and student affairs on case to case basis. Hostels Warden in case of serious breach of hostel discipline involving safety/ threat to hostel environment may immediately stop the violating boarder from entry into hostel.

- Boarder shall forward their applications through their respective class teachers. However applications addressed to warden shall be handed over to the supervisory staff. No cumulative or joint application of two or more boarders shall be entertained.
- No newspaper, periodicals, magazines or any other publication other than those authorized by the Principal/ Administrator shall be brought into the hostels by any boarder. Internal telephone/ internet extension to other boarders by subscriber is strictly prohibited.
- Due to prevailing security circumstances the competent authority reserves the right to carry out surprise **SEARCH OF HOSTEL ROOMS AT ANY TIME DURING DAY OR NIGHT AND WITHOUT ADVANCE INFORMATION** in the presence or absence of occupant of the hostel rooms and all rooms of hostel shall be open for inspection by the Dean/ Principal, GM Admin, or Hostel Wardens.
- The furniture assigned to a room shall not be shifted from it. A resident shall be responsible for the articles issued to him/her and shall return them to the hostel authorities when leaving the room or hostel. He/ she shall be responsible for making good any loss or damage to these articles.
- A resident who breaks or damages any college property i.e crockery, cutlery or furniture shall have to pay for the damage (cost plus fine).
- No religious ceremony/ activitiy will be performed inside the hostel premises.
- No boarder shall indulge in any amusement, which disturbs other boarders.
- Any boarder, who wishes to stay out of the hostel after 2100 hrs shall take prior permission from the Warden. However, for female boarder, the permission shall be given in case of **person/ relatives nominated in the list No. 2 only.**
- Applications for withdrawal from the hostel should be submitted to the warden at least one month in advance failing which dues refund where applicable shall not be executed.
- Any boarder found guilty of persistent violation of rules shall be expelled from the hostel by the Hostel Warden without any further notice. Any boarder found in gross violation of hostel discipline shall be stopped from entering in the hostel by the Warden and the case shall be referred to the Administrator for their perusal/ decision.
- Every boarder shall be responsible to keep his/ her room neat, tidy and clean.
- All waste paper and refuse must be placed in receptacles provided for the purpose.
- Defacing walls and fixtures is strictly prohibited. The occupant is responsible for safety and preservation of paint on walls, doors etc.
- Boarders shall enter all complaints and suggestion in suggestion book for up keep and maintenance of hostels premises and hostel rooms.
- All cases of boarder's sickness must be reported to the supervisory staff/ hostel Warden. Sick report chit will be prepared and boarder will be referred to Fauji Foundation Hospital and during class hours the sick boarders will be referred to FFH as per laid down procedure by Student Affairs Branch.

However boarder not feeling well and staying in his room during class hours shall be doing so at his own risk.

- The use of **LIQUOR** and other drugs of addiction in the hostel premises is **STRICTLY PROHIBITED.** All packets/ baggage shall be checked for unauthorized / undesirable items at entry gate by security staff and where necessary by hostel staff as per direction of hostel Warden.
- Smoking is strictly prohibited inside hostel premises and any boarder male/ female suspected for use of drugs shall be kept under observation, and where necessary shall be put through **Drug Test,** and if found positive shall be immediately expelled from the hostel with information to the parent/ guardian.
- Any students who is absent from the hostel without permission for a period of more than 20 days, will automatically forfeit his/ her allotment in hostel. Warden will refer the case to administration for opening his/ her room and storage of belongings after making an inventory. The student on return will seek re-allotment of accommodation in the usual way.
- The allotted room in the hostel to a student will be cancelled if it is not occupied by the notified dates for reasons other than certified illness for which he/ she will submit a medical certificate.
- No student is allowed to have any political affiliation. Any student involved in such activities is liable to be expelled from the hostel.
- Room allotment and boarders lodgment is the pure prerogative of hostel administration. No boarder is expected to object on any room allotment or shifting done due to administrative or disciplinary reasons.
- Students are advised NOT to keep a large sum of money or other costly items in the room as the hostel authorities will not be held responsible for any loss.
- Students will have to vacate the hostel accommodation according to the notification after the final year annual examination. No luggage shall be left in the room or handed over to hostel staff on vacating hostel room. Any such luggage found/ reported shall be confiscated. Junior students should respect their senior students. In case of any dispute between the students the Hostel Warden will be informed, who will try to resolve the matter and inform FUSH administration where necessary.
- Student class representatives (for boarders) will be responsible for internal discipline, and order in the hostels.
- Due to security reasons and prevailing security hazard, boarders are not allowed to keep any conveyance in the hostel when the college and hospital are adjacent to the hostel.
- Boarders are permitted to keep a room size fridge (36” x 24”) with the prior sanction. The fridge shall be connected in sockets linked to sub meters for which boarders shall pay the electricity charges.
- **DAY SCHOLARS ARE NOT ALLOWED TO ENTER THE HOSTEL PREMISES WITHOUT PERMISSION FROM THE HOSTEL WARDEN. SIMILARLY BOARDERS SHALL NOT BRING DAY SCHOLARS TO HOSTELS.**

- Boarders are directed to mark identification sign on their overalls to avoid mixing up in laundry shop and boarders must drop and collect their clothes from laundry on laid down timings. Laundry shall not be opened except on laid down timings.
- Boarders are expected to wake up on time and leave hostel for classes. Any boarder found in the hostel room shall be fined Rs. 500/- by warden.
- Boarders are not to sleep in any other room, nor shall any boarders allow any other boarder to sleep in his room.
- Senior boarders are strictly prohibited to demand from junior boarder any personal favours. Any boarder found violating this rule shall be immediately expelled from the hostel. Similarly any junior boarder found doing any personal favours and not reporting the matter to hostel staff shall also be penalized.
- Consumption of meal/ food items from outsource is strictly prohibited due to hygienic reasons. Also eatables from cafeteria are not allowed to be taken to rooms; even meals from dining halls shall not be consumed inside rooms except by boarders on medical grounds.
- **Any boarder withdrawn/ expelled from hostel on administrative/ discipline ground shall not be entitled for balance of hostel dues.**

7. **In/Out**:

Every boarder shall be in his/ her room by the following laid down timings:-

- Male Boarders - 10:30 pm
- Female Boarders - 09:00 pm

Every boarder shall mark his/ her presence in **IN/ OUT register** placed at hostel entry gate at the time of entry/ exit and shall put his/ her signatures. Any boarder found missing from his/ her room shall be reported to the Principal/ GM Admin for suitable punitive action. Latecomers shall first report to the supervisory staff and enter the reasons for late arrival and sign in the register. Only then they shall be allowed to enter their rooms. Hostel Warden may check the boarders at any time during day/ night. Supervisory staff shall check rooms at 08:15 am daily in the morning and will report about boarders found in the rooms to the Hostel Warden.

8. **Hostel Property/ Gym items:**

No boarder is allowed to take any hostel property/ gym items to his rooms. Any such item found missing and traced in any boarders room shall be treated as **THEFT** and appropriate action shall be initiated against the concerned boarder/ boarders.

9. **Electricity:**

No boarder is allowed to tamper with electric fitting. No electric appliances are allowed inside the room, without permission. Split Air Conditioners can be installed after written permission from Hostel Warden for which concerned boarder will be charged through a separate electric sub-meter installed for each room.

10. **Payment of Dues:**
All boarders are expected to clear their dues and payment of electricity, laundry and other bills well in time to avoid inconvenience and their debarring from appearing in Professional Examinations.

11. Each student on joining the hostel must bring with him/ her necessary stock of linen.

12. **Special Rules for Female Boarders**:
- Parents or guardians are required to send a list signed by them, of friends and relatives of their daughter who may visit her.
    - **List No.1** Persons who may visit the boarder on the visiting days but are not permitted to take the boarder out of hostel.
    - **List No.2** Persons who may visit the boarder and may also take her out with them on weekend/ holidays.
- No college male student unless permitted by the girl's parents or guardian in writing and approved by the Principal/ Administrator may visit girl boarder in the girls hostel.
- Students may receive authorized visitors during the following hours/days:-

| Days Timings | | Timings |
|---|---|---|
| Saturdays & Sundays | - | 0900 hrs to sunset |

On other times (during day only) visitors may be received only with the written permission of the warden. The visitors will be seated in the visitor's room and will not be taken to living rooms.
- No boarder is allowed any cooking in her room.
- Parents/ guardian of female boarder are requested to drop-in their wards on returning from weekend/ leave before 9 pm.

13. **SOP - In/ Out Short Trip – Female Boarders:**
**a. In/Out Procedure**
- Female boarders can proceed on leave on weekend with their parents/ guardian and after making necessary entry in leave register and leave form duly signed by parents/ guardian and herself, which is available with Girls Hostel Warden.
- In case of an emergency, leave will be sanctioned by senior class teacher and Girls Hostel Warden after clearance from the administration.
- Hostel entry time is 1 hour after sunset which must be strictly observed by the boarders going out with special permission on short trips. However, those boarders who are permitted to proceed on weekends/ leave must return to hostel by 09.00 pm.
- Female boarders who perform duty in the wards will make entry in **WARD REGISTER** on going out and also **IN TIMINGS** on entry into hostel.
- Any duty in any ward after allowed – in time (9.00 p.m) will only be permitted after due sanction of senior class teacher/ respective HOD.

- Acting Warden/ Adm.Asst/ Supervisor is responsible to ensure that no boarder is allowed to go out from hostel without proper permission and without proper particulars entry in the register.
- Female boarder will mark her entries in respective register in her own handwriting and put her signatures.

**b. Latecomers**

Latecomers shall not be allowed entry inside the hostel by the Girls Hostel Warden. However, if the boarder is late due to some cogent reason; she will be asked to submit a proper written explanation. The same shall be immediately handed over to warden which will be forwarded for the information of administration.

**c. Short Trip**

- No one will move outside the hostel without a written slip/ permission form.
- Time for outgoing trip will be between 3-7 pm (maximum).
- CRs or Head Girls allowing the boarders will be responsible for the reliability of reasons and genuineness of the visit.
- Boarder returning from trip will sign-in on the slip with time-in entry. The boarder failing to make time in entry would be considered as absent from the hostel. This information will be sent to the Warden Hostels immediately by Girls Hostel Warden. The slip will be sent to Hostels Warden daily in the morning.
- Ward attendance by 3rd & 4th year according to schedule issued by HOD/ Assoc Dean are permitted from 6 – 9 pm. CR/ Head Girls will check and confirm their presence in the ward occasionally.
- Boarder staying back in the hostel rooms must have permission from the CRs, who in turn will keep the warden informed.
- Walking time inside hostel premises is revised from 3 pm to 10 pm.

**d. Parents' counseling regarding their wards**

Any parent/ guardian if desires to discuss some point regarding their ward must do so during daytime after prior intimation to Hostel Warden/ Girls Hostel Warden. Meeting of parents/ guardian is always welcome; however their desire to meet lady staff of girls' hostel will be regretted.

14. **Student's Conduct with Security and Supervisory staff**:

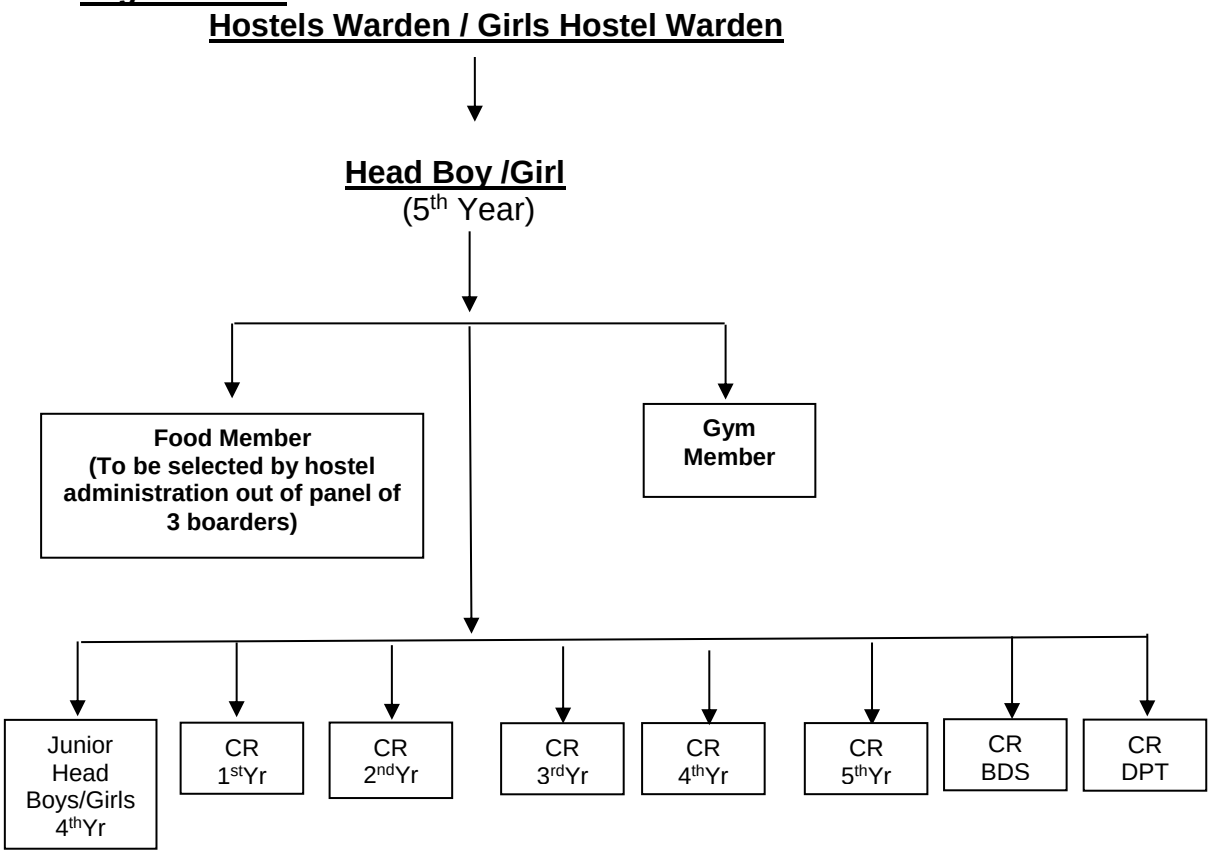
FUSH boarders are expected to display highest standard of hostel discipline. They are expected not to indulge in any altercation with security or supervisory staff, as this staff has been employed for the security/service of the boarders.

**Note**: **Any student breaking any of the above rules is liable to be fined or he/she may be expelled from the hostel in case of serious violations.**

15. **Hostel Management – Boarders:**

a. **Aim:** The aim is to lay down organizational set up for hostel management involving the boarders actively for the overall betterment of hostel environment.

b. **Organization:**




c. **Duties of the Boarder Representative:**

- Assist the Administration and hostel staff in smooth functioning of the hostels.
- Ensure upkeep of hostel and hostel rooms through periodical inspection under instructions from the GM Admin/Manger Adm/ Warden Hostels.
- Ensure timely and proper execution of hostel rules and administrative orders issued from time to time.
- Check and report any unauthorized person to enter/ live in the boarder's rooms/ hostel premises.
- Ensure proper utilization of recreational facilities provided in the hostels e.g. TV room, visitors' room, use of cable and gym etc.
- Ensure security and protection of hostel property and furniture and report to the hostel staff about any damage which comes to their notice.
- Groom junior boarders and promote healthy hostel atmosphere through personal conduct and leadership.
- Assist the warden in collection of utility bills and any other charges/ dues from boarders.
- Suggest and plan improvements in facilities and beautification of hostel.

- Prepare the menu in coordination with hostel warden and in accordance with catering SOP and keep a regular check on food quality/ quantity and service in the dining hall.
- Report to the warden hostel about any unusual occurrence or activities against the rules/ regulations, immediately.
- Respective CRs will keep a check on their class & if someone is on leave/ missing classes for 10 consecutive days, they will inform the warden.
- Represent the boarders at various forums and look after/ safe guard all their interests.

d. **Miscellaneous Responsibilities**

- Doors lock timings to be ensured (10 p.m).
- Head Boy/ Girls through the CRs will give daily attendance of all boarders actually present inside hostel at night if demanded by Warden/ Hostel staff.
- Parents/ blood relations complementary may stay after paying current charges subject to availability of space. Hostel staff will maintain the record and control the allotment of these rooms.

e. **Criteria for selection/ election of boarder representative**

- Should be academically sound and of exemplary character, sound discipline and of good personality.
- Should be recommended by the senior class teacher.
- Should be capable to act as boarders' representative and should have good communication skills and be dedicated to work voluntarily.
- Resident boarders only are eligible.
- Can be a nominee of the administration in case of a tie or removal due to unsuitability.
- Election of panel to be held in January each year.
- Repeaters may be debarred from contesting election.

f. **Perks for Representative**

- Will wear prominent sash/ badge.
- Recommend/ forward boarders' requests through class representative, HB/ HG to wardens. No student will approach the administration directly.
- Names of Head Boy/ Girls, CR will be displayed outside their rooms on a proper name board.
- Honour board be displayed in hostels with appointment holders' names for each session.
- The timings for boarders on all evenings to go out are from 3 pm – 9 pm. The appointment holders will be responsible for their respective classes to ensure that all boarders return in time. The panel in consultation with warden shall prepare food menu subject to contractual limit and can reject any food found uneatable & that food will not be served again and some other items will be served in lieu.

- The appointment holder will be recommended for a positive evaluation in internal valuation by the warden based upon their performance if considered appropriate.

g. **Tenure**

One Year (Unless removed on disciplinary/ other grounds).

h. **Removal of Representative**

The representative will be removed on following ground:-

- On leaving of hostel permanently.
- On ground of ill-discipline, negative attitude, incompetence, weak moral fiber or weak academic record upon recommendations of the warden or a collective complaint by at least 50% of the electorate or on vote of no confidence by the class.
- Students own unwillingness to perform. For this he/ she will tender resignation with at least 15 days' notice.
- All perks obtained as boarders' representatives shall stand forfeited on removal/ unwillingness.

## 11.2 Transportation Services/Facilities

1. FUSH has its own integral transport fleet for pick & drop facility/ educational/ official duties etc. Moreover, vehicles can also be provided on payment in case of any emergency/ personal use subject to the availability of vehicles.

2. **Pick and Drop Facility:** Pick & drop facility to the students is provided on payment. Presently the service is available on following routes (subject to change):-

   - **Peshawar Road upto Haji Camp/ Sector G-13**. Golra Mor, Haji Camp, Kohi Noor Mill, Choor Chowk, Chairing Cross, Askari -11, Qasim Market, Army Medical College, RA Bazar, Chungi No 22, Dhayri Hassanabad Chowk, COD Chowk.
   - **Islamabad (Zero Point)**. G-10, F-10, F-11, G-9, G-8, G-7, F-6, Kalsoom Plaza Blue Area, T&T Zero Point.
   - **Adyala Road**. Adyala Road, Khawaja Corporation, Askari-14, Askari-7, Askari-13, COD.
   - **Murree Road upto Double Road**. I-10, I-9, I-8, Faizabad, 6th Road, Saidpur Road, Haidri Chowk, Commercial Market, Chandni Chowk, Rawal Road, Askari -10, Jinnah Park.

3. Services are available to/ from campus to the pre-designated pick and drop points on above routes. **No door - to - door service is extended**.

4. Transport on payment can be provided to the boarders at following occasions if available: -

   - During weekend to female boarders for shopping.

- For pick and drop on Eid holidays to/ from Daewoo Bus stand/ Islamabad Airport to/ from the hostels.
- For college functions if arranged outside the FUSH premises.

5. Students may apply to avail this facility through application to the Administration branch which will be approved subject to the availability of seat on the particular vehicle due to limited seating capacity.

**Section – 12**

# ACCOUNTS

A Department recognized for providing excellent service, and reliable, accurate financial information. The Finance Department is a team that collects, interprets and maintains financial information while providing quality service and strives to do the best.

## 12.1 INTRODUCTION

1. Present Fee Structure is as per the **PMC MEDICAL AND DENTAL UNDERGRADUATE EDUCATION (ADMISSIONS, CURRICULUM & CONDUCT) REGULATIONS 2021**. However, Foundation University reserves the right to amend/ change the fee structure as per instructions issued by the PMC time to time.
2. At the time of acceptance of admission in the college, all dues will have to be deposited by a fixed and non-extendable date. In case of non-payment till the specified date, the admission in FUSH will be offered to next candidate placed on the waiting list.

## 12.2 REFUND OF FEE POLICY

The college dues once deposited will be refundable as per following policy: -

1. **Admission Fee shall not be refunded in any case**.
2. If a student after having obtained admission seeks to leave the program, the fee for the **period spent by the student in the program along with a penalty @ 10% of the tuition fee will be deducted**.
3. If a student is removed from the college rolls on disciplinary/ administrative grounds the refund of the hostel dues will also become inadmissible.

## 12.3 FEE CHALLAN DEPOSIT & DUE DATE POLICY

**(1st YEAR TO EACH SUBSEQUENT YEAR)**

1. Fee Challans will be issued during the month of **December each year** and handed over to the students after obtaining **acknowledgment** from each student.
2. In case the Fee Challan is not received/ misplaced, the student may either approach **Student Hub – Accounts Counter / Accounts Branch - FUSH** or email at (**account_fumc@fui.edu.pk**) for **issuance of duplicate Fee Challan** within due date for timely payment of fee. However, after the due date fee will be collected along with surcharge amount as per policy.

## 12.4 LATE PAYMENT & SURCHARGE POLICY

**(1st YEAR TO EACH SUBSEQUENT YEAR)**

1. **Fee defaulters will be dealt in line with PMC rules and FUI Policy**. As per PMC policy a student who defaults in payment of tuition fee shall be liable to be expelled by the college subject to a reasonable period.
2. The annual fee will be payable by **31st January** or after the final professional examination every year. If the Fee is delayed beyond 31st January or due date then:-
   a. 1% late payment surcharge would apply upto 1st March or due date.
   b. 3% late payment surcharge would apply upto 1st April or after 1x month of due date.
3. **In case of non-payment of fee after 1st April or after 2 x months of due date students will not be allowed to attend class.**

## 12.5 FEE INSTALLMENTS

**(1st YEAR TO EACH SUBSEQUENT YEAR)**

1. FUI policy does not allow fee payment in installments. However, needy students may apply for the fee payment in installments on the prescribed form. Application to be submitted to the Student Affairs department in the **1st week of January** of every calendar year. The student's parent/ guardian's financial situation will be assessed and recommended for the allowance of fee payment in installments. **No application will be entertained after the due date of the fee challan.**
2. If the application for fee payment in installments, duly submitted through the Student Affairs Department is approved by the Competent Authority on the recommendation of the FAP Committee, the student thereafter will be allowed to deposit the fee in two installments:-
   a. 1st Installment by 31st January or due date (50% of the outstanding fee).
   b. 2nd Installment by 30th June (balance amount of outstanding fee).
3. **1% deferred payment charges will be charged on due amount.**

## 12.6 HOSTEL DUES POLICY

**(BOYS' & GIRLS' HOSTELS)**

The following rates will be charged.

1. Annual accommodation charges only:
   - **Rs. 198,000/-** for **(Twin Sharing).**
   - **Rs. 396,000/-** for **(Single Occupancy).**
2. Above rates are only for hostel *accommodation*. **Laundry, electricity or any other charges will be collected separately**.
3. The hostel dues are **to be paid full in advance**.
4. These rates may be revised on yearly basis.

## 12.7 MESS DUES POLICY

**(BOYS' & GIRLS' HOSTELS)**

1. Food will be provided to students as per existing policy through contractor at mutually agreed menu and rates.
2. Messing Charges will be paid to the contractor separately.

## 12.8 REFUND OF HOSTEL DUES POLICY

**(BOYS' & GIRLS' HOSTELS)**

1. The boarders must inform Warden Hostels/ Warden Girls' Hostel **at least one month** prior to his/ her tentative vacation.
2. In case the occupant has to vacate during the **middle of the year**, following criteria will be followed:-
   a. The boarder will be charged for the **months of stay** only.

b. If any occupant leaves during the month and vacates **before 15th** of the month then half-month charges will be levied and if boarder vacates **after 15th** of the month then charges for the full month may be charged.

12.9 **MEDICAL TREATMENT POLICY**

1. Only **outdoor medical treatment (OPD) facility** is admissible for the students.
2. However, in case of any **indoor medical treatment**, the student will be charged in accordance with the availed facility.

12.10 **RE – ADMISSION POLICY**

**Re-admission fee** shall be charged in case a Student's name is struck off from the college rolls due to prolonged absence.

12.11 **REFUND OF SECURITY POLICY**

Students may apply for the refund of security on the prescribed form. Application for the refund of security to be submitted in the Campus Accounts Department. After verification Campus Accounts Department will adjust any outstanding dues from the refundable security, obtain approval and process for Refund of amount.

12.12 **BANK ACCOUNT FOR DEPOSIT OF FEE**

The fee may be deposited into the following branches of Askari Commercial Bank Limited. However, if the fee is deposited either online or in any other Askari Bank Branch, the scanned copy of paid deposit slip must be emailed at (**account_fumc@fui.edu.pk**) or hard copy of paid challan submitted at Accounts Counter - Student Hub / Accounts Branch - FUSH.

**FOR PAKISTANI STUDENTS**

| | |
|---|---|
| Branch: | **Askari Bank Ltd, Al Shifa Eye Trust Hospital Branch, Rawalpindi** |
| Title of Account: | Foundation University Islamabad |
| PKR Account No: | 01811650000020 |
| Swift Code: | ASCMPKKA |
| IBAN No: | PK79ASCM0001811650000020 |
| FUI NTN No: | 2864905-2 |
| ACBL Phone No: | 051-5488720-1 |
| Accounts Branch Email: | account_fumc@fui.edu.pk |

1. Fee in Pak Rupees may also be deposited into Sub Branch of ACBL Al-Shifa Eye Hospital located at Fauji Foundation Hospital Rawalpindi.
2. The Foreign students will deposit the dues in USD. The fee may be **"Remitted only through Wire Transfer"** into Foundation University Islamabad bank account. As per the instructions of State Bank of Pakistan, **"ACBL DHA-1 Branch, Islamabad will not accept payment in the form of Cash/Cheque/Pay Order"**.

## FOR FOREIGN STUDENTS

| | |
|---|---|
| Branch: | **Askari Bank Ltd, DHA Phase-I, Islamabad** |
| Title of Account: | Foundation University Islamabad |
| USD Account No: | 1061300401234 |
| Swift Code: | ASCMPKKA |
| IBAN No: | PK04ASCM0001061300401234 |
| FUI NTN No: | 2864905-2 |
| ACBL Phone No: | 051-5788601, 5788691 |
| Accounts Branch Email: | account_fumc@fui.edu.pk |

## BANK ACCOUNT FOR CATERING CHARGES

| | |
|---|---|
| Branch: | **Askari Bank Peshawar Road Branch, Rawalpindi (301)** |
| Title of Account: | RIZ SERVICES PLUS |
| PKR Account No: | 0300100582573 |
| Swift Code: | ASCMPKKA |
| IBAN No: | PK36ASCM0000300100582573 |
| Riz Services Plus NTN No: | 1260092-0 |

**Section – 13**

# MISC / IMPORTANT INFORMATION

## 13.1 GENERAL CONDUCT AND DISCIPLINE MATTERS

### 13.1.1 General Conduct

The students are required to abide by the rules and regulations of FUI/ FUSH. The college administration expects and demands absolute integrity and honesty from its students concerning their day to day life at FUSH. Unethical behavior during any test/ examination or anywhere else may result in removal from the FUSH rolls. Other causes of removal include submitting false evidence, stealing, willful destruction of FUSH equipment, furnishings or property, physical violence against other students/ faculty members/ staff/ patients, use of intoxicating drugs, possession and use of arms/ ammunition in FUSH, violation of civil rights of others, indulgence in union activities or working for political parties, creating civil disturbance and non-payment of fees/ dues. Prolonged absence from academic activities or inability to cope with the curriculum shall also be a cause for removal from the college rolls.

### 13.1.2 Discipline

The co-education in the institute places a heavy responsibility on the management and the students alike. The students are, therefore, expected to follow a code of conduct/ ethics and moral behavior. Very serious view is taken of any misconduct and immoral behavior both inside and outside the class rooms. Faculty members, hostel wardens, library staff and administration staff have certain authority to impose discipline and refer the case to Disciplinary Committee.

- **Basic Responsibility for Maintaining Discipline:**
  - General (Campus) - The Principal/ Director, all faculty members and College Administration
  - Class Room - Teacher in the class
  - Department - HOD/ Faculty members
  - Examination Hall - Examination superintendent, invigilator or any other person designated/ nominated by the college administration/ controller of examination.
  - Library - Manager Student Affairs (MSA) and Librarian.
  - Hostel Premises - GM (Admin), Manager Administration, Hostel Wardens and deputed duty officer (faculty member)
  - Cafeteria/ Canteen - GM (Admin), Manager Admin, Hostel Wardens and deputed duty officer (faculty member), teachers
  - Student Hub - MSA and his Staff.

- **Responsibility of Student Discipline in the Class Room**
  - All students should rise when a teacher enters the class for the first time.
  - All students to be inside the class room five minutes before the start of lecture.
  - Students must observe the class timings strictly. Anyone coming after 10 minutes of the start of the class will be marked absent.
  - Use of mobile phones is strictly prohibited (sms/ playing, receiving calls, dialing etc)
  - Students are not allowed to leave/ enter the class room without permission of the teacher.
  - Disturbance/ violence/ misbehaviour in the class shall not be tolerated.
  - Students must enter the class properly dressed failing which they will not be allowed to sit in the class.
  - Threats or misbehaviour with the faculty will be taken as a serious offense.
  - Students must ensure display of ID card in the class/ campus.
  - Students must avoid situations where they are alone with a member of the opposite gender in the class room.
  - Smoking is prohibited in the campus premises.
  - Destruction of institution/ college fixtures, equipment or property will be taken as a serious violation.
  - Students must not take eatables in classroom even when the room is free.

- **Discipline in the Examination Hall**
  - Read the examination hall instructions before entering.
  - Leave all kinds of helping material, chits, notes, devices, smart watches/ phones etc outside the examination hall. Anyone found in possession of above mentioned items will be dealt with strictly.
  - Enter the hall 15 minutes before the start of the paper.
  - Sit at the specified seat.
  - Layout chart of the seating plan must be consulted before sitting.
  - Borrowing and lending stationary items is strictly prohibited. No talking, whispering among one another is allowed.
  - Do not write anything on the question paper which may facilitate others.
  - Follow the instructions given by the invigilators. Any disobedience will be considered to be disciplinary case.

- **Discipline in the Library**
  - Enter with the authorized library card otherwise entry may be denied.
  - Any student checked on misbehaviour, may be asked to leave by the library Incharge.
  - Carrying of food item/ drink in the library is strictly prohibited.
  - Smoking and use of mobile phones in the library are prohibited.

- Maintain complete silence in the library and do not disturb others already sitting.
- Library timings must be followed strictly.
- Damaging, spoiling, mutilating books will be taken as an offense.
- Playing games in the library is strictly prohibited.

- **Discipline in the Cafeteria**
  - Avoid shouting, unethical and unsocial behaviour.
  - Avoid passing nonparliamentary remarks on each other.
  - Do not discuss political/ religious matters which may cause resentment.
  - Use of unpleasant language especially within the hearing distance of female students shall be taken as a serious offense.
  - Respect the staff and avoid getting into arguments with them. Instead report the issue to the authority.
  - Smoking is not allowed in the cafeteria.

- **Discipline at Hostel**
  - Rules/ regulations laid down for hostel will be strictly observed.
  - Possession of any kind of weapon is strictly prohibited.
  - Use of liquor & drugs is strictly prohibited and will be taken as serious offense.
  - Any damage to institution/ college property shall result in a hefty penalty.
  - No meetings/ gatherings of boarders shall be allowed in the hostel.
  - Student must display and show good social and moral values living with each other.
  - Guests of students will be allowed only upto the visitor's room and only at specified timings.
  - Hostel residents will not take day scholars into their rooms.
  - The senior faculty and hostel management will visit the hostels periodically (at least once a month) and communicate with the boarders. This may include having a meal with the boarders. This interaction will be recorded by the warden hostels.

- **Discipline at the Premises**
  - Students must enter the premises with the authorized ID Card.
  - Students must ensure their dress meets the prescribed criteria.
  - Students must follow good code of conduct. They shall be penalised for misconduct and immoral behaviour.
  - Smoking is not allowed in the premises.
  - No student is allowed to bring any guest unless allowed by the authorities.
  - Punctuality will be adhered to strictly.
  - Students must avoid situation where they are alone with a student of the opposite gender.

- No male student is allowed to go to the area earmarked for female students for any purpose.
- Dress can be checked at the main entrance as well as by the teacher in the class/ campus.
- Award/ appreciation letters will be given to the best students (both male/ female) in dress and attendance.
- Senior students should be a model for juniors.
- Habitual, ill-disciplined student will be weeded out after thorough probe.
- Student absent for four consecutive weeks without info will be struck off the institution rolls.
- Students to maintain proper/ decent hair cut and shave regularly (less those with proper beard).
- Be polite and courteous to fellow students, teachers and staff.
- Instigation or taking part in any boycott of examination/ class/ event or creating disturbance will be dealt with strictly.
- Students must use earphone if they want to listen to songs in the campus. Playing music via speakers is prohibited.
- Students must not loiter in areas where they may disturb classes.

- **Hospital Premises**
  - The students must strictly observe timings during clinical training.
  - The students must exhibit high standard of behavior with hospital doctors, patients and hospital staff.
  - Students must be polite and attentive to the patients and to their attendants.
  - The students are expected to respect patient's dignity, privacy and protect confidential information.
  - Students should examine the female patients and carry out potentially critical procedures like venepuncture /fluid aspiration/ ECG/ bone marrow aspiration/ FNAC etc in the presence of a female attendant/ nurse.
  - Students must deal with patients/ attendants in a professional manner and avoid developing personal relationships with them. Do not share personal contact information with patients or their attendants.
  - The rules/ regulations of respective wards/ departments enforced by the HOD must be strictly followed.

- **Punishments and Appeals**
  - **Punishments:** Following punishment or any combination of punishment may be imposed on any student for violation of code of conduct.
  - Disciplinary probation: Disciplinary probation serves as a warning that future misconduct may result in more severe sanction.
  - Depriving of facilities: Withdrawal of hostel facility, lab, library or participation in extracurricular activities for a specific period.

- Transcript or Registration: Restricting release of student transcript or access to registration.
- Cancellation of Exams/ Paper: In case of severe acadmic dishonesty, student's complete exam/ paper can be cancelled depending on the gravity of offence in that block/ year.
- Withholding degree: The degree may be withheld in case the student is dismissed from the college.
- Suspension: A student can be suspended for a specific period of time. Upon recommndations of CDC, he/ she may be granted reinstatement at the institute's discretion.
- Suspnsion is effective immediately if their stay is detrimental for the campus peace and tranquility.
- Student will be expelled on possession of alcohol/ drug.
- Dismissal: Student may be dismissed on discipline violations of serious nature such as firing in the campus, fighting between two groups with or without outside assistance, immoral/ unethical behavior, anti-islam activities.
- Forfeit entitlement:
    - Financial assistance for specific period.
    - Be dropped from the medals table.
- Withholding Certificates: Of good moral character/ reference letter.
- Fine: As prescribed and empowered to the Rector, Dean/ Principal, Director and other appointments.

- **Appeal System:**
    - No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which it was not competent to impose.
    - The appeal to Principal/ Director will be for revision of sanction in all cases but dismissal or misconduct of a serious nature will be referred to FUI, where it has been appealed or otherwise.
    - The defaulter/ accused has to process his appeal through Principal/ Director to the FUI, if he thinks that justice has been denied to him by the Discipline Committee as well as Principal/ Director.
    - Principal / Director's and the Rector's decision on the appeal will be final and binding.
    - If student does not appeal within 7 days of the award of the punishment, the same will be considered affirmative. Principal / Director's decision is final except dismissal or offense of serious nature which has be communicated to and ratified / approved by the Rector FUI.

- **Fines: Following fines for student against respective violation:**

| | | |
|---|---|---|
| ▪ Absence Per Lecture | - | Rs. 100 |
| ▪ Absence Per Day | - | Rs. 200 |
| ▪ Test Chapter/ Monthly (or similar) | - | Rs. 400 |
| ▪ Term Test (or similar) Absence<br>* Absence a day prior to the Chapter, Monthly & Term Tests be the same as for the test. | - | Rs. 600 |
| ▪ Violation of Dress Code | - | Rs. 500 |
| ▪ Latecomer | - | Rs. 100 |
| ▪ Smoking in the Campus | - | Rs. 3000 |
| ▪ Use of cellphone inside the class building including labs, classrooms, tutorial rooms and galleries etc. | - | Rs. 400 |
| ▪ Littering in the campus premises | - | Rs. 1000 |
| ▪ Inappropriately sitting closely | - | Expulsion from college permanently /for one year/ semester/term Rs. 5000 |
| ▪ Fake Student ID Card | - | Rs. 10000 |
| ▪ Exchange of ID Cards | - | Rs. 5000 |
| ▪ Loss of Student ID Card | - | Rs. 1000 |
| ▪ Scuffle | - | Rs. 10000 |
| ▪ Misbehaved with staff, faculty, Invigilator | - | Rs. 10000 |
| ▪ Entering in Campus without Student ID Card | - | Rs. 200 |

13.1.3 **College Vacations**

Summer Vacation - One month

The FUSH observes all official holidays as notified by the Foundation University Islamabad. The college remains closed on Saturdays & Sundays. Hospitals function beyond college working days.

13.1.4 **College Uniform**

**BOYS**

| **SUMMER** | **WINTER** |
|---|---|
| White Shirt with full sleeves | White Shirt with full sleeves |
| Light Grey Trouser | Light Grey Woolen Trouser |
| Green Neck Tie | Green Neck tie |
| Black Socks | Green Sweater “V” Neck** |
| Black Oxford Shoes | Green Blazer |
| | Black Socks |
| | Black Oxford Shoes |

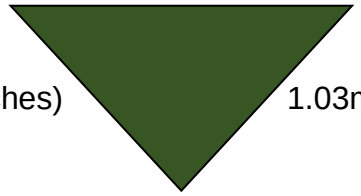
**GIRLS**

| **SUMMER** | **WINTER** |
|---|---|
| White Shirt (knee long) with full sleeves | White Shirt (knee-long) with full sleeves |
| White Shalwar | White Shalwar |
| Green Scarf* & Green Dopatta | Green Scarf* & Green Dopatta |
| Black Socks | Green Sweater “V” Neck** |
| Black Shoes | Green Blazer |
| | Black Socks |
| | Black Oxford Shoes |

**Head Scarf**

* The triangular head scarf with the following dimensions will be used:-

1.8 m (70 inches)



1.03m (40 inches) 1.03m (40 inches)

* The two equal sides will be further bordered with a green colored lace of 6.5 cm (2.5 inches) breadth.

** The sweater can be optionally worn along with the blazer. The period for wearing the sweater without blazer is notified by the administration according to the season.

**NOTE:**

- While in the college or in the hospital premises, every student will wear a knee-long white overall with college ID card displayed above right pocket.
- Male students will maintain haircut of a standard size and shave regularly. Students having beard are to keep it trimmed.
- Tights and see-through dress shall not be worn.
- No shorts and sleeveless shirts will be worn.
- There shall be no T-shirts without collars.
- Dress with Indecent/ provocative remarks inscribed shall not be worn.
- There shall be no wearing of jogging suits and exercise clothing during classes.
- No excessive makeup and wearing of expensive jewellery at the campus by students.
- Lab coats shall be worn where applicable.

13.1.5 **Security Measures**

- **Campus Security Team**: Campus Security Team functions under the direct supervision of Chief Security Officer FUSH. Composition of the team is as follows:-

- **Campus Chief Security Officer** - Manager Admin, FUSH
- **Security Officer** - AMA FUCD&H
- **Security Supervisor** - JCO
- **Reliever** - Assistant Security Supervisor/ Adm Supervisor

- Security personnel are employed at following points/ areas in addition to the special tasking in case of requirement: -
  - For security of entire campus day and night.
  - Each entry/ exit point.
  - For checking of vehicles and employees at entry/ exit gates.
  - Boys and Girls Hostels.
  - For security of pick & drop vehicles.
  - Specific duties of security personnel at different points.
- No vehicle will be allowed to enter except bearing FUSH car stickers issued by the security office.
- Comprehensive security camera network for digital monitoring/ surveillance of the campus area in the security control room.

13.1.6 **Visitors' Procedure**

A Receptionist is employed at the entrance gate to ensure the following: -

- Guide the visitor to the visiting office after confirmation of meeting/ visit.
- No visitor is allowed before 9:30 am and after 1:00 pm except with the permission of security officer.
- Particulars of visitors are checked and proper record is maintained including the purpose of visit.
- Issuance of visitor card and its display by the visitor prominently during the visit.
- Retention of original CNIC Card of the visitor at the entrance.
- No hazardous material, equipment including arms, ammo, etc is allowed to be carried/ possessed by any visitor in the campus.
- Concerned visiting person be contacted by the receptionist to verify details of the visitor and seek his/ her consent, if required.

13.1.7 **Visitors' Vehicles**

- To be allowed till visitors car park only.
- No private vehicle to be parked in FUSH area after office hours.

## 13.2 CLINICAL ELECTIVES

- As per policy in vogue, students must do at least 01-week elective in following years to gain benefit.
- The benefit given to students can be a maximum of up to two marks in the internal assessment of subject of the year in which elective was done. This is subject to change from time to time.

| BDS YEAR | DURATION | PLANNED TIMEFRAME | LOCATION |
|---|---|---|---|
| 3rd Year & Final Year | 01 week | Mid Year (In Academic Calendar) | Any primary, secondary or tertiary healthcare facility within or outside Pakistan. |

- During the allocated time of electives, no academic teaching will take place.
- It will be the responsibility of the students to make necessary arrangements for their electives. Principal's recommendation letter will be issued through clerical office after submission of application by the student to clerical office.
- Student should obtain a certificate from the host facility principal, of having completed elective; student should submit certificate record to class representative for onward submission to DDER, latest by pre-annual exams.

## 13.3 POLICY GRIEVANCE REDRESSAL - FUI

- **Introduction**

  Foundation University Islamabad (FUI) recognizes that from time to time, students, faculty and staff may encounter academic and administrative issues or concerns which they wish to raise and have addressed. This policy aims to encourage the prompt and effective resolution of such issues or concerns in a constructive, fair and equitable manner. It also aims to settle or redress any grievances at the lowest managerial level by methods acceptable to all parties as far as may be feasible.
- **Scope**

  The Grievance Redressal Policy provides a framework within which complaints raised by students regarding academic and university staff are dealt with in relation to their 'grievances.

- **General Principles**
  - Where appropriate, the university will seek to resolve issues on an informal basis, which may include the option of seeking resolution through a process of mediation or facilitated meeting(s).
  - Each step and action under the procedure will be undertaken as quickly as practicable and without unreasonable delay.
  - One is entitled to reasonable preparation time ahead of being required to attend an investigation, grievance or appeal meeting.
  - Meetings will be conducted in a manner that enables all parties to explain their cases.
  - The complainant must take all reasonable steps to attend any meetings which he/ she is required to attend. If one fails to attend a grievance or appeal hearing, one will be provided with a final invitation to attend a second hearing. If one does not attend the second hearing, consideration will be given to reaching a decision in one's absence on the evidence available.

- The complainant has a right to appeal against the outcome of the grievance.
- All written records, including documentary evidence and witness statements,will be classified as confidential in line with current legislation and held within the Director's Office in accordance with the university's records retention schedule.
- While addressing any grievance, academic freedom is extended to all academic individuals, which includes freedom (within the law) for such individuals to:
    - Hold and express an opinion;
    - Question and test established ideas and received wisdom; and,
    - Present controversial or unpopular points of view.
- All formal written complaints will be submitted to, and monitored, from a centralized place to ensure effective monitoring, timely redressal, and implementation of any outcome.

- **Grievance Redress Procedure**

- Informal Opportunity to Resolve Grievance
    - Every effort will be made, wherever possible, to resolve issues on an informal basis in the first instance. Therefore, one should initially raise their concerns with their JCT/ SCT/ Head of Department. If the grievance is regarding one's teacher, he/ she should raisetheir concern with an individual at the next level of the management structure within the department/ Faculty, eg. HoD, or if grievance is against HoD then raise it with the Associate Dean (who will either him/ herself look into the matter or nominate another appropriate individual to take the matter forward.
    - The parties will be offered the opportunity to engage in a process of mediation or facilitated meeting(s) to resolve the situation. They will also be given the opportunity to suggest potential solutions to resolve their grievance.
    - However, if the complainant is not satisfied with the outcome of informal grievance redressal and wants to further escalate the complaint, formal grievance redressal procedure can be followed.

- **Formal Grievance Redressal**
    - In order to ensure the prompt and effective resolution of any formally submitted issues or concerns in a constructive, fair and equitable manner, Foundation University Islamabad, has designated specific office bearers to administratively process these complaints. In addition, various Grievance Redressal Committees have been set up to formally address any such concerns. These include:
        - **Offices of the Campus Directors**
          The office of the respective Campus Director or Registrar will be responsible for formally handling all written complaints. The following offices have been designated for respective campuses to submit their complaints/ concerns.

- **FUSST Campus Director Office**
  It will deal with all FURC originating issues.
- **FUSH Campus Director Office**
  It will deal with all FUMC, FUCP, FUCD, FUCN related issues.
- **The Office of Registrar**
  It will deal with all Head Office related issues.

- **Grievance committees**
  - **FUSST Campus Grievance Committee**

    The composition of FUSST's Campus Grievance Committee is as under:
    - Prof/ Assoc Prof (nominated by Director FUSST) Chairman
    - One Senior Member from each Faculty Members
    - Deputy Registrar Member/ Secretary
    - Any Officer as deemed necessary by Chairman Member
  - **FUSH Campus Grievance Committee**

    The composition of FUIC's grievance committee is as under:
    - Prof/Assoc Prof (nominated by Director FUSH) Chairman
    - One Senior Member from each Faculty Members
    - Deputy Registrar Member/ Secretary
    - Any Officer as deemed necessary by Chairman Member
  - **University Grievance Committee**

    The composition of University Grievance Committee (UGC) is as under:
    - Pro Rector/ Director FUSST/ Director FUSH Chairman
    - 1x Professor/ Associate Professor FUSH Member
    - 1xProfessor/ Associate Professor FUSST Member
    - In-charge QEC Member
    - Any Officer as deemed necessary by Chairman Member
    - Registrar Member/ Secretary

- **Process for Formal Grievance Redressal**
  - **Complaint Logging**
    - Once a complaint is formally submitted to the respective Director or Registrar, the following procedure will be followed:
    - The complaints will be logged in a systematic way, and a complaint/ diary number will be generated and provided to the complainant.
    - The Director office will keep the original complaint in record, and will send a copy to the respective HOD (Designated Individual). If the grievance is regarding applicant's HOD, it will be sent to an individual in the next level of the management structure.

  - **Stage 1: Section/ Departmental-Level Consideration**
    - Once the complaint is received to the designated individual in section/ department/ faculty, he/ she is required to review the complaint.

- The designated individual, at this stage may or may not contact the applicant for further information or documents, or may call the applicant for a meeting.
- The designated individual will submit a formal response to the director's office within five working days.

**Section / Department Level Decision**

- The Director office will communicate the section/ department level response to the complainant.
- If the complainant is satisfied with the outcome, a formal confirmation of satisfaction will be taken from the complainant, the matter will be formally closed, and filed in records.
- If the complainant is not satisfied with the outcome. The complaint and the section/ department level response along with any additional documents will be automatically forwarded to respective Campus Grievance Committee. In case of Head Office, where there's no CGC, any such complaints will be directly raised to UniversityGrievance Committee. The CGC will have 15 working days to formally respond to the complaint.

- **Stage 2: Campus Grievance Committee Consideration**
  - Once a complaint is forwarded to the chairman of the respective CGC, the chairman will review the case and may call the CGC meeting.
  - The applicant will be invited to attend a meeting to explore the issue or concerns in more detail. He/ she will also be given a further opportunity to suggest potential solutions to resolve the grievance.
  - The applicant must take all reasonable steps to attend this meeting. If they cannot attend at the time specified, they should immediately inform the committee chairman in writing and reasonable efforts will be made to agree an alternative time.
  - The committee may meet with others to ensure it has all the relevant information on which to base its decision. In some circumstances, it may be necessary for it to meet with the complainant and/ or other individuals more than once if further evidence or information is received which requires additional clarification.

  - **Campus Grievance Committee Decision**

    Once the committee has come to a decision, it will communicate the decision to the applicant, and will return all documentation along with the decision to the respective Director Office for record keeping purpose.

- **Grievance Upheld/ Partially Upheld**

  Where the grievance is upheld or partially upheld, the applicant will benotified of this. In addition, the committee will normally seek to

recommend constructive solutions to resolve the concerns which were raised, and advise all parties of the time scales for their implementation and review. Such solutions will be passed on to the Director Campus for review and subsequent implementation.

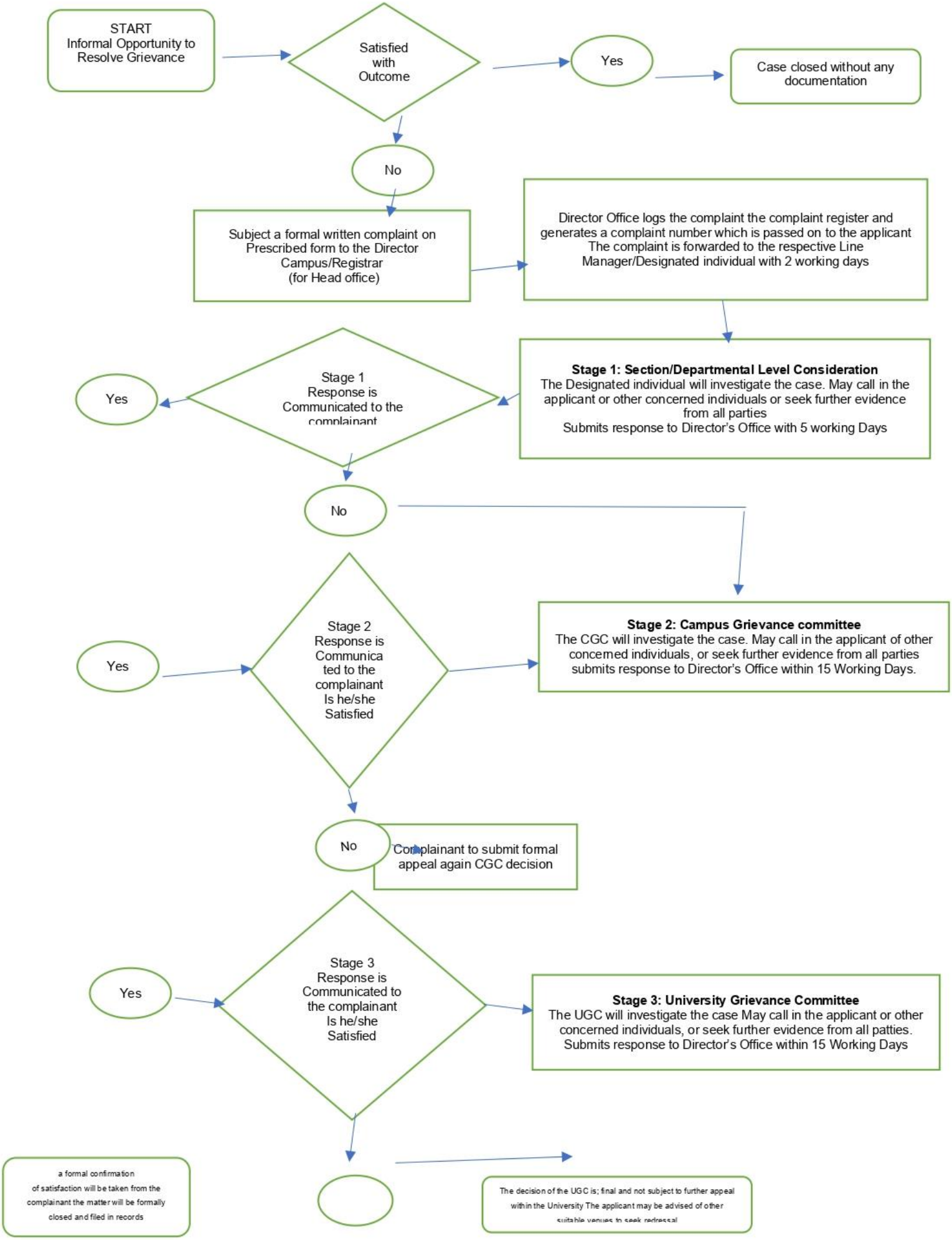
- **Grievance Not Upheld**
  If committee decides that the grievance should not be upheld, the applicant will be advised that the matter has been concluded. The applicant will also be advised of their right to appeal against the outcome before the University Grievance Committee.

- **Stage 3: Appeal to University Grievance Committee**
  - If the applicant remains dissatisfied following the CGS's decision, he/ she may invoke the final stage of the formal Grievance Procedure which involves the grievance being heard by the University Grievance Committee (UGC) comprising of members from University Head office and other campuses. Notification of an intention to appealagainst the outcome (including the full grounds for appeal) must be made in writing within 5 working days from the date of issue of the decision. The detailed grounds of the appeal should be lodged within 10 working days from the date of the original intimation of intention to appeal.
  - The chairman UGC will hold the committee meeting as soon as conveniently possible and may call all/ any concerned parties for their input.

  - **University Grievance Committee Decision**
    Once the UGC has come to a decision, it will communicate the decision to the applicant, and will return all documentation along with the decision to the respective CGC, who will then file/ submit to respective Director Office for record keeping.

  - **Grievance Upheld/ Partially Upheld**
    Where the grievance is upheld or partially upheld, the applicant will be notified of this. In addition, the committee will normally seek to recommend constructive solutions to resolve the concerns which were raised, and advise all parties of the timescale for their implantation and review. Such solutions will be passed on to the respective authorities for review and subsequent implementation.

  - **Grievance Not Upheld**
    If committee decides that the grievance should not be upheld, the applicant will be advised that the matter has been concluded. The decision of the UGC is final and not subject to further appeal within the University. The applicant may be advised of other suitable venues to seek redressal.


START
Informal Opportunity to Resolve Grievance
Satisfied with Outcome
Yes
Case closed without any documentation
No
Subject a formal written complaint on Prescribed form to the Director Campus/Registrar (for Head office)
Director Office logs the complaint the complaint register and generates a complaint number which is passed on to the applicant The complaint is forwarded to the respective Line Manager/Designated individual with 2 working days
Stage 1: Section/Departmental Level Consideration
The Designated individual will investigate the case. May call in the applicant or other concerned individuals or seek further evidence from all parties
Submits response to Director's Office with 5 working Days
Stage 1 Response is Communicated to the complainant
Yes
No
Stage 2 Response is Communica ted to the complainant Is he/she Satisfied
Yes
Stage 2: Campus Grievance committee
The CGC will investigate the case. May call in the applicant of other concerned individuals, or seek further evidence from all parties submits response to Director's Office within 15 Working Days.
No
Complainant to submit formal appeal again CGC decision
Stage 3 Response is Communicated to the complainant Is he/she Satisfied
Yes
Stage 3: University Grievance Committee
The UGC will investigate the case May call in the applicant or other concerned individuals, or seek further evidence from all patties. Submits response to Director's Office within 15 Working Days
a formal confirmation of satisfaction will be taken from the complainant the matter will be formally closed and filed in records
The decision of the UGC is; final and not subject to further appeal within the University The applicant may be advised of other suitable venues to seek redressal

## 13.4 **Protection Of Women Against Harassment At Work Place Act 2010**

*(To be read in conjunction with Cabinet Division's D.O letter No. 1/15/2010-IMP-II dated 29 March 2010, Primer Minister's Sectt U.O. No. 6(11)/FSA/2010 dated 22 Mar 2010 and HEC letter No. 15-03/HEC/A&A/2010/448 dated 28 Jun 2010)*

**General**

1. Sexual harassment in a co-educational Institution is not a new issue. There is awareness at National level to recognize the problems and its re-dress besides legal implications which must be attended to by all including the Head of campus, the Faculty, Management, staff and the students alike.

2. This code of conduct is being communicated to all for its implementation in line with Act of the Protection against Harassment for Women at the workplace.

3. All male members working in FUI must display decent and respectful attitude while dealing with female staff/ faculty/ students during routine business relating to academic or administrative matters.

4. **Following is strictly prohibited:**
   a. Counselling/ discussion in closed door compartments.
   b. Gratifications/ exchange of gifts involving female students
   c. Outing/ excursions arranged by male faculty for individuals/ group of female students, without prior permission of the authorities.
   d. Any unwelcome advances including request for sexual favors or other verbal or written communication or physical/ non-physical conduct of a sexual nature, or sexually demeaning attitudes, where:
      (1) Submission to such conduct is made a term or condition of a student's participation in any activity at FUI.
      (2) Submission to or rejection of such conduct by a student is used as a basis for academic decision affecting student.
      (3) Such conduct has the purpose or effect of unreasonably interfering with a student's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment
   e. Asking the female to visit their offices after office hours to discuss assignments/ other official matters or vice versa.
   f. Asking the female to meet them outside the work premises with the promise of improvement in their academic standing.
   g. Harassment by senior students of junior female students.
   h. Epithets, jokes, written or oral with indecent and un-parliamentary references and gossip of indecent nature.
   i. Using derogatory remarks referring to females.
   j. Exchange/ sending of SMS/ MMS/ WhatsApp on cell phones or asking e-mail addresses without mutual consent/ willingness.

5. **Social Media Policy:**

Social media policy is a code of conduct that provides guidelines for students who post content on internet on/ off campus.

**Guidelines:**

- Students should be professional & responsible for what they write on social media.
- Their comments do not represent the opinion of the institute.
- Students cannot use the logo/ trademark/ name of institute without prior written permission.
- Use of social media for defaming, harassing, stalking fellow students/ faculty/ staff/ institution is a punishable offence.
- Students should keep their profiles locked.

6. **Composition of the Inquiry Committee:**

| | | |
|---|---|---|
| (1) | President: | HOD/ Prof Male/ Female |
| (2) | Members: | Faculty members from FUSH |
| | | Manager Student Affairs |

7. **Reporting of Complaints:**

All complaints regarding infringements/ violations of the code of conduct shall be reported to the President of committee via online submission of complaint form which is provided on website with email address.

- **Obtain the official complaint form from** FUI WEBSITE **https://www.fui.edu.pk/imp-downloads**
- **Submit it to:**

  [PRESIDENT COMMITTEE FOR PROTECTION OF WOMEN AGAINST HARASSMENT AT WORKPLACE]
  [HOD COMMUNITY MEDICINE DEPARTMENT]
  EMAIL: **harassment_complaint.fuic@fui.edu.pk**

7. **Confidentiality**

All communications, complaints and any proceedings shall be treated as **'CONFIDENTIAL'**, by all concerned.

## 13.5 Student Mentoring Policy at FUCD

Having a mentorship program in a dental school is an important part of students' leadership and academic development process.

The Mentoring and Counseling Program at FUCD is intended to help detect, acknowledge, and alleviate various personal curricular & extra-curricular issues that negatively impact students' educational progress. By helping students explore their own ideas and helping devise the strategy to achieving their goals, the mentoring program intends to further their personal and professional development.

Mentorship program at FUCD exists to provide support to students and guidance that contribute to fulfilling undergraduate medical experience. This program facilitates the students in academic pursuits and provides them a way to cope with the difficulties faced in the new environment. The mentoring program at FUCD formally started in the summer 2022 and has been found successful.

The mentorship program aims to conduct following different types of mentoring:

1. One on one Mentoring
2. Group Mentoring
3. Peer-mentoring
4. Speed/flash mentoring

The Junior Mentors (Demonstrators and Registrars) are deputed to guide, advise and regulate the academic issues of groups of 10 students each. The students are encouraged to meet and frequently interact with their respective mentors formally/ informally during the college hours (at the premises). Students identified from group mentoring are further transferred to one-on-one mentoring with senior mentors. Students discuss all their problems related to studies with their respective mentors with the help/ assistance of the concerned departments/ faculty members. The mentors are also required to keep a log of the attendance, performance in tests and other aspects of the students. This process also helps identify any psychological symptoms, which are then catered to by professionals, enabling the student to develop capacity to resolve personal issues which hamper academic progress. *All information & documentation in the mentoring sessions is strictly confidential.*

## 13.6 <u>Health Cover</u>

Outdoor treatment to students is provided under arrangements of the Fauji Foundation Hospital (FFH). For indoor treatment, students have to pay the actual bill. Medicine is issued through authorized prescription only. The students are provided medical facility by FFH Rawalpindi as per following SOP:-

- Students desirous of availing subject facility will inform their respective Senior/ Junior Class Teacher who is conducting the class (Lecture/ Practical) as per the training programme; who in turn will provide a written permission for report sick which will be provided at MI Room to get the Sick Report Slip before student report to FFH. Sick report book is the document that authorizes a student for treatment.

- Report sick timings are between 0800 hrs to 1030 hrs daily except emergencies. Student will intimate their disposal (Rest etc) to Senior Class Teacher on their return from FFH to avoid being marked “Absent”.
- Students are considered as Civilian Non Entitled (CNE) patients by FFH and accounted for as such.
- Boarders (Male/ Female) students will be provided sick report by the respective Hostel Authority after office hours. The hostel authority will inform about the sickness of the boarders to Manager Student Affairs and Administration on next working day.
- In case of Emergency after office hours, the student will report direct to Emergency FFH. FFH will provide necessary treatment immediately **ON PRODUCTION OF STUDENT COLLEGE ID CARD,** get his/ her sick report form from Student Hub FUSH on the next day. Further instructions, if any, will be issued by FFH Rawalpindi.
- Medicines are provided through Retail Issue Store (RIS of FFH).
- Bills are not paid by the students at the time of treatment. FFH sends the medical treatment bills to the Administration of FUSH. The same are forwarded to the Account Branch FUSH. Account Branch clears the bills, after requisite scrutiny, by 10th of each month. The same are charged from the students in their annual dues.

## 13.7 FUSH Alumni

The FUMCOLIANS are the Alumni of the institution. The Alumni get-together is held annually. The Alumni body of FUSH was established to fulfill the following aims & objectives:-

- Foster the spirit of brotherhood and comradeship among the alumni of the university.
- Provide a forum for the alumni for exchange of ideas on academic, cultural and social issues of the day.
- Promote the welfare and interests of the university and its alumni more effectively.
- Support the university’s aims & objectives, and uphold its reputation as ambassadors of the university.
- Provide networking opportunities through the development of programs and initiatives that will foster relationships among alumni, students, faculty and university professionals.
- To offer continued educational opportunities.
- To support FUSH fund raising initiatives including scholarships.
- To create an opportunity to stay connected to FUSH.
- To provide leadership opportunities.
- To arrange social and cultural functions**.**
- Support the development of university services through advice, consultancy, assistance with recruitment of students and faculty or any other means.

- To develop linkages for mutual benefit (such as research) with other professional alumni bodies.

They are connected to each other through social media and website (www.fui.edu.pk)

13.8 **College Magazine**

The college magazine is published each year in Urdu and English. All the students and faculty encouraged to participate by writing for the magazine. The editorial board for the college magazine is as under:

- **Patron in Chief**
  Maj Gen Imran Fazal HI (M) (Retd),
  Director FUSH
- **Chief Editor**.
  Prof Dr Maryam Wahid
  HOD Biochemistry
- **Assoc Editors**
  Prof Dr Furqan Ahmed Siddiqui, Principal FUCP
  Prof Dr Nosheen Zaidi, C/Medicine Deptt
  Prof Dr Gul e Naghma Saeed, Physiology Deptt
  Dr Sana Masood Aslam, FUCD&H
- **Editorial Secretary**
  Dr Muhammad Osama, FUCP
- **Art Sction**
  Nominated by Editor in Chief
- **English Section**
  **Faculty Head**
  Prof Dr Nosheen Zaidi, C/Med Deptt
  **Faculty Members**
  Asst Prof Dr Wardha Mazhar Malik, Pharmacology Deptt
  Dr Amna Mhmood, Biochemistry Deptt
  Dr Ayesha Afzal, Anatomy Deptt
- **Urdu Section**
  **Faculty Head**
  Prof Dr Gul e Naghma Saeed, Physiology Deptt
  **Faculty Members**
  Dr Hira Pervaiz Kiyani, Physiology Deptt
  Dr Ghazala Rustum, Pathology Deptt
  Dr Mehwish Riaz, Community Medicine Deptt

**Section – 14**

# FAQs

## Authors

**Dental Education & Research Department- FUCD**
Asst Prof Dr. Ahsan Malik

**Deputy Controller Exam**
Major Abdul Qaddus

**Manager Student Affairs**
Lt Col Zulfiqar Alvi TI(M), (Retd)

**Manger Administration**
Lt Col Syed M. Hassan Abbas

**Faculty Office**
Dr. Farah Qasim, Estb Officer (Faculty – III)

**FUMC Finance Department FUMC**
Mr. M Zeeshan Zaheer.

**Male Hostel**
Maj Saad Ibrahim Gilani

**Female Hostel**
Ms.Syeda Asma Hussain, Warden (SGH)

## PREFACE

**Following are some common and important points to be mindful of, in order to have smooth sailing throughout your undergraduate years here at FUCD:**

1. Familiarize yourself with the infractions and penalties mentioned in the handbook. Disregard peer pressure and avoid indulging in activities or behaviours that invite penalties as given by university guidelines, and advise others of the same by your own example.
2. Ensure that you attend all teaching & learning sessions. If you do not meet the 75% attendance rule, you will suffer academically, which is something nobody wants.
3. Bear in mind: while there are similarities, it is not necessary that whatever your seniors guide you about academics, will hold exactly true throughout your four years of BDS as well; every year there are tweaks to the system to improve educational outcomes and your seniors won't necessarily have been administered the same. **Double check** from your tutors so you are not mislead inadvertently.
4. Familiarize yourself with the academic governance structure i.e. subject teachers, class teachers, mentors, student council, associate deans, student grievance committee etc. These are the people with whom you have to communicate for guidance and for resolution of issues in a systematic, hierarchical manner.
5. Familiarize yourself with the criteria for merits and awards (certificates, medals etc) so you know your targets beforehand.
6. Ensure you give accurate feedback about your tutors whenever it is sought. Fill out the forms with due diligence and fairness.
7. To help you structure & assimilate subject information, reproduce it when needed in exams, and apply it in practice, *orient yourself* with the <u>subject overview</u>, <u>learning outcomes</u> and <u>assessment structure</u>*;* ***you are in charge of your own learning.***

   Don't be fearful of making honest mistakes while learning or being shy of acknowledging what you don't know or understand, or hesitant of seeking help.

   ***Knowing your target outcome and acknowledging the unknown on that journey, are the first steps of learning. Seek, and ye shall find.***

## WHO is WHO?

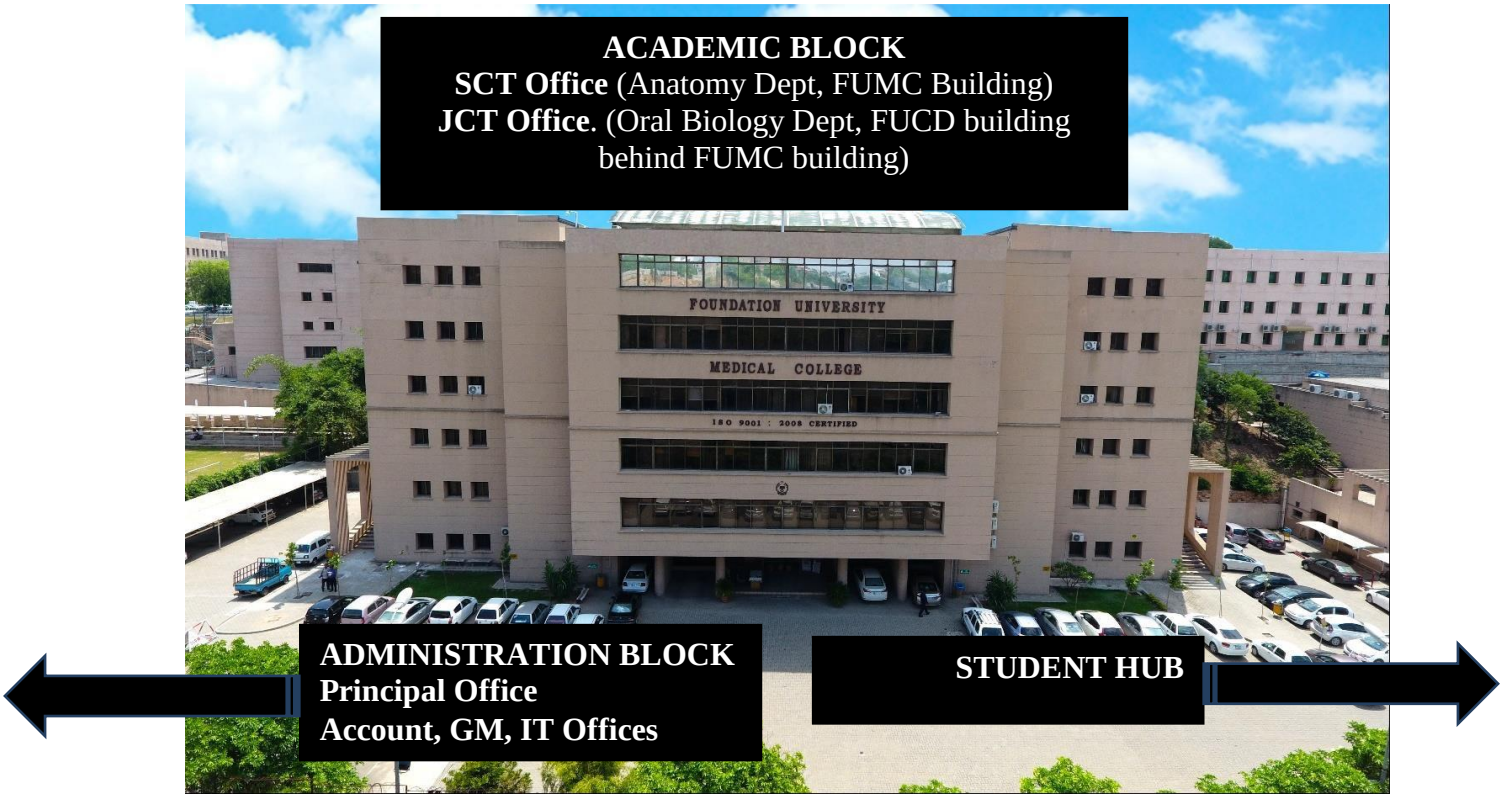
Following are the people working at FUCD; you will find it helpful to know who will be helping you to meet your needs.

| | |
|---|---|
| **SCT**: | Prof. Dr. Sadia Rashid, Anatomy Dept. |
| **JCT:** | Asst Prof. Dr. Ammar Abdullah Malik, Oral Biology Dept. |
| **MSA:** | Lt Col Zulfiqar Alvi TI (M) Retd |

In addition, the following are there for you:

| | |
|---|---|
| **Principal:** | Prof. Col Dr. Muhammad Wasim Ibrahim (Retd) |
| **Assoc Dean (BS):** | Prof. Dr. Sidra Aamer |
| **Assoc Dean (CS):** | Prof. Dr. Salman Ahmad |
| **HOD DDER:** | Asst Prof. Dr. Ahsan Malik |
| **HOD Anatomy:** | Prof. Huma Mussarat Khan |
| **HOD Physiology:** | Prof. Sadia Ahsin. |
| **HOD Biochemistry:** | Prof. Maryam Wahid |
| **HOD Oral Biology**: | Asst Prof. Dr. Saqlain Gilani |
| **GM Admin:** | Col Adeel Kazmi SI (M), (Retd) |
| **Manger Admin:** | Lt Col Syed M. Hassan Abbas (Retd) |
| **Male Hostel Warden:** | Maj Saad Ibrahim Gilani (Retd) |
| **Female Hostel Warden:** | Ms. Zaib un Nisa |
| **Manager Finance**: | Mr. Atif Ishfaq |
| **IT Coordinator:** | Mr. Tilawat |

## LOCATION



## WHOM TO APPROACH

**Q. How can I approach faculty in case of any matter/ grievance?**

A. You can approach your teachers through the designated "Class Representative" or "Batch Representative," who are responsible for effective liaison between students and faculty.

**Q. To whom should I apply?**

A. You should submit an application to your Senior Class Teacher (SCT).

**Q. Who is the SCT of First Year BDS?**

A. Your SCT is Prof Dr. Sadia Rashid of the Anatomy Department.

**Q. Can I approach faculty directly in case of urgent or unresolved matters/ grievances?**

A. Yes, you can approach your SCTs, HODs, Assoc Dean (BS), or HOD Dental Education & Research directly. For non-urgent matters it is recommended not to bypass the relatively junior levels and going to the top of the hierarchy directly. Rather, bring your issues to the appropriate level and if unresolved then you can escalate to the individual at the next (higher) level.

**Q. How can I meet my Principal if needed?**

A. You or your parents can meet the principal by appointment with the Principal's PA.

**Q. Who is the appropriate person to inform regarding ragging (fooling/ teasing) on Campus?**

A. You should report to Senior Class Teacher, Hostel Warden or GM Admin if you face any harassment/ ragging.

**Q. If I want to avail a leave from college, whom should I ask?**

A. You should ask your Senior Class Teacher.

**Q. If I want to know about my attendance, whom should I contact?**

A. You should contact your Senior Class Teacher.

## SUBJECTS & CURRICULUM

**Q. What is the meaning of the word curriculum?**

A. Curriculum is a document that describes what will be taught to you, how you will be taught and examined, and many other details.

**Q. What is the type of curriculum implemented at FUCD (Foundation University College of Dentistry)?**

A. Your curriculum is "Subject-based, Hybrid".

**Q. What is the duration of closure of FUCD for summer?**

A. FUCD is closed in summer for 5 wks (03 Jun to 05 Jul 2024)

**Q. What are the main subjects in 1st Year BDS?**

A. The four main subjects taught in 1st year are Anatomy, Physiology, Biochemistry and Oral Biology & Tooth Morphology.

**Q. Which other subjects will be taught besides the above four subjects in 1st Year BDS?**

A. The other subjects that will be taught to you are:

a. Islamic and Pakistan Studies.

b. Behavioral Sciences

**Q. Do we have an Elective Program at FUCD?**

A. Yes. In 3rd and Final Year, students must do a one-week elective at any primary, secondary, or tertiary care health facility of their choice, within or outside Pakistan, when FUCD is closed for summer. Details are in the section on Electives.

## EXAMINATION AND ATTENDANCE

**Q. What type of examinations will I take in the first year?**

A. You will give two end-of-block exams and one pre-annual examination under the supervision of FUCD, and one First Professional (Annual) Examination under the supervision of Foundation University Islamabad.

**Q. When will I be eligible to appear in Anatomy, Physiology, Biochemistry and Oral Biology & Tooth Morphology (First Professional Examination)?**

A. To be eligible for sitting professional exam, you must have at least 75% attendance record.

**Q. Why is the mandatory required attendance 75% and not 100%?**

A. Although the college requires 100% attendance, 75% is mandatory to compensate for absence because of uncontrollable circumstances e.g. illness, etc.

**Q. What will happen if my attendance is less than 75% at the end of the year?**

A. Students with less than the minimum required attendance will be offered compensatory classes in the relevant subject. Compensatory classes will be provided for one week by the departments during preparatory leaves for pre-annual and one week during preparatory leave for annual examination. Those who do not attain the minimum required attendance with these compensatory classes will not be allowed to sit in the annual professional examination. The departments will offer additional compensatory classes for 02 weeks when the annual examination is conducted. Suppose a candidate is still deficient in attendance after all these compensatory classes. In that case, they will be allowed to attend classes in that subject with the new batch/ class to compensate for the deficiency (without extra tuition fee).

**Q. What will happen if my attendance is less than 75% in Islamiat and Pak. studies?**

A. If your attendance is less than 75% in the subjects of Pak Studies and Islamiat separately, you will not be allowed to appear in the examination of these subjects. And there will be no makeup/ remedial classes. So, it means that you will appear next year.

**Q. What will happen if I fail the supplementary examination?**

A. You will be detained in the first year (repeat the first year) and again attain 75% attendance and a new internal assessment to appear in the annual examination.

**Q. What is Internal Assessment?**

A. The marks you score at the end-of-block exams, pre-annual exam, and your annual attendance constitute your Internal Assessment Score.

**Q. What is the importance of Internal Assessment (IA)?**

A. Internal Assessment Score contributes 10% Score of your Professional Examination.

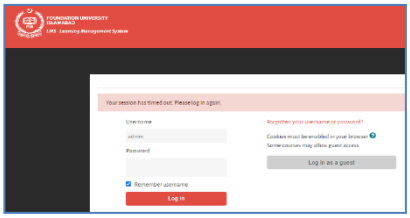
## LEARNING RESOURCE

**Q. How can I access my LMS?**

A. Go to the website**:** Lms.fuic.fui.edu.pk Log in with your credentials.

**Q. Where can I get my LMS Account?**

A. IT Department will provide student login credentials.



**Q. Where can I give feedback about teaching and curriculum?**

A. Filling out the Teacher Evaluation Form and Course Evaluation Forms are mandatory. This will be done online through LMS. You will be guided by the IT dept on how to do this. If there are any issues that prevent you from submitting feedback (i.e. cannot log in etc), it is your responsibility to pursue it with IT dept. If issues remain then notify your SCT about it.

**Q. What if the university goes for online classes?**

A. University will provide online accessibility such as through MS Teams, for access to theory learning sessions, while content will be available on LMS.

MS Teams link: Teams.microsoft.com

LMS link: Lms.fuic.fui.edu.pk

## SOCIETIES

**Q. What constitutes a Student Society?**

A. A student society consists of a Faculty President, Student President, Student Representatives, and Members.

**Q. Which societies can I join?**

A. You can join any of the thirteen societies: FUSH Ethical Society, FUSH Arts Society, FUSH Blood Donation Society, FUSH Debating Society, FUSH Dramatic and Music/ Singing Society, FUSH Hiking Society, FUSH Literary Society, FUSH Photography Media Society, FUSH Welfare Society, Mental Health Club FUSH, FUSH Environmental Society and FUSH Character Building Society.

**Q. How can I become a Society Member?**

A. Each society recruits members in their way. Most Presidents or Vice Presidents approach first-year students at the start of the session to inform them of the recruitment procedure. If there has been a delay, you can contact your Class Representative to get in touch with the Presidents or Vice Presidents.

**Q. How can I become a Society Representative?**

A. Representatives are selected based on individual society's criteria. For example, some societies conduct interviews with the Faculty President/ Student President, and some have elections.

**Q. How can I become a Society Vice President/ President?**

A. Presidents and Vice Presidents are chosen based on the performance of that member/ representative over the years. For some societies, interviews are conducted by the Faculty President.

**Q. How can I become a Student Editor?**

A. The Foundation University Literary Society oversees the college magazine. Its team constitutes the editors.

## STUDENT GOVERNANCE

**Q. Does student governance exist?**

A. Yes, there are Class Representatives (CR), Boys Representatives (BR), and Girls Representatives (GR) of all academic years. In addition, there are Head Boy and Head Girl and a student council also exists.

**Q. How can I become a Class Representative?**

A. To become a class representative, you need to score the highest marks in your professional examination. e.g., if you score the highest marks in your first professional examination, you will be the CR for 2nd year.

**Q. How can I become a Boys Representative (BR)/ Girls Representative (GR)?**

A. At the start of your academic year, an election for the post of BR and GR will be held under the supervision of the Senior Class Teacher. Therefore, you have the opportunity to get elected.

**Q. What constitutes the Student Council?**

A. The student council comprises Head Girl and Head Boy from Final Year BDS & Junior Head Girl and Junior Head Boy from Third Year BDS.

## STUDENT SUPPORT

**Q. Is the mentoring program available at my campus?**

A. A Mentoring program is available for the support of students by their teachers and peers to enable students to grow capability of handling issues they face.

**Q. Do we have Merit Scholarship?**

A. Yes, there is a merit scholarship for the top student in the admission list of FUCD; the amount of the scholarship is 50% of the tuition fee.

**Q. Can I apply for Financial Assistance?**

A. Although there is a Financial Assistance Program at FUCD, it does not apply to first year students.

**Q. If I fall ill, where should I report it?**

A. Report to "MI Room" on the first-floor academic block-FUMC.

**Q. If I need to be treated at FFH, what is the process?**

A. The Medical officer will write it down on the prescription slip, which the SCT will duly sign, and then you can proceed to FFH for further treatment.

## FEEDBACK

**Q. How can I put forward my concerns regarding performance of faculty and how will they be addressed?**

A. You can mention your concerns in the "Student Feedback Proforma," which you fill online through LMS from time to time. Any immediate concerns can be taken up by students through appropriate level of faculty hierarchy.

**Q. Is it mandatory for me to give feedback about teaching faculty?**

A. On LMS it is mandatory. There will be consequences (penalties) for not participating in the activity timely.

**Q. Where can I submit Teacher/ Course Evaluation Feedback?**

A. On LMS, go to the dashboard; find the Teacher/ Subject Evaluation feedback tab, and submit your response there. After filling in your feedback, it is mandatory to submit it.

## HOSTEL

**Q. How many hostels are there?**

A. There is one Boys Hostel and one Girls Hostel.

**Q. Where are these hostels located?**

A. The boys' hostel is behind the Administration Block FUSH, and the Girls' Hostel is in the Hospital area.

**Q. How can I apply for hostel accommodation?**

A. You must write an application and attach a hostel accommodation form. You can get hostel accommodation forms online from the Student Hub and the respective hostels.

**Q. Can I apply for hostel accommodation if I reside in Rawalpindi or Islamabad?**

A. It is to be decided by management based on the need and availability of the rooms.

**Q. What is the process of allotment of room?**

A. Allotment is on a first-come, first-serve basis. Usually, when the number of applicants exceeds the number of hostel seats, a waiting list is maintained, and allocation is as per the list and availability.

**Q. What is the sharing capacity of rooms in hostels?**

A. Twin sharing rooms are available for the boarders. However, single occupancy can be availed on special request with double charges subject to availability of space.

**Q. Which type of essential furniture items will be provided to me?**

A. A bed with mattress, study table with chair, book rack and cupboard will be issued to you.

**Q. Do the rooms have attached washrooms?**

A. No, community washrooms are available for boarders on each floor.

**Q. What are hostel accommodation charges?**

A. Rs.198,000/- Per Annum (twin sharing). Mess, laundry, and advance electric charges will be collected separately.

**Q. What types of facilities do you provide to the boarders?**

A. Facilities include 3x meals provision by mess, 24x7 security, 24×7 power back up, 24×7 WIFI connectivity, laundry services (on payment), indoor sports facilities, filtered purified drinking water and water-cooling arrangements (RO Plant, water cooler), first aid and medical facilities.

**Q. Does the boarder take their food platters inside their rooms?**

**A.** Boarders cannot take their food platters outside the dining hall and into their rooms.

**Q. Are the laundry services available in the hostel?**

A. Laundry services for self-washing and payment at affordable rates by laundry contractors and contracted ironing services are available.

**Q. Does the hostel have an indoor games and gym facility?**

Indoor sports (Badminton court and Table Tennis room) for Boys & Girls Hostels; Gym/ indoor sports in the games room for Boys & Girls Hostels.

**Q. What about ragging?**

A. Ragging is strictly condemned inside campus & hostel premises. Any boarder found guilty of a violation of rules; the case shall be referred to the administrator for their perusal/ decision.

**Q. Is pick and drop service available in hostels in an emergency situation?**

A. Limited pick and drop facility available for shopping trips/ bus terminal/ airport, on payment and advance intimation.

**Q. What is the AC installation process in hostels?**

A. AC if to be installed by boarders; request in writing for installation of AC shall be initiated by the occupant a minimum of 48 hours in advance. Technical Branch FUSH shall install AC on advance payment of the following charges by the room occupant:

| | | |
|---|---|---|
| AC installation | - | Rs. 1500.00 |
| AC removal | - | Rs. 1000.00 |

**Q. Are AC maintenance services provided to the boarders?**

A. AC repair/ maintenance is the responsibility of the owner. The hostel administration shall entertain no request for repair/ maintenance of the AC

**Q. Can a boarder keep a room-size refrigerator?**

**A.** You are permitted to keep a room-size refrigerator (36" x 24") with the prior sanction.

**Q. What is the criterion of monthly billing on AC use?**

A. Each room has an individual meter for billing.

**Q. Is any porter facility available for students to carry their luggage from the hostel gate to the room?**

A. You will be provided a porter facility if Aya/ Attendant is free from their hostel duties and permitted by the Warden. Rs.100.00 per trip to be paid to Aya/ Attendant for baggage to be carried to the room.

**Q. What are the times for meeting the visitors in the hostel on weekends and during the weekdays?**

A. Students may receive authorized visitors during the following hours/ days:-

| **Days** | | **Timings** |
|---|---|---|
| Saturdays & Sundays | - | 0900 hrs to sunset |

On other days (during day time only), visitors may be received only with the written permission of the Warden**. THE VISITORS WILL BE SEATED IN THE VISITOR'S ROOM/ DINING ROOM AND WILL NOT BE TAKEN TO THE LIVING ROOMS.**

**Q. What is the criterion for meeting the visitors in the hostel on weekends and during the weekdays?**

A. No stranger shall be admitted inside the hostel premises without the permission of the Warden, along with proper verification by the security staff from the concerned boarder.

No guest shall be allowed to reside in the hostel. Violation of this rule will render the boarder liable for expulsion from the hostel and any other penalty that the Warden Hostels/ College administration may deem fit.

**Q. Are day scholars allowed to go into the boarder's room?**

A. Dayscholars are not allowed to enter the hostel premises without permission from the Warden Hostels and are not allowed to go into the boarder's room.

**Q. What are the in/ out timings of hostels?**

A. No one will move outside the hostel without a written slip/ permission. The time for going out from the hostel will be between 3-7 pm (maximum).

Every boarder shall be in their room by the following laid down timings:-

- Male Boarders - 10:30 pm
- Female Boarders - 09:00 pm

Every boarder shall mark their presence in **IN/ OUT register** placed at the hostel entry gate at the time of entry/ exit and shall put their signatures.

**Q. Are there any special rules for latecomers in the hostel?**

**A.** Latecomers shall not be allowed entry inside the hostel by the Warden Hostels. However, if the boarder is late due to some cogent reason, they will be asked to submit a proper written explanation. The same shall be immediately handed over to the Warden, which will be forwarded for the information of the administration.

**Q. What is the procedure for the boarders proceeding on the weekend?**

A. Female boarders can proceed on leave on the weekend with their guardian/ parents after making the necessary entry in a leave register. They will also submit a "leave form" duly signed by parents/ guardians and boarders, which is available with Warden Girls Hostel.

In an emergency, the leave will be sanctioned by senior class teachers and Warden Girls Hostel after clearance from the Administration.

**Q. If a boarder falls sick or gets injured, what actions are taken by the hostel administration?**

A. All boarder sickness cases must be reported to the supervisory staff/ warden hostels.

During class hours, students will be referred to FUSH MI Room. After class hours, a sick report chit will be prepared, and boarder will be referred to Fauji Foundation Hospital.

**Q. Can a boarder keep a vehicle in the hostel?**

A. No, vehicles are not allowed to be kept inside the Hostel.

**Q. What are the security measures made for the boarders?**

A. The entire campus is highly secured, and so are the hostels. Nobody can enter the hostel without permission as 24x7 professional security guards are deputed to avoid any untoward incident. In addition, the hostels are under the surveillance of CCTV cameras round the clock.

## TRANSPORT

**Q. How can I apply for Pick & Drop facility?**

A. Application will be submitted to the Administration branch (Transport Section) mentioning the area of residence. Provision of the facility will be subject to the availability of seats in the particular vehicle plying on the required route on a first-come, first-get basis. Moreover, a waiting list is maintained for this purpose.

**Q. What are the charges for pick & drop facility?**

A. Rent is charged every month.

Present monthly charges in practice are as under: -

| | | |
|---|---|---|
| Islamabad | - | Rs 10000 |
| Rawalpindi | | |
| Peshawar Road up to G-13 area | - | Rs 9500 |
| Adyala Road/ Scheme III/ Askari 10 | - | Rs 8500 |
| Murree Road/ Faizabad/ Khana Overhead bridge | - | Rs 9000 |

Rent for summer vacation is not charged.

During exams, the facility is extended at the following rates (subject to change): -

| | | |
|---|---|---|
| Islamabad | - | Rs 500 per day |
| Rawalpindi | - | Rs 400 per day |

**Q. Are the pick & drop facility charges fixed for the complete term?**

A. Monthly charges are revised/ adjusted in proportion to the increase/ decrease of fuel prices by the Government regularly.

**Q. Pick & drop facility is provided to which areas?**

A. Presently, this facility is extended to the following areas in Islamabad/ Rawalpindi:-

- Peshawar Road up to the G-13 area.
- Adyala Road/ Scheme III/ Askari-10.
- Murree Road/ Faizabad/ Khana overhead bridge.
- Islamabad Zero point.

**Q. What type of vehicles are available for pick & drop facility?**

A. Coaster bus/ Hiace van.

**Q. Can the transportation facility be availed by the students on payment for personal use?**

A. Yes. The facility can be provided for the following purpose: -

- During the weekend to female boarders for shopping.
- For pick and drop on eid/ official holidays to/from Daewoo bus stand/ Islamabad Airport to/ from the hostels.
- For college functions, if arranged outside the FUSH premises.

## Accounts

**Q. What is the fee for the subsequent years?**

A. The fee may be increased in subsequent years @ 10%, or as decided by the management.

**Q. What is the due date for the deposit of fee in the subsequent years?**

A. 31st January or after result, in subsequent years.

**Q. What will happen if I miss the due date?**

A. 1% & 3% surcharge will be applicable as per Policy.

**Q What is the mode of payment?**

A. a. Via Pay Order in favour of Foundation University Islamabad.

b. Via Online Transfer directly into University Bank Account.

c. Cash/ Cheque will not be collected in any case.

**Q. In which bank do I deposit the dues?**

A.. a. Askari Bank Limited Al-Shifa Eye Hospital Branch Rawalpindi.

b. Sub branch of AKBL Al – Shifa Eye Hospital Branch located in Fauji Foundation Hospital Rawalpindi.

**Q. May I deposit dues into any other branch of Askari Bank Limited?**

A. Yes, may deposit dues into any branch of AKBL. However, paid slip mustbe submitted in Accounts Branch, if deposited dues except above mentioned branches of AKBL.

**Q. May I deposit fee in installments?**

A. Yes, Student may apply for payment of fee in installments on prescribed application form.

**Q. How many Installments are allowed?**

A. 2 x Equal Installment. 50% Fee by 31st January & 50% by 30th Jun.

**Q. Is there any surcharge applicable on fee in Installments?**

A. Yes 1% surcharge will be applicable on 2nd Installment.

**Disclaimer: Specific information/values are subject to change from time to time and it is the student's responsibility to CHECK the latest details regarding any issue FROM THE CONCERNED DEPARTMENT AND INDIVIDUALS.**

# DISCIPLINE & DISCLAIMER

## DISCIPLINE

The students are required to abide by the rules and regulations of the University. The University expects absolute integrity and honesty from its students concerning their day to day life in the institution.

Unethical behaviour during examinations or elsewhere may result in removal from the Institution rolls. Other reasons could be of giving false evidence, stealing, and willful destruction of institute/ college equipment, furniture or property, physical violence against students/ faculty members/ staff, use of intoxicating drugs, possession and use of arms/ ammo in the institution/ hostel, organizing civil disturbance and nonpayment of fee/ dues. Prolonged absence from academic activities without permission is also a cause of removal from the institute roll.

## DISCLAIMER

This Handbook is for general information and guidance of the students. The University/ College reserves the right to change any section or part of this Handbook due to academic/ administrative exigencies without any prior notice/ obligation. The right of FUI to alter terms and conditions given in this handbook at any time cannot be challenged in any court of law.