FOUNDATION UNIVERSITY
MEDICAL COLLEGE

STUDENT HANDBOOK
2025

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PREFACE

The Medical Student Handbook has been designed to help you with your planning, and to ensure that you have the support you need to make your experience at FUMC the best it can be. All students are expected to be familiar with the policies of Foundation University Medical College (FUMC) and Foundation University School of Health Sciences (FUSH) explained which will be useful throughout your five year stay in the MBBS programme.

This handbook sits alongside the college prospectus, with which you should also familiarise yourself.

All information in this handbook and in the college prospectus is subject to revision, and, from time to time, changes are made in course offerings, academic rules and requirements, and the plan of instruction. FUMC reserves the right to alter, change, or amend any of these rules and regulations at any time without prior notice. Information contained herein supersedes that published previously and is subject to change.

It is the responsibility of each student enrolled in the Foundation University Medical College to understand and abide by the regulations and policies within this handbook and within college prospectus.

The University seeks to promote an environment that in its diversity is integral to the academic, educational and community purposes of the institution.

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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 PM&DC)
- Foundation University College of Dentistry (FUCD)
  (Accredited by the PM&DC)
- Foundation University College of Physical Therapy (FUCP). Listed with the HEC and Accredated by World Confederation for Physical Therapy (WCPT)
- 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 Medical College (FUMC**)

The Foundation University Medical College (FUMC) was established in 2001. Its purpose built campus has state of the art lecture halls, well equiped laboratories, museums dissection hall, auditorium, library, computer cell and hostels for boys / girls separate within the campus. The Faculty of 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**
  Lt Gen Anwar Ali Hayder, HI(M) (Retd),
  MD Fauji Foundation
- **Rector**
  Maj Gen Muhammad Kaleem Asif 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 - (General)**
  Mr Akhtar Zeb
- **Deputy Registrar - (Faculty)**
  Muhammad Waqas Chughtai
- **Deputy Registrar - (Medical)**
  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** Maj Gen Prof Dr Imran Fazal, HI (M) (Retd) Director FUSH is the Dean / Principal of the FUMC. He is assisted by Associate Deans in the academic activities and by GM (Admin) in all administrative matters of the FUSH.

2.2 **Academics** The academic departments are sub divided into Basic Sciences (BS), Pre Clinical Science (PCS), Clinical Sciences (CS), Medical Education Department and Research Cell.

2.2.1 **Basic Sciences (Departments of Anatomy, Physiology, and Biochemistry)&Pre Clinical Sciences(Departmentsof Pathology, Pharmacology & Therapeutics, Community Medicine andForensic Medicine**

Professor Dr Muzammil Hasan Najmi, MBBS, M Phil, PhD, FRCP (Edin), oversees these departments as the Associate Dean. He assists the Dean/Principal in all academic activities of these departments. In addition he also provides support in various administrative matters and co/extra-curricularevents. He is also the Editor in Chief of Foundation University Medical Journal.

As advisor to the Chief of Air Staff in 2016, he played the pivotal role in raising and establishing the Fazaia Medical College, Islamabad.

At the national level he spearheaded the vaccination campaign against Covid-19 as the Chairman of the Committee of Experts for evaluation of Covid-19 Vaccines in Pakistan. He is also member of the Policy Board of Drug Regulatory Authority of Pakistan.

Before joining FUMC, Professor Najmi served in the Army Medical College for over 29 years and retired as the Professor & Head of Pharmacology Department. He was also Advisor in Therapeutics to the Armed Forces of Pakistan.

2.2.2 **Clinical Sciences** - Professor Dr Maj Gen Tassawar Hussain (Retd) MRCP (UK), FCPS (Pak), FRCP (London), HOD Department of Medicine FFH, Rawalpindi and Associate Dean Clinical Sciences (CS) FUMC who assists the Dean / Principal FUMC, coordinates the clerkships and house job at Fauji Foundation Hospital and all other aspects of Academic and ECA within the Clinical Departments. It includes the Departments of Medicine & Allied, Surgical & Allied, Obstetrics and Gynaecology, Paediatrics, ENT, Ophthalmology, Psychiatry, Anaesthesia, Orthopaedics, Dermatology, Radiology, Urology (optional) and Neurosurgery (optional).

2.2.3 **Department of Medical Education**

Headed by Prof Dr Brig Irfan Shukr, SI (M) (Retd) who assists the Dean/Principal in Medical education by adopting a multidimensional approach of integration of curriculum, innovative teaching educational research.

2.2.4 **Research Cell**. To promote research culture amongst students at our institute, a Research Cell within the Department of Physiology was established on 30th March 2010. It constitutes Advisor, Prof Dr Muzammil Hassan Najmi, Associate Dean Basic Sciences and President Prof Dr Sadia Ahsin. Students Research Society works under the supervision of this cell. A team of qualified faculty members representing basic,preclinical, and clinical sciences guides undergraduate students in preparing, executing, and presenting their research projects at various conferences. Under supervision of this cell, small student led workshops on research methodology and medical ethics are also arranged for students who are interested in research.

Tasks

- Organizes research related activities for undergraduate and post graduate students.
- Supervises research projects of undergraduates.
- Provides assistance to researchers for statistical analysis of their projects.
- Conducts research related seminars, conferences and workshops.
- Collaborates with Office for Research Innovation & Commercialization (ORIC)to liaison with other research institutes including those under the umbrella of Fauji Foundation.
- Directs the research projects of undergraduates, postgraduates and faculty for funding from FUI or donor bodies after double review process.
- Arranges reimbursement of publication fee for original research papers published in PMC/ HEC recognized journals where work has been done in FUSH.
- Reviews research projects for ethical issues through a series of Ethical Review Committee (ERC) meetings and provide decisions accordingly.
- Maintains yearly research output record of faculty.
- Maintains record of the ongoing projects of the faculty.

2.3 **Administration** The department is headed by the GM (Admin), Col Rana Rashid Rahman, (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.

2.3.1. **Administration Branch** It is headed by Manager Administration (Mngr Adm), Lt Col Kashif Naveed Ansari (Retd), who has under him Adm Branch, Technical Branch, Accounts Branch, Hostels and Cafeteria.

2.3.2 **Student's Affairs Branch** It is headed by Manager Student Affairs (MSA) Lt Col Khizar Hayat, (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-module, 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.

2.3.3 **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.
- A 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.

2.3.4. **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.

2.3.5 **Learning Management System (CMS)** CMS is under deployment phase at FUMC. 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 update about:-

- Module Timetable and Attendance View.
- Assignment submission and helping material download
- Module activities like assignments, quizzes etc, view and performance evaluation.
- Teacher Evaluation participation
- Helping and 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 the 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 DEPARTMENT OF ANATOMY

Head of the Department
Professor Dr Huma Musarrat Khan, MBBS, FCPS (Anatomy)

Faculty

Associate Professor
Dr Lubna Akhtar, MBBS, FCPS (Anatomy)

Assistant Professors
Dr Nadia Rashid, MBBS, FCPS (Anatomy)
Dr Sobia Islam, MBBS, M. Phil (Anatomy)
Dr. Noreen Anwar, MBBS, M.Phil (Anatomy)

Demonstrators
Dr Aleena Younis, MBBS
Dr Seemab Tania, MBBS
Dr Farhan Aslam, MBBS
Dr Hiba Fatima, MBBS
Dr Nawal Azhar, MBBS
Dr Aliya Shabbir, MBBS

3.2 DEPARTMENT OF BIOCHEMISTRY

Head of the Department
Prof Dr Maryam Wahid, MBBS, M. Phil, PhD

Faculty

Assistant Professors
Dr Hajra Siddique, MBBS, M.Phil
Dr Farzana Hakim MBBS, M.Phill

Demonstrators
Ms Noor Ul Ain, MSc Bio-Chemistry
Dr Komal Pervaiz, MBBS
Dr Ayesha Aziz, MBBS
Dr Palwasha Faiz Khatak, MBBS
Dr Amna Mahmood, MBBS
Dr Bushra Rehman, MBBS, M.Phill
Dr Humaira Kashif, MBBS, M.Phill

3.3 DEPARTMENT OF PHYSIOLOGY

Head of the Department
Prof Dr Sadia Ahsin, MBBS, FCPS

Faculty
Associate Professors
Dr Madiha Imran, MBBS, M. Phil

Assistant Professors
Dr Hira Ashraf, MBBS, M.Phil
Dr Nasar Abbas, MBBS, M.Phil

Demonstrators
Dr Hira Pervez Kiyani, MBBS, FCPS
Dr Zara Shoukat, MBBS
Dr Erum Syed, MBBS
Dr Asma Malik, MBBS
Dr Ammara Abid, MBBS
Dr Fatima Iqbal, MBBS
Dr Nida Badar, MBBS

3.4 DEPARTMENT OF PATHOLOGY

Head of the Department
Brig Dr. Tariq Sarfraz, SI(M) (Retd), MBBS, MCPS, FCPS, FRC Path

Faculty
Professors
Brig Dr. Tehmina Munir (Retd), MBBS, MCPS, FCPS, MCPS Med Edu
Lt Col ® Dr. Lubna Zafar, MBBS, FCPS

Associate Professors
Lt Col Dr M. Jawwad Anis Khan (Retd), MBBS, MCPS, FCPS

Assistant Professors
Lt Col Dr Yasmin Wahid (Retd) , MBBS, M.Phil

Demonstrators
Lt Col Dr Samina Naseer (Retd), MBBS
Dr Abida Ashfaq, MBBS
Dr Ghazala Rustam, MBBS
Dr Saba Aniqa, MBBS
Dr Saima Ishtiaq, MBBS, M.Phill
Dr Shabana Abbas, MBBS
Dr Rehana Ramzan, MBBS

3.5 DEPARTMENT OF PHARMACOLOGY

Head of the Department
Prof Dr Muzammil Hasan Najmi, SI (M),
MBBS, M Phil, PhD, FRCP (Edin)

Faculty
Professors
Dr Ayesha Janjua, MBBS, M.Phil

Associate Professors
Dr Mehwish Nawaz Qaisrani, MBBS, M. Phil

Assistant Professors
Dr Wardha Mazhar Malik, MBBS, M. Phil

Demonstrators
Dr Shumaila Obaid, MBBS
Dr Saima Ahsan, MBBS
Dr Aqdas Qayyum, MBBS

3.6 DEPARTMENT OF FORENSIC MEDICINE

Head of the Department
Prof Dr Yasmin Aamir, MBBS, DMJ

Faculty
Associate Professor
Dr Riffat Masood, MBBS, DMJ

Assistant Professor
Dr Noreen Farid, MBBS, DMJ

Demonstrators
Dr Ali Zeeshan Aslam, MBBS
Dr Hina Akhtar Khan, MBBS
Dr Aqsa Sajjad, MBBS

3.7 DEPARTMENT OF COMMUNITY MEDICINE

Head of the Department
Prof Dr Naila Azam, MBBS, MCPS, FCPS

Faculty
Professor
Dr Nosheen Zaidi, MBBS, MPH

Associate Professors
Lt Col ® Dr. Tahira Amjad, MBBS, MPH

Assistant Professors
Dr Shumaila Humayun, MBBS, MPH
Dr Sumaira Masood, MBBS, FCPS

Demonstrators
Dr Mehwish Riaz, MBBS
Dr Fatima Ali Raza Mughal, MBBS
Dr Shaista Zulfiqar, MBBS
Dr Mariam Razzaq, MBBS
Dr Asma Anjum, MBBS

3.8 DEPARTMENT OF MEDICAL EDUCATION

Head of the Department
Brig Prof Dr Irfan Shukr SI(M),(Retd)
MBBS, FCPS, DCPS, M.ME

Faculty
Assistant Professors
Dr Tayyaba Iftikhar Mirza, MBBS, MHPE

Senior Lecturer
Dr Shazia Inam, MBBS, M.ME, CB, EME, DB EM

Lecturer
Dr Tafseer Abbas, PhD Islamiyat

3.9 DEPARTMENT OF MEDICINE

Head of the Department
Maj Gen Prof Dr Tassawar Hussain (Retd)
MBBS, MCPS, FCPS, MRCP (UK), FRCP (London)

Faculty
Professors
Dr Uzma Bano, MBBS, FCPS
Dr Ghulam Murtaza Gondal, MBBS, FCPS
Dr Nayyer Yaqoob, MBBS, FCPS
Dr Shahid Mumtaz Abbasi, MBBS, FCPS
Dr Fauza Abdus Samad, MBBS, FCPS
Brig Dr Jamal Ahmad (Retd), MBBS, FCPS (Medicine), FCPS (Pulmonology)
Brig Dr Umair Ahmed Siddiqui, MBBS, FCPS (Medicine), FCPS (Nephrology)
Dr Amjad Nasim, MBBS, MCPS, FCPS

Associate Professors
Maj Dr Omer Ahsan (Retd), MBBS, FCPS
Dr Zubia Jamil, MBBS, FCPS
Dr Asma Ambreen, MBBS, FCPS
Dr Babar Salim, MBBS, FCPS (Medicine), FCPS (Rheumatology)
Dr Haris Gul, MBBS, FCPS

Assistant Professors
Dr Shahida Perveen, MBBS, FCPS
Dr Wajid Hussain, MBBS, FCPS
Dr Husnain Hashim, MBBS, FCPS
Dr Atif Abbas, MBBS, FCPS
Dr Samreen Khalid, MBBS, FCPS
Dr Saba Samreen, MBBS, FCPS (Medicine), FCPS (Rheumatology)
Dr Shumaila Awan, MBBS, FCPS
Dr Batool Butt, MBBS, FCPS
Maj Dr Asim Shahzad (Retd), MBBS, FCPS

Dr Ayesha Masood, MBBS, FCPS

Senior Registrars
Dr Talal Safdar, MBBS FCPS
Dr Hassan Salim, MBBS, FCPS
Dr Imtiaz Ahmed, MBBS, FCPS
Dr Muhammad Usman, MBBS, FCPS
Dr Saeed Arif, MBBS, FCPS
Dr Syed Kumail Hassan Kazmi, MBBS, FCPS

3.10 DEPARTMENT OF SURGERY

Head of the Department
Maj Gen Prof Dr Rasikh Maqsood HI(M) (Retd)

Head of Department Emergency Medicine
Brig Prof Dr Aurangzeb (Retd), MBBS, FCPS

Faculty
Professors
Maj Gen Dr Maqbool Ahmad (Retd), MBBS, FCPS
Brig Dr Syed Hashim Zaidi, MBBS, FCPS
Dr Syed Inam Ullah Shah, MBBS, FCPS
Dr Sami Ullah, MBBS, FCPS

Associate Professors
Brig Dr Abrar Hussain Zaidi (Retd), 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

Assistant Professors
Dr Kishwar Ali, MBBS, FCPS, MRCSA
Dr Muhammad Taimur, MBBS, FCPS
Dr Sameena Aman, MBBS, FCPS
Dr Jamil Ahmad Shah, MBBS, FCPS

Senior Registrars
Dr Muzna Iftikhar, MBBS, FCPS
Dr Huma Ahmed Khan, MBBS, FCPS
Dr Nousheen Saleem, MBBS, FCPS
Dr Mehwish Noor, MBBS, FCPS
Dr Nadia Attiq, MBBS, FCPS

3.11 DEPARTMENT OF OPHTHALMOLOGY

Head of the Department
Dr Prof Asfandyar Asghar, MBBS, FCPS

Faculty
Associate Professor
Dr Tehmina Nazir, MBBS, DOMS, FCPS
Assistant Professors
Dr Naila Obaid, MBBS, FCPS
Dr Sana Nadeem, MBBS, FCPS

3.12 DEPARTMENT OF ENT

Head of the Department
Brig Prof Dr Mirza Khizar Hameed (Retd), MBBS, FCPS

Faculty
Professors
Maj Gen Dr Sayed Nusrat Raza (Retd), MBBS, FCPS, FRCS, FICS
Dr Iftikhar Aslam, MBBS, FCPS

Asst Professors
Dr Irshad Ali, MBBS, FCPS
Senior Registrar
Dr Nudrat Khalil, MBBS, FCPS

3.13 DEPARTMENT GYNAECOLOGY

Head of the Department
Prof Dr Azra Saeed Awan, MBBS, MCPS, FCPS

Faculty
Professor
Dr Zartaj Hayat, MBBS, MCPS, FCPS
Dr Faiza Ibrar, MBBS, MCPS, FCPS
Dr Arifa Bari, MBBS, FCPS
Dr Samina Irshad, MBBS, FCPS

Associate Professors
Dr Nadia Ahmed Bokhari, MBBS, FCPS

Assistant Professors
Dr Ambreen Fatima, MBBS, FCPS
Dr Hina Tabasum, MBBS, FCPS
Dr Asma Iqbal, MBBS, FCPS
Dr Touseef Fatima, MBBS, FCPS
Dr Asia Raza, MBBS, FCPS
Dr Atikka Masud, MBBS, FCPS

Senior Registrars
Dr Maria Ashraf, MBBS, FCPS
Dr Madiha Ahmed, MBBS, FCPS
Dr Rubina Jabeen, MBBS, FCPS
Dr Nazish Shifa, MBBS, FCPS
Dr Tayyaba Rashid, MBBS, FCPS

3.14 DEPARTMENT OF ANAESTHESIA

Head of the Department
Maj Gen Prof Dr Liaqat Ali (Retd), MBBS, FCPS

Professor
Brig Dr Manzoor Ahmed Faridi, MBBS, MCPS, FCPS

Associate Professor
Dr Khaleel Ahmad, MBBS, FCPS

3.15 DEPARTMENT OF DERMATOLOGY

Head of the Department
Prof Dr Farid Ur Rehman, MBBS, FCPS

Assistant Professors
Dr Asma Javaid, MBBS, FCPS
Dr Attiya Tareen, MBBS, FCPS
Dr Bilquis Fatima, MBBS, FCPS

3.16 DEPARTMENT OF PSYCHIATRY

Head of the Department
Lt Col Prof Dr Nadeem Abbas (Retd), MBBS, MCPS, FCPS

Faculty
Professor
Dr Nadia Azad, MBBS, FCPS
Dr. Khalid Hayat Khan, MBBS, FCPS

Assistant Professor
Dr Sawera Mansoor, MBBS, FCPS

Senior Registrar
Dr Rabeea Iesar, MBBS, FCPS
Dr Usama Bin Zubair, MBBS, FCPS

3.17 DEPARTMENT OF PAEDIATRICS

Head of the Department
Prof Dr Munir Akmal Lodhi, MBBS, FCPS

Faculty
Associate Professors
Dr Huma Saleem Khan, MBBS, MCPS, FCPS
Dr Awais Tahir, MBBS, FCPS, MCPS

Assistant Professors
Dr Sumaira Khalil, MBBS, FCPS
Dr Kiran Mushtaq Toor, MBBS, FCPS
Dr Muhammad Almas Hashmi, MBBS, FCPS
Dr Syed Zulfiqar Haider, MBBS, FCPS
Dr Sayed Ibrar Hussain, MBBS, FCPS
Dr Rabia Aziz, MBBS, FCPS
Dr Iffat Batool MBBS, FCPS
Senior Registrars
Dr Saira Arshad, MBBS, FCPS

3.18 DEPARTMENT OF ORTHOPEDIC SURGERY

Head of the Department
Brig Prof Dr Muhammad Salim (Retd), MBBS, FCPS

Professor
Dr Nouman Maqbool, MBBS, FCPS

Associate Professors
Dr Ahmad Bilal Khalique, MBBS, FCPS

Assistant Professors
Dr Kamran Asghar, MBBS, FCPS
Dr Hamza Fareed MBBS, FCPS

3.19 DEPARTMENT OF UROLOGY

Head of the Department
Maj Prof Dr Khalid Farouk (Retd), MBBS, FRCS (Ireland), FCPS

Faculty
Senior Registrar
Dr Asher Masood, MBBS, FCPS

3.20 DEPARTMENT OF NEUROSURGERY

Head of Department
Lt Col Prof Dr Syed Atif Mahmood Kazmi (Retd), MBBS, FCPS

3.21 DEPARTMENT OF RADIOLOGY

Head of the Department
Professor
Dr Kiran Fatima Farooq, MBBS, FCPS

Faculty
Associate Professor
Dr Nuwayrah Jawaid Saghir, MBBS, FCPS

Assistant Professors
Dr Amna Khalid, MBBS, FCPS
Dr Faryal Asmat, MBBS, FCPS
Dr Anisa Kalsoom, MBBS, FCPS
Dr Aasma Nudrat Zafar, MBBS, FCPS
Dr Sumera Mushtaq, MBBS, FCPS

Senior Registrar
Dr Sana Tajammal, MBBS, FCPS

Section – 4

Academics

Authored by Department of Medical Education (DME)

The Department of Medical Education plays a major role in creating an atmosphere at FUMC in which Health Professionals Education is considered an essential component of the academic mission. DME is a center of excellence promoting innovation in MBBS education. It has upgraded and revised the modular problem-based curriculum of MBBS program last year. It is implementing modern curricula, technology-enhanced learning, excellence in assessment, and promoting a conducive learning environment.

4.1 **Duration:** MBBS program is of 05 years duration and is conducted in Foundation University Medical College (FUMC), which is approved by Pakistan Medical Commission (PM&DC No Dated 29/12/2016/13). After successful completion of 05 year of study, FUMC provides 01- year house job / internship to all its graduates.

4.2 **Clinical Training:** It is imparted at its affiliated hospital, Fauji Foundation Hospital, which is tertiary care busy hospital for clinical Clerkship / house job / internship.

4.3 **Medium of Instruction:** Is English

4.4 **Mode of Study:** Is Regular

4.5 **Objective of curriculum:** To produce medical doctors who are skilful, knowledgeable, community health, promoters, critical thinker, professional, scholar, leader and role model.

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:** 16 Subjects are taught in five academic years.

4.7.1 **First Year and Second Year MBBS**: There are three main subjects in each year. Anatomy (500 hrs), Physiology (500 hrs), and Biochemistry (500 hrs), are taught in horizontally integrated modules with elements of vertical integration.

4.7.2 **Third Year MBBS**: There are three main subjects. The subjects of Pathology - I (250 hrs) and Pharmacology (300 hrs) are taught in horizontally integrated modules with elements of vertical integration. Whereas non - integrated Forensic Medicine (100 hrs) is taught as third subject.

4.7.3 **Fourth Year MBBS**: Four subjects taught is fourth year are Pathology-II (250 hrs), Community Medicine (250 hrs), Ophthalmology (Eye) (100 hrs) and Otorhinolaryngology (ENT) (100hrs).

4.7.4 **Fifth Year MBBS**: Four subjects taught is fifth year are MEDICINE (1100 hrs) (including Emergency Medicine, Dermatology, Psychiatry / Family Medicine); SURGERY (1100 hrs) (including Trauma, Radiology, Orthopaedics / Paediatric Surgery / Neurosurgery/ Anaesthesiology); Gynaecology & Obstetrics (400 hrs); and Paediatrics (200 hrs). Additionally, the Subjects of General education (480 hrs) is taught that includes Behavioural sciences, Social Sciences (Islamiat & Pakistan studies), Ethics and Professionalism, Communication skills, Study Skills and Patient safety).

4.7.5 **ETHICS & BEHAVIORAL SCIENCES:** Ethics and Behavioral Sciences is an important subject in medical sciences. Keeping its importance in view, FUMC has incorporated spiral integrated curriculum of Ethics and Behavioral sciences across all five years in accordance with world statutory bodies. Graduates of the Foundation University Medical College (FUMC) 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:** Of FUMC is “Subject -based, Integrated, Modular, Hybrid Problem - based (hPBL) ”for pre clinical years, and “Clerkship -based, Community oriented, and Experiential” for clinical years.

4.8 **Time Bound Schedule:** MBBS program is of 05 years duration of regular study. Overview of time schedule follows

Years	Subjects	Active teaching	Examination	*Electives	SummerBreak&	Total weeks
First year	Anatomy,Physiology, Biochemistry,Pak.Studies ,Islamiyat	32weeks	11weeks (3+4,4)	01Week (Shadowing)	07 weeks	51 weeks
2nd year		32weeks	11weeks (3+4,4)	01Week(Shadowing)	07 weeks	51 weeks
3rd year	Pharmacology,F.Med, Pathology(General Path+Microbiology+ Relevant Special Path)	32weeks	10weeks (2+4+4)	02 Weeks	07 weeks	51 weeks
4th year	ENT,Ophthalmology, C.Medicine,Special Pathology	32weeks	11 weeks	02 Weeks	06 weeks	51 weeks
Final year	Medicine,Surgery, Obstetrics & Gynecology, Pediatrics.	36weeks	12 weeks	-	08 weeks	56 weeks

Weeks more than mentioned above will be adjusted from summer break

4.9 **Modular System:** Curricular document out lines principles of curricular organization to clarify the subjects combine to promote comprehensive learning. There is fusion of knowledge from different subjects. This inter connectedness and inter relations hipa mong the subjects is linked around organ - systems of human body. The unit of organization of curriculum is a ‘Block’ that is independent, non sequential, and of 10 -16 weeks duration. The Block consists of sub units of organization called Modules of 3 -8 weeks duration. The Blocks of clinical subjects are in format of ‘clinical clerkship’. The detail follows

1st Year	**Block**	**Modules**	**Duration(weeks)**
	I	Foundation	5
		SMS(Skin&Musculoskeletal)	6
	II	CVS(Cardiovascularsystem)	6
		Respiratory	4
	III	LIR(Lowerlimb&Immunology)	6
		Hematology	4

2nd Year	**Block**	**Modules**	**Duration(weeks)**
	I	GIT&Nutrition	6
		GUM(Genitourinary&Metabolic)	5
	II	Neurosciences	9
	III	Head,Neck&Endocrine	11
3rd Year	**Block**	**Modules**	**Duration(weeks)**
	I	General	6
		CVS&Renal	4
		Hematology	3
		GIT&Hepatobiliary	3
	II	Endocrine/Reproductive	4
		Respiratory	4
		Neurosciences	4
		Muscle/Joint/Skin	4
4th Year	I	ENT	8
	II	Eye	8
	III	Community Medicine	8
	IV	Pathology - II	8
5th year	I	Medicine	12
	II	Surgery	12
	III	Paediatrics	6
	IV	Obstetrics and Gynecology	6

4.10 **Format:** The organizing format of teaching and assessment is as following:

4.10.1 **Year 1 & 2**: The curriculum of Anatomy, Physiology and Biochemistry are delivered in an integrated modular format, where these subjects are given appropriate weightage. These subjects are integrated horizontally with each other and vertically with clinical Sciences. Anatomy, Physiology and Biochemistry are assessed by a subject based 'Integrated theory Paper' and subject based 'Integrated Practical Examination'.

4.10.2 **Year 3:** The curriculum of Pharmacology and Pathology – I are delivered in an integrated modular format, where these subjects are given appropriate weightage. These subjects are integrated horizontally with each other and vertically with Clinical Sciences. The curriculum of Forensic Medicine is delivered primarily in a Subject - based format with integration, where appropriate. Pharmacology and Pathology – I are assessed by a subject based 'Integrated Paper' and 'Integrated Practical Examination', while Forensic medicine is assessed as subject based separate paper and practical

4.10.3 **Year 4:** The curriculum of ENT and Eye is delivered with fusion of knowledge of subjects of year 1 to 4 in a comprehensive student centered, problem - based, community oriented, hospital based, subject focused clinical clerkship. The curriculum of Community Medicine and Pathology – II are delivered primarily in a Subject - based format with integration, where appropriate.

4.10.4 **Year 5:** The curriculum of Medicine, Surgery, Paediatrics and Obstetrics and Gynecology is delivered with fusion of knowledge of subjects of year 1 to 4 in a comprehensive student centered, problem-based, community oriented, hospital based, subject focused clinical clerkship.

4.11 **Teaching Methodologies:** Teaching methodologies used to implement curriculum are student centered and include Large Group interactive Session / Small Group interactive Session / Problem based Learning / Case based learning / Practical / Clinicopathological conferences / Clinical clerkship / Bed site teaching / Community Clinic based teaching.

4.12 **Interactive Sessions:** Traditional lectures are replaced with Large Group Interactive Sessions (LGIS) to ensure active learning of the student. Small group teaching includes groups of students < 20 in number, and 20 - 50 in number, termed small group teaching in large group. There are > 25 PBLs, based on clinical problem solving conducted in two to three sessions, > 80 CPCs, Case Base learning, Clinical teaching sessions resulting in fusion of knowledge from different subjects. In Basic Life Support and Primary Trauma Care the students experience shared planning between subjects of Medicine and Surgery & allied

4.13 **Clinical Training:**

4.13.1 **Year 1:** Early clinical exposure from first year of professional education is included to facilitate knowledge of basic sciences through applied and practical information transfer. Students are exposed to simulated clinical environment where they learn history taking and physical examination on simulated patients and man nequins.

4.13.2 **Year 2 to 5**: Students are exposed to clinical environment in - patient, out patient clinics and Accident and Emergency from 2nd year onwards of their education. It encourages contextual learning with opportunity to observe how information being learned is practiced in real time. In year 3, 4 and 5 they contextually learn in Orthopedics, Urology, Neurosurgery, Pulmonology, Dermatology, Rheumatology,

Gynecology, Pediatrics & Psychiatry; ENT and Eye; and Medicine, Surgery, Pediatrics and Obstetrics and Gynecology wards in the hospital respectively. In addition, they learn skills in simulated clinical environment of skill laboratory, where they learn skills on trainers.

4.14 **Community Oriented Medical Education (Come)**

The teaching at FUMC is focused on community oriented medical education. In addition, community based medical education (CBME) is introduced where by 4th year MBBS students are taken to the primary health care units in the community and other similar field visits.

4.15 **Research:**

A well - structured research opportunity is provided to the students.

4.16 **Electives**

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

4.17 **Assessment:** The curriculum incorporates both formative and summative assessment pans. There are five annual professional examinations. In every subject, 20% marks are awarded by internal assessment through well - developed tools and table of specification. Methods prof Examination are Oral, Written and Performance based. Tools of examination include MCQ, SAQ, SEQ, Structured Viva, TOACS, OSCE, Long cases and short cases. Each student is required to achieve at least 50% marks separately in theory paper and Practical / Clinical examination.

4.18 **Academic Collaboration With Prominent Universities:** In view to enhancing 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.

4.19 **Laboatories And Allied Facilities:** There are full - fledged and well - equipped Laboratories as well as state of art museums in departments of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Forensic Medicine and Community Medicine. There is a dissection hall in Anatomy Department and a Clinical Pathology laboratory in the Fauji Foundation Hospital Rawalpindi.

4.20 **Cinical Skill Laboratory:** The aim is to provide hands on training to undergraduate medical students on the practical aspects of how to approach the patient, history taking, and clinical examination various procedures using manikins and simulated patients. A practical demonstration is given by a clinical instructor on a manikin or a simulated patient to a group of 30 students. The students are then split into small groups. Each group has 6 students and is facilitated by an instructor. The purpose of small groups is to provide an opportunity for hands

on practice to students and every student is assessed individually by the instructor and helped accordingly to make up the deficiency.

The list of manikins available in CSL for training purpose is as under:-

- X-Ray Viewer/Illuminator
- Sony Digital Still Camera with accessories Model.
- Complete airway Kit.
- Deluxe Casuaity Simulation Kit.
- Central Venous Cannulation Simulation.
- Intermediate Infant Crisis Manikin.
- Ear Examination Simulator.
- Pneumothorax Simulator.
- Suture and stapling Practice, Arm & Leg set.
- Testicular examination Simulator
- Adult Full Body CPR Trainer Manikin W/Console.
- Advanced Venipuncture & Injection Arm.
- Intramuscular Injection Simulator
- Arterial Puncture Arm.
- TRAK 700 CPR.
- Male and Female Cath Simulator.
- Auscultation Manikin with ECG Simulator.
- Spinal Injection Simulator.
- Optional A-Carry Case.
- Breast Examination Trainer.
- TCAA Tracheal Intubation.
- Clinical Female pelvic Trainer.
- Rectal Examination Trainer MK2 Limbs & Thighs.
- X.Ray Viewer Box Powder Coated Paint Double.
- Emergery Trolly (Instrumental/Medicine Trolly).
- Coscos Speculum.
- Suture and stapling Practice, Arm & Leg set.
- Otoscope model 3027 N.
- I/V Stand.
- Kidney Trays.
- Cpr Masks.
- Emergency Trays.
- Defibrillator
- ECG Monitor.
- Laryngoscope (Metallic)
- Advanced Breast Examination Simulator.
- Nasco Surgical Banding Simulator
-

4.21 **Laboratories and Allied Facilities**:

4.21.1 There are full-fledged and well equipped laboratories as well as state of art museums in departments of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Forensic Medicine and Community Medicine. There is a dissection hall in Anatomy Department and a Clinical Pathology laboratory in the Fauji Foundation Hospital Rawalpindi.

4.21.2 **Multidisciplinary Laboratory**. Multidisciplinary Lab (MDL) has been established to do research on current issues in basic and clinical sciences. Post graduate students will carry out their research projects in this lab.

Section – 5

Extra Academics

Authored by Department of Medical Education (DME)

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. DME 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** FUMC 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 FUMC community.

5.2 **Infrastructure:** Sports infrastructure includes outdoor football ground and basket ball 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 boy's 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 Evets:** 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 Manger 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 support 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).

5.3.1 **Badminton Club, (**Dr. Ehab Azeem, FUCP).

5.3.2 **Table Tennis Club (**Dr Hafiz Ali Bin Asim - FUCP)

5.3.3 **Cricket Club (**Assoc Prof Dr Muhammad Jawwad Anis Khan**,**
Lt Col Zulfiqar Ali Alvi(Retd).
5.3.4 **Hiking Club (**Prof Dr Brig Aurangzeb (Retd))
5.3.5 **Basket Ball Club (**Dr Furqan Hassan, FUCP)
5.3.6 **Volley ball Club (**Dr Ehab Azem, FUCP)
5.3.7 **Futsal Club (**Dr Masnoor Khan, FUCD)
5.3.8 **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 student's 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 under takes many activities in addition to the class room instructions and labs. One such category of activities is those 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 team work

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 in FUSH that fall under following categories:

- 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
- 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 the society. It is our duty to serve our communities by being productive and responsible citizens of the 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 hard core preformed 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 levelcompetitions.

5.10.4 **College Magazine**

The college magazine is published each year in Urdu and English. All the students and faculty are encouraged to participate by writing for the magazine. The editorial board for the college magazine is as under. The editorial staff 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 Final Year MBBS, and Junior Head Boy and Junior Head Girl are elected from 4th Year MBBS. They serve to represent all years at FUMC.

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 Medicine.

6.1 **Cutting - Edge Rsearch and Academics**

FUMCs Center for Research and Learning, the Clinico - Biological Research Cell (CBRC) is a vision by the Rector FUI that was brought to life by the Director FUSH and is dedicated to serving students through an aray of undergraduate research programs. These initiatives offer students the opportunity to carry out innovative research, scholarship and creative activity under the supervisor ship of faculty mentors (Residents and Demostrators) from the department of Community Medicine, Aiding as Research Associates; through internally and externally funded programs.

6.2 **CBRC's Vision** is to create and sustain world class programs which includes mandatory research programs intiated and continued by the department of Community Medicine, from the very beginning of the journey to becoming a 7 star doctor till the end of the 4th year of undergraduate degree, creating the essence of an inquiry based student learning system, through innovative multidisciplinary collaboration and effective mentoring and the promotion of lifelong active learing and professional development.

6.3 **CBRC's Mission** is to promote, create and coordinate through partnerships within and outside the institution, implementation of ground - breaking analysis based learning programs in the line with PMDC's guidelines that integrate research and education to provide students with operative pathways for enduring dynamic education and skilled growth.

6.4 Young Scientists Research Conference

To encourage research culture in undergraduate students across Pakistan, the Research cell with Students Research Society organizes a National Student - oriented Conference after every two years. The conference caters to theoriginal research papers based on the research projectscarried outby undergraduate students in different medical, rehabilitation, dental and nursing sciences fields. Poster presentations are also carried out. To motivate and encourage students, the best three research projects are awarded prizes and certificates by Director Campus. So far three such conferences have been organized at the campus with huge participant turnout from across Pakistan.

6.5 Clinical and Biomedical Research Centre (CBRC) and Multidisciplinary Lab (MDL)

Clinical and Biomedical Research Centre (CBRC) and Multidisciplinary Lab (MDL) was established in March 2022 at FUSH. Its vision is to nurture the research quest of FUSH fraternity by organizing, performing and collaborating high quality research projects focused on resolving the health issues faced by Pakistan and the world at large. CBRC is dedicated to facilitate, and act as a bridge between, the basic life sciences and clinical studies.In addition to clinical trials MDL is fully equipped to investigate the molecular root causes ofvarious clinical diseases. This set up provides a conducive environment for theformulation ofnovel research projects to explorethe molecular pathways involved in disease progression. CBRC offers a forum to design projects that attract funding from national and international research organizations/donor agencies. Hence, it plays a key role in promoting effective networking and collaborations. It facilitates building networks with researchers from clinical and basic departments, with a focus on research domains pertaining to biotechnology and bioinformatics. Moreover, it provides a platform for liaison with the departments of biomedical engineering of FUSST and other universities for the design and production of equipment used in various fields of medicine. CBRC aims to build partnerships between national and international health research institutions, and training the next generation of scientists to address global health needs.

Section – 7

EXAMINATIONS

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

7.1 FUMC exam cell has been established at Foundation University Medical College (FUMC), which is responsible for Internal Assessment and module examinations i.e. End of Module / Block / rotation and send up examinations. The compilation of internal assessment is the responsibility of FUMC Exam Cell.

7.2 **OperationalDefinitions:**

- **End of Block Examination:** Examination at the end of Block consisting of one or more than one module.
- **Paper Cumulative Section / subject Score:** sum of the same section / subject score in Paper-I, II &III.
- **Paper Integrated Score:** Sum of all the sections / subjects in a paper.
- **Subject Examination:** Examination at the year consisting of one subject.

7.3 **Examinations in an academic year:**

7.3.1 **End of Block Examination**

- Each End of Block Examination will consist of theory and Integrated Practical Exam (IPE).
- The theory examination will be a written paper with sections corresponding to subjects taught in the corresponding Block.
- The instruments of assessment used in theory examination based on TOS will be:
  - One true / best type MCQ with four options
  - SAQ / SEQ.
- The instruments of assessment used in the Integrate Practical Exam(IPE) based onTOS will be:
  - OSCE / OSPE.
- TheTOS of Integrated Practical Exam will be from the subjects taught in corresponding Block & Clinical Skill Teaching sessions in that Block.

7.3.2 **Pre-Annual Examination**

The pre -annual examination will be similar to Professional Examination. However practical exam / Viva voce for will be held according to the approved curricula.

7.4 **Professional Examination:**

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

- The theory exam will consist of Integrated Paper-I, II and III corresponding to respective blocks in 1st & 2nd years MBBS.
- The theory exam will consist of integrated Paper-I and II corresponding to respective blocks in 3rd year MBBS and Forensic Medicine paper.
- 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 TOS.
- The Practical Examination consists of Integrated Practical Examination and Viva Voce 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 (percentage of the sum of the score of that subject component in all theory / practical papers in case of Integrated paper).
- If the student has <50% Cumulative Subject Score in any subject, either in theory or practical, he / she will re appear in relevant sections of all papers and related practical component of that subject (s).
- In 3rd (one subject only), 4th and 5th years, the Professional exam will be subject based.
- Examination of subjects in 4th, 5th years and Forensic Medicine in 3rd year to be declared pass, the student must score a subject score of ≥ 50% in each subject, separately in theory and practical of the professional exam.

7.4.1 **Internal Assessment**

- Internal assessment (IA) will make up 20% of the theory and practical components of the Professional Exams.
- In case of the absence of a tool of internal assessment TOS, the following formula will be used for the calculation of 20% internal assessment.

  Total Marks scored by the student in I.A. X Total Marks of 20% I.A.TotalMarks ofI.A. with the omitted tool

7.4.2 **Internal assessment of vertically integrated Clinical subjects taught in the Years before the year of their Examination**

- The marks of theory and practical examination of Medicine & Surgery in 3rd year will be carried forward to be counted for calculation of Internal Assessment of these subjects in the final year.
- Clinical training in 3rdyear in the subjects of Medicine and Surgery will be assessed through EOR examination.
- The content of Medicine and Surgery lectures will be assessed through theory paper (MCQs based examination).
- The format of theory paper will be as follows:
  - Section:A- Medicine
  - Section:B- Surgery
  - Each section will consist of 25 MCQs (One best type with four options).
- The exam will be conducted separately from pre-annual after completion of vertical component (LGIS).
-

7.4.3 **Final Transcript:** showing subject-wise score will be issued four weeks after declaration /notification of result.

7.4.4 **Opportunity to take Retake failed examination**

- Every year, there will be ***ONE*** Annual and ***ONE*** supplementary/retake exam.
- A student shall be allowed to maximum of ***FOUR*** chances in each 1st& 2nd year MBBS and 1st Year BDS exams. In all subsequent professional examinations i.e. 3rd, 4th& 5th Year MBBS and 2nd, 3rd & 4th Year BDS 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 or 2nd year MBBS / 1st Year BDS examinations, the student will not be eligible for further medical/Dental 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 5th year MBBS and 4th year BDS will 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 5th year MBBS and 4th BDS 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.

7.4.5 **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.
- Regular students of 1st year are not eligible to appear in these subjects as they have yet not completed studies in these subjects.
- There is no limit on the number of attempts the students can take.
- No supplementary examination will be held for any single or a group of students.
- It is mandatory for students to clear these subjects to qualify for the transcript / degree to be awarded.

- No student will be declared pass until they clear these subjects.

7.4.6 **Examination of Behavioral Sciences & General Education**

- Examination will be held once a year
- The examination will be conducted in Mid Academic year preferably soon after the summer break.
- Regular students of 1st and 2nd year are not eligible to appear in these subjects as they have yet not completed studies in these subjects.
- There is no limit on the number of attempts the students can take.
- No supplementary examination will be held for any single or a group of students.
- It is mandatory for students to clear these subjects to qualify for the degree/transcript to be awarded.
- No student will be declared pass until they clear these subjects.
- The examination will commence from academic year 2025 and it will be applicable to inducted in 2023.
- There will be an assessment of the General Education Block that includes Behavioral Sciences, Ethics and Professionalism.
- This subject is a non-credit subject.
- Examination will commence from academic year 2025 as it will be applicable to MBBS batch inducted in 2023.

(Authority: 6th BOF of Medical Sciences Meeting dated 27th Oct 202)

AWARD OF MEDALS / CERTIFICATES IN UNIVERSITY CONVOCATION & ANNUAL DAY

7.5 **Conditions for the Academic Awards**

7.5.1 The academic awards shall be recommended by theMedals / 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:-

PROF	GOLD	SILVER	ANNUAL DAY	FUI CONVOCATION
1st	4	4	8	-
2nd	4	4	8	-
3rd	4	4	8	
4th	4	4	8	
5th	5	5	-	10
Best Grad (Academic)	1	-	-	1
Best Grad (All Rounder)	1	-	-	1

7.5.4 **Best Graduate Academics** A Gold Medal with certificate is awarded to the best graduate on the basis of his/her academics performance as per defined criteria of the SOP in vogue

7.5.5 **Best Graduate All Round** A Gold Medal with certificate is awarded to the best graduate (all-rounder) displaying outstanding all round performance in curricular and co-curricular activities as per defined criteria of the SOP in vogue

7.5.6 **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 In Anatomy, Physiology, Biochemistry, Pharmacology, & Pathology, student will be required to attain minimum attendance of 75% in each subject counted at the end of academic year from the collective attendance of each of these subjects separately, in all blocks.

8.4 In addition to the ≥ 75% attendance in the subjects of examination for an academic year, Students will also be required to attain ***60%*** or more collective annual attendance in the subjects taught but not examined in the same academic year, to qualify for appearing in the professional exam of that year.

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

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

8.7 Each department will develop structured timetable of Compensatory classes duly approve by respective Assoc Deans/ Dean /Principal

8.8 Compensatory classes will be offered for ***one week*** during Prep leaves of pre- annual and ***one week*** during prep leave of annual examination.

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

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

8.11 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)

8.12 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.

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

8.14 Fee during compensatory classes will be per ***Rs 500/-*** per Lecture / practical / session.

8.15 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.

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

8.17 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.

8.18 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.

8.19 **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.

8.20 **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 verificationof signatures of parent / guardian's 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 had to take short leave during working day. He had to take proper written permission from class teacher and MSA on prescribed from which can be obtained from Student Hub.

- **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

These shall be awarded to undergraduate students ***once*** i.e. at the time of admission in FUI MBBS program. From 2nd year onwards, the students shall compete with other students for merit scholarship. This scholarship will be awarded to 3 top merit holders above 90% or above aggregate marks as follows:-

Position in Merit List	Amount of Scholarship
1st	50% of tuition fee
2nd	40% of tuition fee
3rd	30% of tuition fee

9.2 Merit Scholarship

9.2.1 Top six 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%
3rd	20%
4th	15%
5th	10%
6th	10%

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

9.3 Financial Assistance Programme (FAP)

9.3.1 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.

10.1.1 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 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 Rs.50/- per day per book will be charged 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 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 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 In charge can withdraw any book if required for specific purpose.
- In case of any dispute, Head of the institution will be final authority for decision.

10.1.2 **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.
- 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 copy right 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 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.

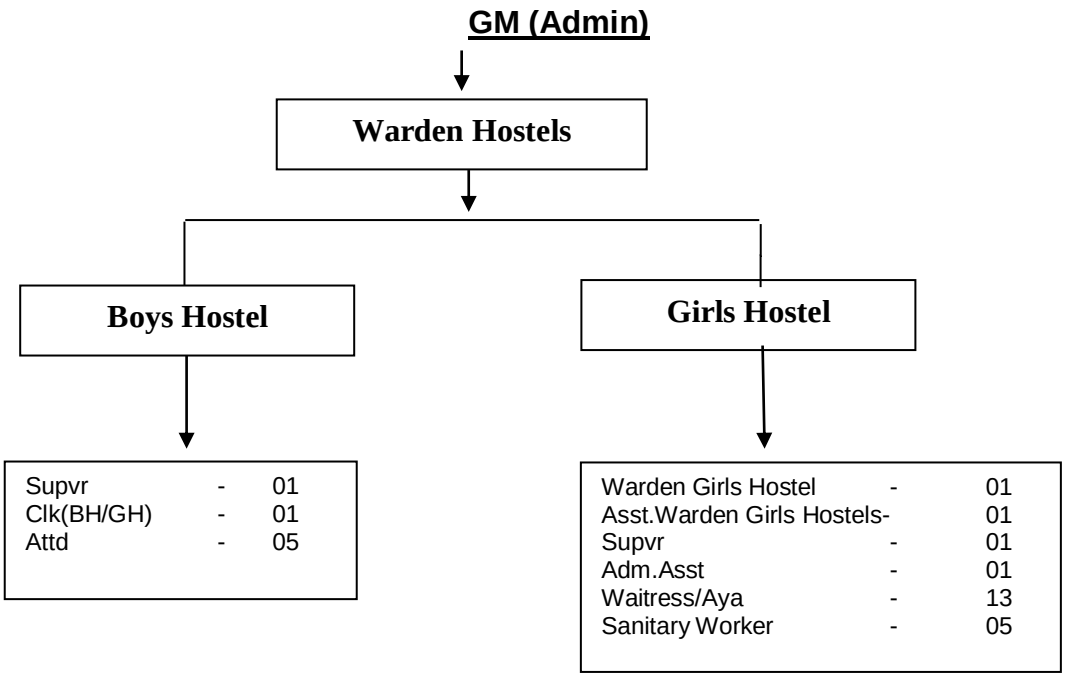
Section – 11

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 for providing comfortable stay to the FUSH students which is inside the college premises. The FUSH hostel can accommodate 240 girl students and 92 boys' 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.

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



11.1.2 **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.

11.1.3 **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.

11.1.4 **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 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 themess. 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 repairing/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 Female Hostel accommodation on advance payment of Rs.100.00 per person by the concerned boarder.
- Female Hostel Staff shall accompany while ACs 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 Warden Hostels.
- 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 not expected 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 the 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's in the meanwhile may be kept under the supervision of the Sentry post/Gd.
- 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 FOR EVER 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 Warden Girls Hostel 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.

11.1.5 **Visitors**

- Rights of admission to the hostel premises are reserved.
- No stranger shall be admitted inside the hostel premises withoutthe 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 sun set. 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.

11.1.6 **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/ 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 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 lock. The security of their belongings inside respective rooms is the responsibility of the concerned occupant.

- **College Discipline Policy**

  - Warden Hostels 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 boarders 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. Warden Hostels in case of serious breach of hostel discipline involving safety / threat to hostel environment may immediately stop the entry into hostel of violating boarder.
  - 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/activities 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 the 2100 hrs shall take prior permission from the Warden. However, for Girls 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 Warden Hostel 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 papers 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 paints 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/warden hostels. 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 Warden Hostels.
- 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 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 any room allotment or shifting 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 do not take responsibility 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. The junior students should respect the senior students. In case of any dispute between the students the Warden Hostels will be informed, who will try o resolve the matter and inform the 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 WARDEN HOSTELS. SIMILARLY THE 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 in 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.**

11.1.7. **In/Out**. Every boarder shall be in his/her room by the following laid down timings:-

- Boys Boarders - 10:30 pm
- Girls 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 or for suitable punitive action. Late comers 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. Warden Hostel 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 Warden Hostel.

11.1.8 **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.

11.1.9 **Electricity**

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

11.1.10 **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.

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

11.1.12**Special Rules for Girls Boarders**:-

- Parents or guardians are required to send a list signed by them of friends and relatives of their daughter who may visit them.

  - **List No.1** Persons who may visit the boarders 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 girls 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 girls boarder are requested to drop in their wards on returning from weekend/ leave before 9 pm.

11.1.13**SOP - In/Out Short Trip – Girls Boarders**

- **In/Out Procedure**
  - Girls Boarders can proceed on leave on week end with their guardian/parents and after making necessary entry in leave register and leave form duly signed by parents/guardian and boarders which is available with Warden Girls Hostel.
  - In case of a emergency leave will be sanctioned by senior class teacher and Warden Girls Hostel after clearance from the Administration.
  - Hostel entry time is 1 hours after sun set 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.
  - Girlsboarders who perform the 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.
  - Girls boarder will mark their entries in respective register in their own hand writing and put their signatures.
- **Late Comers**. Late comers shall not be allowed entry inside the hostel by the Warden Girls Hostel. 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.

- **Short Trip**
  - No one will move outside the hostel without a written slip/permission form.
  - Time for out going 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 Warden Girls Hostel. The slip will be sent to Warden Hostels daily in the morning.
  - Ward attendance by 3rd , 4th& 5th 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 in revised from 3 pm to 10 pm.

Parents counseling regarding their wards.

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

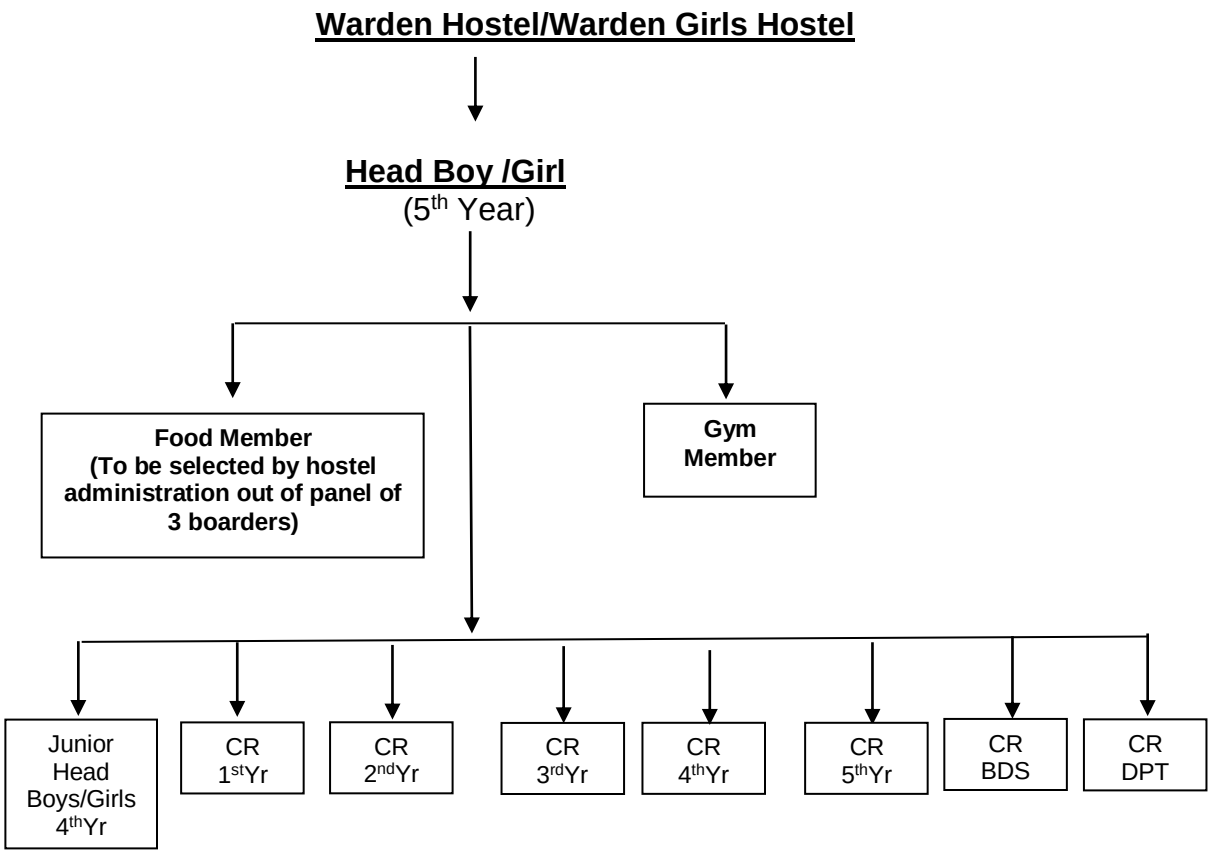
Student's Conduct with Security and Supervisory staff:-

- 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.**

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

- **Organization**



- **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.
  - To 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.
  - Grooming of junior boarders and promoting healthy hostel atmosphere through their 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 warden hostel and in accordance with catering SOP and keep a regular check on food quality / quantity and service in the dining hall.
- Will 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 by ensuring that all facilities.

- **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.
- **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 boarder's 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.

- **Perks for Representative**:
  - Will wear prominent sash/badge.
  - Recommend / forward boarders requests through representative of class, 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.
- **Tenure**

  One Year (Unless removed on disciplinary / other grounds.)
- **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 boarder's representatives shall stand forfeitedon removal / unwillingness.

11.2 **Transportation Services/Facilities**

11.2.1 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.

11.2.2 **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 More, Haji Camp, Kohi Noor Mill, Chore Chowk, Chairing Cross, Askari -11, Qasim Market, Army Medical College, RA Bazar, Chungi No 22, Dhery Hassan Abad 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-3, 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.

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

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

- During weekend to Girl 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.

11.2.5 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.

1. Present Fee Structure is as per the **PM&DC MEDICAL AND DENTAL UNDERGRADUATE EDUCATION (ADMISSIONS, CURRICULUM & CONDUCT) REGULATIONS 2023**. However, Foundation University reserves the right to amend / change the fee structure as per instructions issued by the PM&DC 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.

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**.
    a. 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**.
    b. If a student is removed from the college rolls on disciplinary / administrative grounds the refund of the hostel dues will also become inadmissible.

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.

LATE PAYMENT & SURCHARGE POLICY
(1st YEAR TO EACH SUBSEQUENT YEAR)

Fee defaulters will be dealt in line with PM&DC rules and FUI Policy. As per PM&DC policy a student who defaults in payment of tuition fee shall be liable to be expelled by the college subject to a reasonable period.

The annual Fee will be payable by **31st January** or after the final prof examination every year. If the Fee is delayed beyond 31st January or due date then:-

1. **1%** late payment surcharge would apply upto 28th February or due date.

2. **3%** late payment surcharge would apply upto 31st March or after 1xMonth of due date.

In case of non-payment of fee after 31st March or after 2 x Months of due date students will not be allowed to attend class.

HOSTEL DUES POLICY
(BOYS' & GIRLS' HOSTELS)

The following rates will be charged. These rates may be revised on yearly basis. These rates are only for hostel accommodation. **Laundry, Electricity or any Other Charges** will be collected **separately**.

1. Annual accommodation charges **Rs. 218,000/-** are for **(Twin Sharing)** and **Rs. 436,000/-** are for **(Single Occupancy).** The Hostel **dues will be paid full in advance**.

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.

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.

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.

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.

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.

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. Otherwise, the fee be remained outstanding.

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 the FUSH. The college administration expects and demands absolute integrity and honesty from its students concerning their day to day life in the FUSH. Unethical behavior during any test/examination or anywhere else may result in removal from the FUSH rolls. Other causes of removal will 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 the 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. Each faculty member, hostel wardens, library staff and administration staff have certain authority to impose the 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 a lecture.
  - Students must observe the class timings strictly. Any one 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 sex in the class room.
  - Smoking is prohibited in the campus premises.
  - Destruction of institution/college fixtures, equipment or property will be taken as serious violation.
  - Students must not take eatables in a 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 etc outside the examination hall. Anyone found with 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 In charge.
  - 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 unparliamentarily 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 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.
- **Discipline at the Premises**
  - Students must enter the premises with the authorized ID Card.
  - Students must ensure their dress meet the prescribed criteria.
  - Students must follow good code of conduct. They shall be punished 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.
- Male and female 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 the staff.
- Instigation or taking part in any boycott of examination/class/event or create 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 ward 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 examining the female patients and carrying out 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.
  - The rules/regulations of respective wards/departments enforced by the HOD must be strictly followed.

- **Punishments and Appeals**
  - **Punishments.** Following punishment of 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: Withdrawing of hostel facility, Lab, Library or participating in extracurricular activities for 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 semester / 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 natures 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 panelty other than rustication or expulsion except on th ground that such authority has imposed a panalty 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 dose 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 rates of different fine for student:**
  - Absence Per Lecture - Rs. 100
  - Absence Per Day - Rs. 200
  - Chapter / Monthly (or similar) - Rs. 400
  - Term Test (or similar) Absence - Rs. 600
    * Absence a day prior to the Chapter, Monthly & Term Tests be the same as for the test.
  - Violation of Dress Code - Rs. 500
  - Late Comer - Rs. 100
  - Smoking in the Campus - Rs. 3000
  - Use of Cell Phone inside the class Building including Labs, Class Rooms, Tutorial Rooms and Galleries ets. - Rs. 400
  - Throwing of litter in the college premises - Rs. 1000
  - Inappropriately Sitting Closely - Expulsion from College Permanently / for oneyear/ semester/ Rs. 5000
  - Fake Student ID Card - Rs. 10000
  - Exchange of ID Cards - Rs. 5000
  - Lost 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.

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
Maroon Neck Tie	Maroon Neck tie
Black Socks	Maroon Sweater "V" Neck **
Black Oxford Shoes	Maroon Blazer
	Black Socks
	Black Oxford Shoes

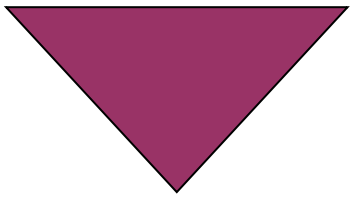
GIRLS

SUMMER	**WINTER**
White Shirt (Knee long) with Full sleeves	White Shirt (knee-long) with full sleeves
White Shalwar	White Shalwar
Maroon Scarf & Maroon Dopatta	Maroon Scarf * & Maroon Dopatta
Black Socks	Maroon Sweater "V" Neck **
Black Shoes	Maroon 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 maroon 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 hair cut 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 the female student.
- 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 under:-
  - **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 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 National ID Card of the visitor at the entrance.
- No hazardous material, equipment including arms, ammo,etc.is allowed to carryby any visitor in the Campus.
- Concerned visiting personbe contacted by the receptionist to verify details of the visitor and seek his/ herconsents, if required.

13.1.7 **Visitor's Vehicles**

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

13.2 Policy - Basic Life Support Program - FUMC Students

- **Introduction:** Main objective of Basic Life Support (BLS) is not to 'treat' the person but to buy some valuable time until the emergency medical aid arrives followed by professional medical care to the patient. All over the globe great emphasis is placed on providing BLS training by professional institutes. BLS certification can equip medical as well as non-medical professionals with the required skills and knowledge. In Pakistan there is a significant lack of knowledge regarding the typical signs and risk factors associated with serious medical conditions among medical students. Basic life support consists of a number of medical procedures provided to patients with life threatening conditions of the body that cause pain or dysfunction to the person. Among the medical students / graduates of Foundation University a generalized lack of confidence in providing basic life support skills has been identified. This program has been designed to instill the importance of life, healthy heart and mind among our students. Over the course of this four hours workshop students will learn and practice basic life saving protocols, enhance their cognitive, clinical and critical thinking skills.The main focus is to contribute in building a healthy community through improving resuscitation skills of our future physicians.
- **Goals:** Main goal of this program is to train students of FUIC to save lives of victims of cardiac arrest by providing basic life support.

- **General Objectives:** By the end of the 4 hrs workshop on BLS, the participant should be able to:

- Identify life threating situations in patients requiring Basic life support.
- Follow American Heart Association (AHA) protocol of chest compressions and rescue breaths.
- Demonstrate Basic life support skills independently as per AHA protocol.

- **Program Director**
  Prof / Maj Gen Liaquat Hussain (Retd) HOD Anaesthesia.

  - **FACULTY**

  Prof / Maj Gen Liaquat Hussain (Rtd.) HOD Anaesthesia.
  Prof Brig Dr Irfan Shukr, DME FUI
  Snr Lec Ayesha Ghassan, DME FUMC
  Demo Tayyaba, DME FUMC
  Reg. Umar Ali, Anaesthesia Dept. FUMC
  Snr Lec Shazia Anam, DME FUMC

- **Schedule Of Bls Workshops**

Students	Venue	Timing	Responsibility	Faculty
Year 5 MBBS.	Dept Anesthesia Foundation Hospital	During medicine rotation	HOD Anesthesia	Prof / Maj Gen Liaquat Hussain (Rtd.). Dr. Omer Hussain. Dept Anaesthesia.

- **Timetable Of Workshop**

Time	Activity on course day:	Learning Domains
0800- 0815	Introduction to BLS	Knowledge
0815-0845	Session 1: scene safety & assessment of victim (discussion & demonstration by students individually)	Knowledge & skill
0845-0915	Session 2: Chest compression adults (discussion & demonstration by students individually)	Knowledge & skill
0915-0945	Session 3: Rescues breaths adults (discussion & demonstration by students individually)	Knowledge & skill
0945-1000	Break	
1000-1030	Infant and child BLS (discussion & demonstration)	Knowledge & skill

1030-1100	AED demonstration and use	Knowledge
1100-1115	Local protocol and lifesaving Drugs discussion	Knowledge
1115-1230	Team work / 2 rescuers demonstration	Attitude

- **Method:**
  - Class of students will be divided into batches SGIS (max. 40 students / batch) Each batch will go through BLS workshop.
  - Number of workshops carried out in one year will depend upon number of batches in a class of students. These can preferably be placed over consecutive days for facilitators and 1-day activity for students for each batch. While one batch attends workshop, the other batches will be engaged in their routine activities.
  - Each batch will visit venue of BLS on its turn for 4 hours after prior notification in time table.
  - Each batch will be subdivided into 4 subgroups (8-10 students)
  - 1 lead instructor will give main demonstrations / lectures
  - Each sub group will be facilitated by one AHA certified instructor / instructor trained by master trainer for individual performance
- **Main Themes**
  - American Heart Association (AHA) protocol for BLS
  - Recognition of Life-threatening situations
  - Chest compression in adults, child and infant
  - Rescues breath ratio in adults, child and infant
  - Perform high quality CPR
  - Recognition of Choking adult and infant and Heimlich manoeuvre
  - Use of an AED (Automated External Defibrillator)
- **Educational Strategies**
  - **Content**:

    AHA (American Heart Association) Guidelines for BLS (Basic Life Support)
  - **Must to know:**
    - AHA protocol for BLS
    - Identify life threatening situations
    - Chest compression and rescues breath ratio and technique in adults, child andinfant
    - Perform chest compressions
    - Perform rescue breaths with face mask and bag mask device
    - Perform high quality CPR (Cardiopulmonary Resuscitation)

- Identify the choking individual and perform Heimlich manoeuvre

- **Good to know**:
  - Apply and use AED in adult and infant
  - Post resuscitation care of victim
  - Local hospital (FFH) protocols for BLS
  - Lifesaving drugs (administration and dosage)
- **Student Assessment**
  - CPR Skill test at the end of the workshop by AHA certified instructors
  - 50% marks will be required for certification.
- **Attendance**
  - All sessions of workshop must be attended to get participation certificate
- **Evaluation & Feed Back**
  - Individual assessment of student: formative during sessions and summative forcertification
  - Formative assessment
    - During sessions by the instructors (hands on demonstration on manikins, attitude assessment during team work activities)
  - Summative assessment
    - Skills test : By senior instructor
    - 50% marks will be required for certification
  - Programme evaluation:
    - Feed back proforma for students and instructors and course provide
    - Biennial Re-evaluation of programme

13.3 Clinical Training Mbbs Program

- **Year 1:** Early clinical exposure from the first year of professional education will facilitate knowledge of basic sciences through applied and practical information transfer. In addition, students will be exposed to a simulated clinical environment where they learn history taking and physical examination on simulated patients and mannequins, keeping patient safety. In addition, they will be exposed to the hospital environment for one-week electives by shadowing the specialists of their choice working at Fauji Foundation Hospital

- **Year 2:**

  Students will be exposed to clinical environment in-patient, out patient clinics, and Accident and Emergency in Departments of Medicine for clinical education sessions (16 weeks). In addition, they will be exposed to the hospital environment for one - week electives by shadowing the specialists of their choice working at Fauji Foundation Hospital

- **Year 3:**

  Students will contextually learn in Orthopedics, Urology, Neurosurgery, Pulmonology, Dermatology, Rheumatology, Gynecology, Pediatrics & Psychiatry for 02 weeks in each department. In addition, they will do 02 Week (Electives before or after summer holidays)

- **Year 4:**

  Students will do Clinical Clerkship of 08-week duration in ENT and Eye
  In addition, they will do 02 Week (Electives before or after summer holidays)

- **Year 5:**

  Students will do Clinical Clerkship of 12-week duration in Medicine and Surgery,and

  06-week Clinical Clerkship in Pediatrics and OB

Clinical Rotations

CONSOLIDATED SUMMARY OF CLINICAL ROTATIONS			
	3rd Year	**4th Year**	**Final year**
Duration	32 weeks	32 weeks	36 weeks
Timings	1050-1330	1100-1400	0800-1600
Batches / Sub-batcheswhere required	4 (A,B,C,D) / sub batches(1-4)	4 (A,B,C,D) / sub batches(1-4)	03 (A,B,C)
General Medicine			12 weeks (50students)
Pulmonology /Cardiology/Oncology /Rheumatology	08 weeks (02 weeks ineach)		
Dermatology		02 weeks (15 student)	
Psychiatry		02 weeks (15 student)	
General Surgery			12 Weeks (50students)
Urology	02 weeks		
Gynecology		02 weeks	06 weeks
Pediatrics		02 weeks	06 weeks
ENT		06 Weeks	
EYE		06 Weeks	
Radiology	01 week		
Hospital lab	01 week		
Total	**12 weeks**	**20 weeks**	**36 weeks**

ROTATION PLAN 3RD YEAR MBBS 2021																
WEEKS	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32
Dates	22 Feb	8 Mar	22 Mar	5 Apr	19 Apr	03 May	24 May	7 Jun	28 Jun	02 Aug	16 Aug	30 Aug	13 Sep	04 Oct	18 Oct	01 Nov
Timing	1050-1330															
PHARMA	Batch-A				Batch-B				Batch-C				Batch D			
PATHOLOGY	Batch-D				Batch-A				Batch-B				Batch-C			
FORENSIC	C-1&2		C 3 &4		D-1 & 2		D-3 & 4		A-1 &2		A-3&4		B1&2		B-3 &4	
Radiology & Lab	C-1	C-2	C-3	C-4	D-3	D-4	D-1	D-2	A-3	A-4	A-1	A-2	B-3	B-4	B-1	B-2
Urology	C-2	C-1	C-4	C-3	D-4	D-3	D-2	D-1	A-4	A-3	A-2	A-1	B-4	B-3	B-2	B-1
Pulmonology	B-1	B-4	B-3	B-2	C-1	C-4	C-3	C-2	D-1	D-4	D-3	D-2	A-1	A-4	A-3	A-2
Cardio	B-2	B-1	B-4	B-3	C-2	C-1	C-4	C-3	D-2	D-1	D-4	D-3	A-2	A-1	A-4	A-3
Oncology	B-3	B-2	B-1	B-4	C-3	C-2	C-1	C-4	D-3	D-2	D-1	D-4	A-3	A-2	A-1	A-4
Rheumatology	B-4	B-3	B-2	B-1	C-4	C-3	C-2	C-1	D-4	D-3	D-2	D-1	A-4	A-3	A-2	A-1
There will be end of rotation examination on the last days of 08 weeks rotation in Pharmacology, &pathology. And at the end of 04 weeks rotation in Forensic medicine and the ward test at the end of02 weeks rotations in Radiology, Urology, Pulmonology, Cardiology, Oncology, Rheumatology as per standardized format. Result to be conveyed to Senior Class teacher																

Batch of Radiology & lab will be divided among two by Batch senior and they will rotate after oneweek between X-ray and Laboratory

ROTATION PLAN 4th YEAR MBBS 2021

WEEKS	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17 - 18	19-20	21-22	23-24	25-26	27-28	29-30	31-32
Dates	01 Mar	15 Mar	29 Mar	12 Apr	26 Apr	17 May	31 May	14 Jun	26 Jul	09 Aug	23 Aug	07 Sep	20 Sep	11 Oct	25 Oct	08 Nov
COM MED	Batch-A				Batch-B				Batch-C				Batch D			
FORENSIC	D-1&2		D 3 &4		A-1 & 2		A-3 & 4		B-1 &2		B-3&4		C1&2		C-3 &4	
DERMA	D-3	D-4	D-1	D-2	A-3	A-4	A-1	A-2	B- 3	B-4	B-1	B-2	C-3	C-4	C-1	C-2
PSY	D-4	D-3	D-2	D-1	A-4	A-3	A-2	A-1	B- 4	B-3	B-2	B-1	C-4	C-3	C-2	C-1
ENT	Batch-C			Nil	Batch-D			Nil	Batch-A			Nil	Batch-B			Nil
GYNE	Nil			Batch-C	Nil			Batch-D	Nil			Batch-A	Nil			Batch-B
EYE	Batch B			NIL	Batch C			NIL	Batch D			NIL	Batch-A			Nil
Paed	Nil			BatchB	Nil			BatchC	Nil			BatchD	Nil			Batch-A

There will be end of rotation examination on the last days of 08 weeks rotation in Community Medicine , 04 weeks rotation in forensic Medicine, and the ward test at the end of rotation in Eye, ENT, Gynecology, pediatrics, dermatology, Psychiatry as per standardized format. Result to be conveyed to Senior Class teacher

ROTATION PLAN 4th YEAR MBBS 2022

WEEKS	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32
COM MED	Batch-A				Batch-B				Batch-C				Batch D			
PATHOLOGY	D-1&2		D 3 &4		A-1 & 2		A-3 & 4		B-1 &2		B-3&4		C1&2		C-3 &4	
DERMA	D-3	D-4	D-1	D-2	A-3	A-4	A-1	A-2	B-3	B-4	B-1	B-2	C-3	C-4	C-1	C-2
PSY	D-4	D- 3	D-2	D-1	A-4	A-3	A-2	A-1	B-4	B-3	B-2	B-1	C-4	C-3	C-2	C-1
ENT	Batch-C			Nil	Batch-D			Nil	Batch-A			Nil	Batch-B			Nil
GYNE	Nil			Batch-C	Nil			Batch-D	Nil			Batch-A	Nil			Batch-B
EYE	Batch B			NIL	Batch C			NIL	Batch D			NIL	Batch-A			Nil
Paed	Nil			BatchB	Nil			BatchC	Nil			BatchD	Nil			Batch-A

There will be end of rotation examination on the last days of 08 weeks rotation in Community Medicine, 04 weeks rotation in Pathology , and the ward test at the end of rotation in Eye, ENT, Gynecology, pediatrics, dermatology, Psychiatry as per standardized format. Result to be conveyed to Senior Class teacher

CLINICAL ROTATION PLAN FINAL YEAR MBBS

Week	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	31-32	33-34	35-36
M-1	A-1, A-2		A-3,A-4		A-5,A-6		B1,B2		B3,B4		B-5, B6		C1,C2		C3,C4		C5,C6	
M-2	A-5,A-6		A-1, A-2		A-3,A-4		B-5, B6		B1,B2		B3,B4		C5,C6		C1,C2		C3,C4	

M-3	A-3,A-4	A-5,A-6	A-1, A-2	B3,B4	B-5, B6	B1,B2	C3,C4	C5,C6	C1,C2
S-1	C1,C2	C3,C4	C5,C6	A-1, A-2	A-3,A-4	A-5,A-6	B1,B2	B3,B4	B-5, B6
S-2	C5,C6	C1,C2	C3,C4	A-5,A-6	A-1, A-2	A-3,A-4	B-5, B6	B1,B2	B3,B4
S-3	C3,C4	C5,C6	C1,C2	A-3,A-4	A-5,A-6	A-1, A-2	B3,B4	B-5, B6	B1,B2
Paed	B1,B2,B3	B4,B5,B6	C1,C2,C3	C4,C5,C6	A1,A2,A3	A4,A5,A6			
Gyne	B4,B5,B6	B1,B2,B3	C4,C5,C6	C1,C2,C3	A4,A5,A6	A1,A2,A3			

13.4 POLICY - Clinical Skill Learning – 1st Year MBBS

- DME FUMC will be overall in charge of Clinical Skill Learning – 1st year MBBS
- DME 1st year Coord will coordinate and monitor.
- There will be 24 sessions of CSL in an academic year.
- The syllabus will include General aspects of History taking and General Physical Examination respectively (Annex – A)
- Each session will have
  - 35 - 40 students, further subdivided into 05 sub batches (7 - 8 students each).
  - Five facilitators from Clinical Sciences
- The venues will be CSL - 2.
- DME will inform the date & time of CSL sessions to EOF - FUI.
- EOF - FUI will nominate Facilitators (House Officers), with the approval of AssocDean (CS) and Principal.
- The nominated facilitator will conduct CSL every Friday for 04 weeks.

13.5 Policy - Clinical-Pathological Conference

- There will be Clinico-pathological Conference (CPC) of 3rd, 4th and 5th year MBBS.
- There will be two types of CPC
  - Common CPC
  - Departmental CPC
- HODs will be responsible for smooth conduction and coordination of their respective CPCs in their department (Departmental CPC).
- Senior Class Teacher will be In-charge CPC and will be responsible for
  - smooth conduction and coordination of Common CPC.
  - Scheduling of CPC sessions
  - Dividing students in CPC groups.
  - Communication of CPC policy to students.
- There will be DME-CPC Focal person to assist In-charge CPC for the conduction of 'Common CPC' of whole class of final year.
- The CPCs conducted in an academic year

- Third year = 16 (Common CPCs of Pathology & Pharmacology)
- Fourth year = 24 (4, 4, 8 and 8 Common CPCs of ENT, EYE, C. Med and Pathology each)
- Fifth year = 36 (12 x Common CPCs and 24 Departmental CPCs)
    - There will be 04 CPCs conducted every month by each subject for every batch separately.

- Last week of each month, one ‘Common CPC’ of final year will be conducted for the whole class.

- In a CPC:
  - Each topic will be presented by group of students (three to five).
  - CPC Supervisor will be allotted to each group at the beginning of the rotation by HOD of respective subject.
  - The group must report to their respective CPC supervisor 02 weeks prior to the date of CPC.
    - The group will prepare the case together and present history, examination, differential diagnosis, investigation and management of the case. The tasks will be divided equally among students by the supervisor.
    - The CPC supervisor will help the group prepare the case, its PowerPoint presentation and delegate tasks to each student. Every student will be given a component of the case to present.
    - The duration of presentation of each student will not exceed 5 minutes.
    - Supervisor of the case/ presentation will be over all responsible for quality of presentation.
    - Every student is required to present his/her allocated case.
    - Students will be scored as a group to encourage and enhance team-work.
    - There will be marks allocation of CPC in the internal assessment of final year.
    - If there is no CPC due to any reason, respective class teachers will utilize this time for other academic activity.
    - Attendance is mandatory.
    - In-charge CPC will nominate a moderator for smooth functioning ofCommon CPC.
    - Presentation of each student will be assessed by a faculty, who will notbelong to same discipline in Common CPC. Judges will be nominatedby In-charge CPC. Graded assessment will be made on a pre- designed proforma. Marks obtained in CPC will be counted towards internal assessment of student for the subjects of Medicine, Surgery, Gynae & Pediatrics.
    - Poor quality presentations will be reported to Faculty office for endorsement in record of faculty who supervised the case.

ANNEX 1 – CPC

FOUNDATION UNIVERSITY MEDICAL COLLEGE

CLINICO-PATHOLOGICAL CONFERENCE

STUDENT SCORING FORM

MBBS Year	
Roll No. & Name of Student	1.
	2.
	3.
	4.
	5
	6.
Subject (Encircle the appropriate subject)	Med, Surg, Paeds, Gynae Eye, ENT, C. Med, Pathology – II Pharmacology, Pathology – I
Name of Supervisor:	
Topic of CPC	
Date:	

Tick each statement on following five rating scale:

Statements		Excellent 5	Very Good	Good	Adequate	Poor
		5 Marks	4 Marks	3 Marks	2 Marks	1 Mark
1	The **'History taking & Clinical findings'** component of presentation was?					
2	The **'Investigations & Diagnosis'** component of presentation was?					
3	The **'treatment/management'** component of presentation was?					
4	The **answers given to questions** asked by the audience were:					
	TOTAL MARKS (Please add the marks given to give final score out of 20)					

Additional Remarks Judge/Assessor, if any:

Signature

ANNEX 2 - CPC

Guide for CPC presentation

The prepared power point slides characteristics:	
	Correct font size (Well readable).
	Font used without san serif.
	Appropriate complimentary color of slides and text. (White over black)
	Max 7 lines in a slide
	Max 6 words in a majority of lines
	Appropriate use of Pictures / graphs / tables.
	No distracting Animations.
	Template of university was followed.
Dress and the bearing of the presenter	
	Well-groomed and smart
	Correct uniform
	Confident
	Takes permission smartly to start CPC
The presentation skills	
	Minimum reading from slides
	Maintains eye contact
	Smiles and stays pleasant
	Correct Pronunciation.
	Varies his / her tone and loudness
	Uses the pointer effectively
	Uses appropriate hand gestures
	Finishes presentation in 05 minutes
	Answers questions confidently

13.6 **Policy Clinical Electives – FUMC**

- As per PMC guidelines, all students must do 8-week electives.
- The schedule would be as follows

Academic year MBBS	**Duration**	**Placement in the academic calendar**	**Place**
1st -Year	01 week	Between Block – II and Block – III	Any primary, secondary or tertiary care health facility within or outside Pakistan (Shadowing)
2nd - Year	01 week	Between Block – II and Block – III	
3rd- Year	03 weeks	After Eid ul Fitr. Holidays	Any primary, secondary or tertiary care health facility within or outside Pakistan.
4th - Year	03 weeks	After Eid ul Fitr. Holidays	

- 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. However, DME FUMC will provide any documents needed by the students in this respect.
- Upon completing the elective of each year, the students will submit an elective rotation certificate to DME.
- For the students who would not complete 08 weeks elective by the final year, 0.5 marks will be deducted from their internal assessment of the Practical component of Medicine, Surgery, Paeds, and Gynae each.
- DME FUMC will:
  - be In-charge of the electives program
  - maintain a record of electives undertaken by the students
  - Provide a list of students who would fail to complete the electives by final year to departments of Medicine, Surgery, Paeds, and Gynae.

13.7 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 aimsto encourage the prompt and effective resolution to 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 maybe feasible.
- **Scope**
  The Grievance Redressed Policy provides a framework within which complaints raised by students, academic and -academic staff 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, timey redressed, and further implementation of any outcome.

- **Grievance Reress 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 Line Manager / Head of Department. If the grievance is regarding one's Line Manager / HoD, he/she should raise their concerns with an individual at the next level of the management structure within the Section / Faculty,(which may be the Manager/Dean/Director), who will either him / her self 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 redressed and wants to further escalate the complaint, the following procedure is to 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 campusesto submit their complaints/concerns.
    - **FURC Campus Director Office**
      - It will deal with all FURC originating issues.
  - **FUIC Campus Director Office**
    - It will deal with all FUMC, FUIRS, FUCD, FUCN related issues.
  - **The Office or Registrar**
    - It will deal with all Head Office related issues.
- **Grievance committees**
  - **FURC's Campus Grievance Committee** The composition of FURC's Campus Grievance Committee is as under:
    - Prof/Assoc Prof (nominated by Director FURC) Chairman
    - One Senior Member from each Faculty Members
    - Deputy Registrar Member/Secretary
    - Any Officer as deemed necessary by ChairmanMember

- **FUIC's Campus Grievance Committee**
  The composition of FUIC's grievance committee is as under:
  - Prof/Assoc Prof (nominated by Director FUIC) Chairman
  - One Senior Member from each Faculty Members
  - Deputy RegistrarMember / Secretary
  - Any Officer as deemed necessary by Chairman Member
- **University Grievance Committee**
  The composition of University Grievance Committee (UGC) isas under:
  - Pro Rector / Director FURC / Director FUIC Chairman
  - 1x Professor / Associate Professor FUICMember
  - 1xProfessor / Associate Professor FURC 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 Line Manager / HOD (Designated Individual). If the grievance is regarding applicant's Line Manager, 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 I records.
  - If the complaint 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 University Grievance Committee. The CGC will have 15 working days to formally respond to the complaint.

- **State 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

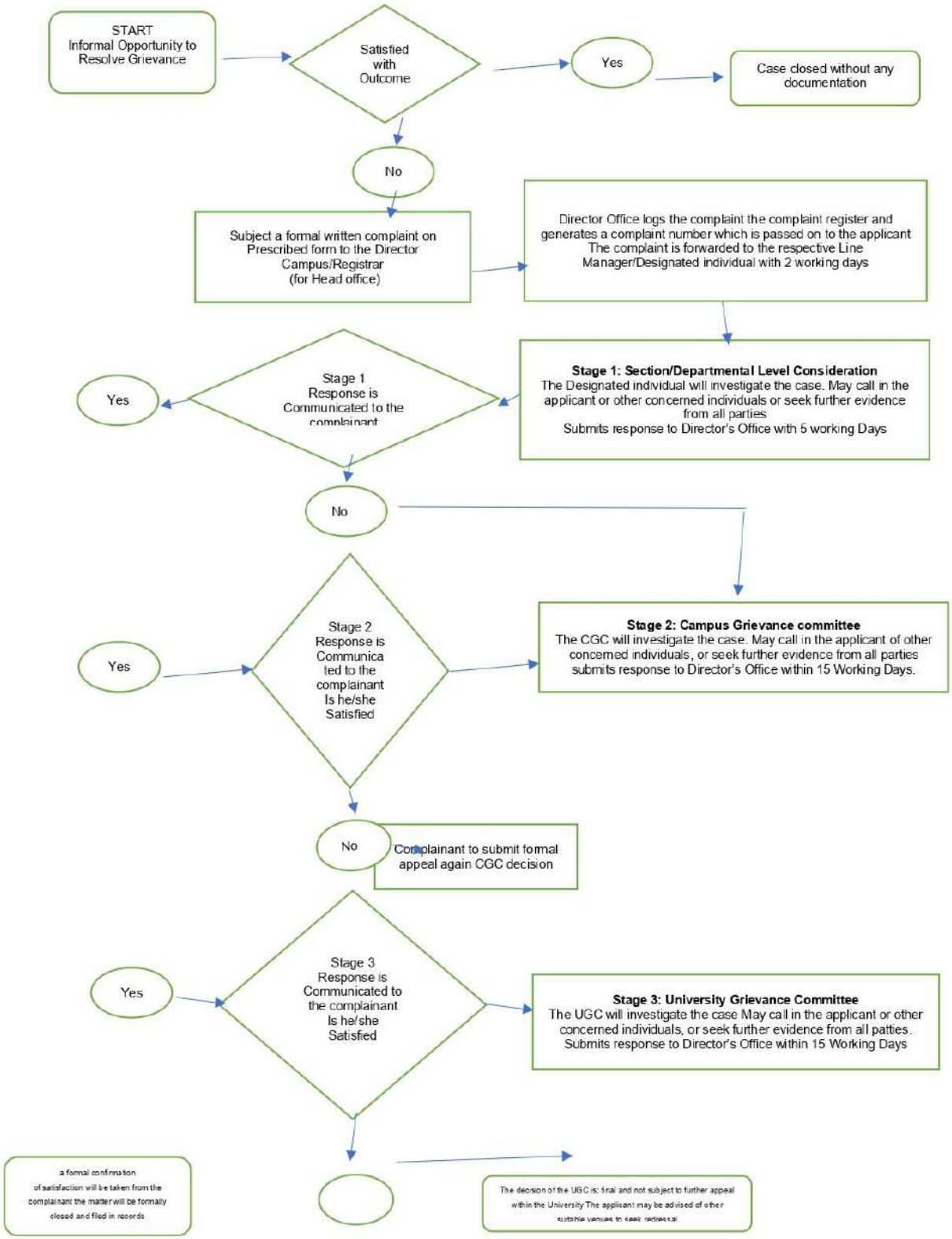
constructive solutions to resolve the concerns which were raised, and advise all parties of the time scales for their implementation and review. Such solutions will be passed on to the Director Campus for review and subsequent implementation.

- **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 theoutcome before the University Grievance Committee

- **State 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 appeal against 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 willbe 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 suitablevenues 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 Response is Communicated to the complainant
Yes
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
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

Document Title	FUI Grievance Redressal Procedure
Version	1
Author / Creator	Mr. Ubaidullah A Qazi Assistant Professor Department of English
Reviewers	? Dir. Amir Gulzar MSA Manager Admin
Owner	Dr. Raja Nasim Akhtar Dean, Faculty of Arts and Social Sciences.
Date published /approved	(Committee name & Date)
Date of next Review	?
Audience	All students, academic and administrative staff
Related	FUI Grievance Procedure Flowchart (yet to be developed)
Subject/Description	Outlines mechanism whereby University students, faculty and staffcan raise concerns relating to their education or employment

FUICED/FUIRS –SA-F-05

FUNCATION UNIVERSTY ISLAMABAD CAMPUS

STUDENTS COMPLAINT/SUGGESTIONS

Completed Student Complaint / Suggestion Forms are to be sent to the Dean / Principal Office OR relevant Head of Department CR MSA/Manager Admin

1. Roll No:_____2. Name_____3.

   Session/Course____MBBS / BDS / DPT)

4. Email Address/Contact No_____5. Complaint No: _____

***Serial 1-3 is optional**

Tick the problem Area

Discipline ☐ Transport ☐ Library ☐ IT Lab ☐ Extra Curricular ☐ Student ☐ Affairs Administration ☐ EO (F) ☐ ACE FUI ☐ Academics ☐

DISCRIBE YOUR COMPLAINT/FEEDBACK (ATTACH ADDITIONAL PAGES IF NECESSARY

Signature:_____ Dated:_____

Received on _____ **FOR OFFICE USE ONLY**

Comments by MSA

Referred to Director / HOD / Manager Admin / MSA / Asst Controller Exam Comments / Action taken by Concerned Authority

To be sent to
Dean/principal urgently
signature:_____
Remarks by
Dean/principal_____

Action to be taken by

Action
completed_____

Final
Disposal_____

MSA
Dated 2015

S/No	COMMAINT NO & DATE OF RECEIPT	ROLL NO	NAME	SESSION	BRIEF COMPLAINT

REOOFERRED TO CONCERNED AUTHORITY	COMMENTS BY THE CONCERNED AUTHORITY	COMMENTS BY THE DEAN/PRINCIPAL	FINAL DECISION

13.8 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 isawareness at National level to recognize the problems and its re-dress besides legalimplications which must be attended to by all including the Head of campus, theFaculty, Management, staff and the students alike.

2. This code of conduct is being communicated to all for its implementation inline with Act of the Protection against Harassment for Women at the work place.

3. All male members working in FUI must display decent and respectful attitudewhiledealing with female staff/faculty/ students during routine business relating to academicoradministrative 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 un welcome 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'sparticipation 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.

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

5. Composition of the Inquiry Committee:

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

6. Reporting of Complaints: All complaints regarding infringements/ violationsof 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 proceeding shallbe treated as **'CONFIDENTIAL'**, by all concerned.

13.9 POLICY PROBLEM-BASED-LEARNING (PBL) 1ST & 2ND YEAR MBBS

- DME-FUMC will be overall in charge of PBL of 1st and 2nd-year MBBS.
- DME 1st year Coord and 2nd year Coord will coordinate and monitor PBL of their respective years.
- There will be 9 PBL each in 1st year and 2nd year in an academic year.
- Each PBL will have two sessions.
- 36-39 students to be further subdivided into 03 sub batches (12-13 students each).
- Three facilitators from Basic Sciences, Clinical Sciences, and DME will facilitate PBL.
- The venues will be
  - DME-SGT-1
  - DME-SGT-2
  - CSL-2
- Assoc Dean (BS) and HOD DME will nominate facilitators from Basic Sciences & DME, respectively.
- EOF will nominate a clinical facilitator (PGs / Junior faculty) with the approval of Assoc Dean (CS) and the principal.
- DME will conduct a workshop on PBL at the start of each academic year for the nominated facilitators.
- The nominated facilitator will conduct PBL 4 days a week for 02 weeks.
- DME will inform the concerned faculty on behalf of the principal.

13.10 **Policy Student Mentoring Program Peer-to-Peer (P2P) Mentoring FUMC**

- Department of Medical Education (DME) FUMC will regulate and monitor the program
  - Under the supervision of the Assoc Dean (BS)for Years 1-3 and AssocDean (CS) for Years 4&5.
  - in coordination with
    - DME Coord P2P program
    - Senior Class Teachers
    - Manager Student Affairs.
- HOD DME will be the overall in charge of the P2P program and will nominate DME Coord P2P program.
- SCTs will be in charge P2P programfor respective years.
- Mentoring will be One-to-One. (Peer-to-Peer).
- Peer mentors will be:
  - Immediate seniors of subsequent/successive classes.
  - Having a minimum of 60%, marks in the professional examination last appeared.
  - Displaying good conduct and behavior.
  - House Officers will mentor final-year students.
- If the score of a mentor in any professional exam falls below 60%, he / she will not remain a mentor
- DME Coord P2P program will prepare a Mentor-mentee list for the first to the fourth yearof MBBS.
- The (Establishment of Faculty) EOF will prepare a Mentor-mentee list of final year and House officers.
- The Mentor-mentee selection preferably will be corresponding student's roll numbers of each class and in a sequence.
- Female and male students will have female and male mentees, respectively
- Senior Class Teacher will
  - Ensure the list is displayed on notice boards each year.
  - Act as faculty mentor to student mentees.
  - Take feedback from mentors and mentees quarterly.
- The responsibility of the student mentor will be
  - To develop and maintain a peer relationship focused on helping junior students, to make a smooth transition, acclimatize to campus, and establish a sense of belonging.
  - Serve as a resource for students assisting them to identify and use appropriate campus services.
  - Guide and support the mentee to solve his academic problems.
- The Assoc Dean (BS),Assoc Dean (CS), and HOD DME will act as Snr. Faculty mentor to guide in chargesof P2P program (SCTs) of respective years.
- The policy replaces the existing Mentoring policy.

13.11 **Health Cover.** Outdoor treatment to the students is provided under arrangements of the Fauji Foundation Hospital (FFH). For indoor treatment, the 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:-

- Student 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 would 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 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 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 clear the bills, after requisite scrutiny, by 10th of each month. The same are charged from the students in their annual dues.

13.12 **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.
- To promote more effectively the welfare and interests of the University and its alumni.
- To support the University's aims and objectives and uphold its reputation as ambassadors of the University.
- To provide networking opportunities through the development of programs and initiatives that will foster relationships among alumni, students, and 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**.**
- To support the development to 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.

9.8.2 They are connected to each other on face book and website (www.fui.edu.pk)

13.13 **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, C/Medicine Deptt

Section – 14

FAQs

PREFACE

I found that many students joining FUMC seem anxious and confused in the new environment and have many questions in their mind.

Many students approach me each year with their queries in search of the answer, although the information was available in Student Hand Book. However, I realized that students find it difficult to peruse the handbook. So, to make the task easy for my dear joining students, I collected these questions and their answers from the appropriate offices of FUMC, and then DME consolidated them in a booklet.

These FAQs complement the Students Hand Book 23.

The DME – FUMC welcomes the students and sincerely hopes they find it useful.

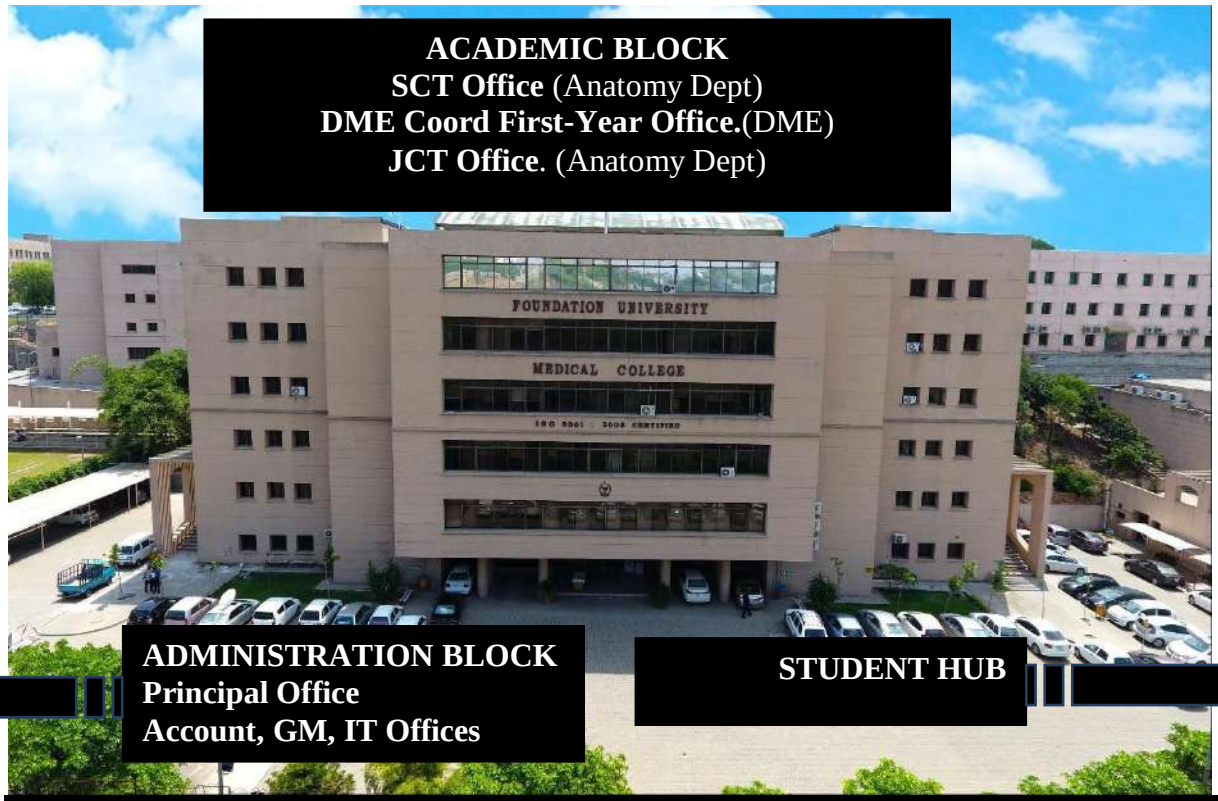
Prof. Irfan Shukr.
HOD DME

WHO is WHO?

Following persons working at FUMC, you will find it helpful to know who will be helping you to meet your needs.

SCT: Assoc. Prof. Dr. Lubna Akhtar, Anatomy Dept.
DME Coordinator First -Year: Asst Prof Tayyeba Iftikhar. Medical Education Dept.
JCT: Asst Prof. Dr. Noreen Anwar, Anatomy Dept.
Manager Student Affairs (MSA): Lt Col Zulfiqar Alvi TI(M) Retd
In addition, the following are there for you
Principal: Maj Gen Prof Imran Fazal, HI(M)
Assoc Dean Basic Sciences: Brig Prof. Muzammil Hasan Najmi SI(M)
HOD Medical Education: BrigProf. Irfan Shukr SI(M)
HOD Anatomy: Prof. Huma Mussarat Khan
HOD Physiology: Prof. Sadia Ahsin.
HOD Biochemistry: Prof. Maryam Wahid
General Manager Administration (GM Adm): Col Adeel Kazmi SI(M), (Retd)
Manger Administration (Mngr Adm): 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 Iapply?

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

Q. Who is the SCT of First Year MBBS?

A. Your SCT is Assoc Prof Lubna Akhtar 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 Medical Education
directly.

Q. How can I meet my principal if needed?

A. You or your parents can meet the principal by appointment withthe principal's PA (Mr.Waheed. 5788252.Ext 102).

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

A. You should report to GM Admin, Senior class Teacher, or Hostel Warden if you face any 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 FUMC (Foundation University Medical College)?

A. Your curriculum is "Subject-based, Integrated, Modular, Hybrid Problem-based (hPBL)" for preclinical years and "Clerkship-based, Community oriented, and Experiential" for clinical years.

Q. What is meant by a Module and a Block?

A. Your curriculum consists of modules. In a module, subjects are usually integrated around themes or organ systems of the body. Two or more modules may be combined to form a larger unit called a block.

Q. What is the approximate duration of one Module and one Block?

A. The approximate duration of any one Module is 4-6 weeks and of any one block is 10-11 weeks

Q. What is the duration of FUMC closed for summer?

A. The duration of FUMC closed for summer is 5 wks (05 Jun to 07 Jul 2023)

Q. What is meant by integration?

A. The interconnectedness and interrelationship among the topics of different subjects are created by linking information from other subjects around the human body's organ systems.

Q. What are the main subjects in 1st-year MBBS?

A. Out of thirteen MainSubjects taught in the MBBS program, Anatomy, Physiology, and Biochemistry are taught to you in the first year.

Q. What subjects will be taught besides Anatomy, Physiology, and Biochemistry in 1st - year MBBS?

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

a. Islamic and Pakistan Studies.
b. Clinical Medical Sciences (Medicine & Allied, Surgery & Allied)
c. Basic Medical Sciences (Pathology, Pharmacology, and Community Medicine)
d. General Education (Ethics & Professionalism, Behavioral Sciences, etc.)

Q. Will I go for Clinical training to wards in 1stMBBS year?

A. You will not visit wards in 1st year, but you will be taught clinical skills in Clinical Skills Lab – FUI.

Q. Do we have an Elective Program at FUMC?

A. Yes, you must do a one-week elective at any primary, secondary, or tertiary care health facility of your choice, within or outside Pakistan, when FUMC is closed for summer.

EXAMINATION AND ATTENDANCE

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

A. You will give Three End of Block & one Pre-Annual examination under the supervision of Foundation University Medical College and one First Professional (Annual) examination under the supervision of Foundation University Islamabad, respectively.

Q. When will I be eligible to appear in Anatomy, Physiology, and Biochemistry (First Professional Examination)?

A. You will be allowed to appear in the first professional examination (Anatomy, Physiology and Biochemistry) if you have 75% attendance.

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. Thosestudents 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 Prep leaves forpre-annual and one week during prep 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 isconducted. 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 an extra fee).

Q. When would I be appearing in Islamiat and Pakistan Studies Exam?

A. You will appear in Islamiat and Pakistan studies Exam next year (2024) immediately after the summer break if your attendance is more than 75%, in Pak Studies and Islamiat separately.

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 in 2025.

Q. Will there be an examination of General Education (Behavioural sciences/Ethicsand professionalism)?

A. Yes, you will appear in the examination of General education in the year (2025) after the summer break if your attendance is more than 75% in the subject of General Education.

Q. What will happen if my attendance is lessthan 75% in the subject of General Education?

A. You will not be allowed to appear in an examination of this subject, and there will be no makeup/remedial classes. Therefore then, you will appear in the year 2026.

Q. If there are no remedial classes in these three subjects (Islamiat, Pakistan Studies and General Education), how will I complete my attendance?

A. You will compensate for the deficiency by attending classes with junior batches. It means you will be missing some of your regular classes of the main or other subjects of the year.

Q. What will happen if I don't pass these three subjects (Islamiat, Pakistan Studies,and General education)?

A. You will not be awarded the MBBS degree unless you pass these three subjects individually.

Q. What will happen if I don't attend LGIS for subjects other than Anatomy, Physiology and Biochemistry?

A. You will not be allowed to sit in the annual examination if you don't have 60% or more Collective Annual Attendance in subjects other than Anatomy, Physiology and Biochemistry.

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 20% Score of your Professional Examination.

LEARNING RESOURCE

Q. What learning resources are provided to me by my college?

A. A state-of-the-art library is accessible to the students. In addition, you will have an account on the Learning Management System (LMS), which will provide you with power point presentations of all the delivered lectures.

Q. How can I access my LMS?

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

Q. Where can I get my LMS Account?

A. CMS/LMS Department will provide student login credentials.

Q. Do we have any learning resource material available on LMS?

A. There are LGIS Lectures available in LMS Portal in PDF Format.

Q. Where can I find my learning resource material?

A. Go to LMS Dashboard and click on course tabs; you will find all learning resource material.

Q. Can I give feedback about teaching?

A. Yes, filling out the Teacher Evaluation Form and Course Evaluation Forms on LMS is mandatory.

Q. What if the university goes for online classes?

A. University will provide online access resources for online study. In addition, we have Ms Team available for online study.
You can access online lectures at "https://teams.microsoft.com

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 exists?

A. Yes, there are Class Representatives (CR), Boys Representatives (BR), and Girls Representatives (GR) of all academic years. In addition, 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 MBBS & Junior Head Girl and Junior Head Boy from Fourth Year MBBS.

STUDENT SUPPORT

Q. Is the mentoring program available at my campus?

A. Peer-to-Peer Mentoring program is available, in which every student is paired with their corresponding roll number in the immediate senior class. The list is displayed on the notice boards of all years.

Q. Do we have Merit Scholarship?

A. Yes, there is a merit scholarship for the top three students in the admission list of FUMC (1st, 2nd and 3rd position on the merit list, the amount of the scholarship is 50%, 40%, and 30% of the tuition fee, respectively).

Q. Can I apply for Financial Assistance?

A. Although there is a Financial Assistance Program at FUMC, 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 Q. How will they be addressed?

A. You can mention your concerns in the "Student feedback proforma," which you fill outonline (LMS).

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

A. Yes, it is mandatory. Otherwise, you may not be allowed to appear in examinations.

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

A. 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 Boy Hostel and one Girls Hostel.

Q. Where are these hostels located?
A. The boys' hostel is behind the Administration Block FUMC, 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 onthe need and availability of the rooms.

Q. What is the process of allotment of room?
A. Allotment is on afirst-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. Bi-seater rooms are available for the boarders. However, double occupancy can be availed on special request with the double charges and the 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 (Single Occupancy). 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), 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 the 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 forstudents 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		**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. Day Scholars 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 fromthe hostel will be between 3-7 pm (maximum)

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

- Boys Boarders - 10:30 pm
- Girls 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. Girls 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 availabilityof seats in the particular vehicle ply 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 Govt 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 tothe 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 Girl 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 decides 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 due?

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

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

Q. May I deposit duesinto any other branch of Askari Bank Limited?

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

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.

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.