Admissions

Admission policy
• Admission of the students in Akhtar Saeed Medical & Dental College will be made in accordance with PM&DC and University of Health Science (UHS) criteria of eligibility for admission into medical colleges.
• Admission process will be fully transparent.
• No gender and racial bias will be practiced in the admission process.
• A percentage of seats will be reserved for overseas Pakistani children. Their admission will be specific for this medical college.
• Allocation of seats under open merit, overseas Pakistanis and foreign students are as follows:
  - Open Merit 90%
  - Overseas Pakistani/Foreign seats 10%
• The College administration reserves the right of admission and can cancel/reject any application at any stage without assigning any reason.

Migration policy
• No migration is permissible before passing the first professional MBBS part 1 and part 2 examinations.
• Mutual migration will be permissible in 3rd year, 4th year, and final year MBBS subject to the issuance of No Objection Certificate (NOC) from both of the concerned principals, PM&DC & UHS, Lahore.

Eligibility for Admission
• The applicant must have scored 60% or more marks in F.Sc examination of any board of Intermediate and Secondary Education in Pakistan or equivalent international examination.
• All the applicants will undergo an entry/aptitude test at AMDC.
• All local applicants must have qualified the entry test of UHS.
• All candidates having A-level or any international certificate are required to produce equivalence certificate from Inter Board Committee of Chairman (IBCC) or from the Higher Education Commission (HEC), Islamabad.
• Weightage score will be calculated as follows
  - Open Merit
    • Matric 10%
    • F.Sc (Pre-Medical) or equivalent 40%
    • UHS entry test 37.5%
    • College aptitude Test/Interview 12.5%

Mode of Application for Admission
After advertisement in the newspapers for admission in the Akhtar Saeed Medical & Dental College (AMDC) Lahore the following format will be followed by the applicants:
• The prospectus and application forms for admission in Akhtar Saeed Medical & Dental College (AMDC) will be available from the following places:
  - Akhtar Saeed Medical & Dental College, Sector-C, Bahira Town, Multan Road, Lahore.
  - Akhtar Saeed Trust Hospital, 258-F, Block, DHA-EME Sector, Multan Road, Lahore.
  - Farooq Hospital, 2-3 Asif Block Allama Iqbal Town, Lahore.
  - Farooq Hospital, Westwood Branch, 262-263 Westwood Colony, Thokar Niaz Baig, Lahore.
• The Prospectus & application form will be available on payment of Rs. 1500/-
Admissions

• The aptitude test/Interview fee Rs. 1500/- will be payable at time of submission of application in admission office/counter of college.
• Application form can also be obtained by courier on the additional payment of Rs. 200/- through draft cheque.
• The completed application form must be accompanied by following documents:
  Attested copies of:
  (a) Matriculation (Secondary School Certificate)or equivalent.
  (b) F.Sc (Higher Secondary School Certificate) or equivalent certificate issued by IBCC or HEC.
  (c) Character certificate from Head of the institution attended last.
  (d) National identity card/passport.
  (e) Domicile certificate
  (f) Two passport size photographs.
  (g) An affidavit on court paper by the parents and students that he/she will not indulge in any political or sectarian activities and that he/she will abide by the disciplinary rules of the college/hostels/hospitals.
• If at any time during the course of studies it is discovered that applicant has submitted fake/forged documents, the student shall be rusticated from the college and his/her deposited dues will be confiscated.
• The short listed applicants will be called for aptitude test.
• Provisionally selected candidate's list will be displayed in college / college website.
• No student will be considered to have been admitted to AMDC unless he/she has paid college fee and all dues within due date.
• If a seat falls vacant, the next candidate on the merit list in that category will be selected.
• Admission will be closed after a lapse of three months from the start of first year MBBS, however, if any vacancy occurs as a result of a candidate having been struck off the college roll on account of securing admission by forged means it will be filled in to safe guard the right of the next person on merit list upto the end of the first year class session.
• The College will verify academic certificates submitted by the candidates as early as possible from the concerned authorities.

Medical fitness requirements at the time of admission

• The candidates who have been selected provisionally shall be examined medically by a medical board to be constituted by Principal of AMDC
• The selected candidate must produce certificate of having been.
  • Inoculated against typhoid fever within preceding twelve months.
  • Fully vaccinated against tetanus.
  • Fully vaccinated against Hepatitis “B”.
• Foreign students will have to produce a certificate of their HIV status.
• All candidates must produce certificate stating his/her serological status of HCV & HBV.
• The list of selected applicants for admission in AMDC will be notified after medical fitness examination and having passed aptitude test/interview of AMDC Lahore.
• The selected applicants will produce the following original documents at the time of admission:
  • Matric, F.Sc (Pre-Medical) or equivalent certificates from (HEC) or (IBCC)
  • Character Certificate
  • Domicile Certificate
  • UHS entry test card
Re-Admission of Students

If any of the students, who left the studies at the college or has been expelled from the college on disciplinary grounds applies for re-admission in the college, his/her application will be referred by Principal to the re-admission Committee which will follow a prescribed methodology and submit its recommendations to Principal within 15 days. The Principal may agree or may not agree with the recommendations of the re-admission committee. The decision of the re-admission Committee or Principal will not be challengeable in the court of law. The student if re-admitted will pay all the pending dues against him/her and re-admission fee. He/she will also have to pay full college dues of the session in which he/she has been re-admitted.

Fee Structure
Session 2014-15 (1st Year MBBS)

<table>
<thead>
<tr>
<th>Details of the fee Break-up</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Admission fee (Once at admission)</td>
<td>50,000</td>
</tr>
<tr>
<td>2 Tuition fee</td>
<td>600,000</td>
</tr>
<tr>
<td>3 University Charges (5.5%)</td>
<td>38,390</td>
</tr>
<tr>
<td>4 Document Verification Charges</td>
<td>2,000</td>
</tr>
<tr>
<td>5 Medical Fund</td>
<td>5,000</td>
</tr>
<tr>
<td>6 Sports Fund</td>
<td>5,000</td>
</tr>
<tr>
<td>7 Transport Fee</td>
<td>36,000</td>
</tr>
<tr>
<td>8 Security Money</td>
<td>40,000</td>
</tr>
<tr>
<td>9 Advance Tax (5%)</td>
<td>36,820</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>813,210</strong></td>
</tr>
</tbody>
</table>

Fee Structure may be revised annually and will rise according to PM&DC rules.

Fee Policy

Fee for every next academic year will be charged before send up examinations of the previous class (at the completion of the academic session). Otherwise admission form of the candidate for the concerned professional examination will not be sent to the university.

Refund Policy

College follows the policy which is given by the PM&DC and University of Health Sciences for refund of admission and tuition dues to students, (only for new first year) and is subject to change as per the directives of PM & DC and UHS.

No Refund of fee in subsequent years

Present Policy is as under

- Before start of classes or within two weeks after the commencement of classes, Full fee will be refunded after deduction of admission fee i.e. Rs. 50,000/-
- Within one month of start of classes-Half fee will be refunded after deduction of admission fee.
- After one month of start of classes-no refund.
- Hostel fee will not be refunded once hostel is occupied even if vacated afterwards.
Living at AMDC

The medical college has appropriate number of furnished rooms to provide hostel accommodation to the students, intending to reside in hostel. Separate hostel accommodation is built for boys and girls. Mess facilities will also be provided in the hostel for boys and girls separately.

Administrative structure of Hostels

There is a warden of hostels assisted by assistant wardens. Students management committee looks after hostel messes in consultation with warden/assistant warden.

Hostel Rules and Regulations

- The student will abide by rules promulgated by the Principal from time to time.
- Students are not allowed to keep fire arms or narcotics in their rooms in hostels.
- Unauthorized students will not be allowed to live in the hostels. If such case is reported strict disciplinary action will be taken against the students who accommodated unauthorized guests.
- No female guest is allowed in the boys hostels and no male guest is allowed in the girls hostels under any circumstances.
- Each Boarder will pay all hostel and mess dues by a specified date. Defaulters will not be allowed to live in the hostel.
- Any student guilty of misconduct and violation of hostel rules will be expelled from the hostel by the Principal on advice of the warden of hostels.
- The students will be responsible for paying extra dues for additional use of electric appliances like air conditioner, refrigerators, microwave ovens etc.

Mess Management System

- The Warden has appointed separate mess committees and prefects to supervise the messes of the hostels each for Boys and Girls.
- The Assistant Warden ensures appropriate excellent standard of cleanliness & quality of food in the messes.
- Proper record of meals taken by the student and payments made by them is maintained by a the mess manager / contractor.
- The Principal exercises his discretionary power to rectify any problem being faced by students regarding the messes of the hostels.

Timings of the Boys Hostels

All students should be present in their rooms by 10:00 p.m. Assistant Warden (or his representative) will check the presence of students in their rooms at 10:15 p.m. The name of absents students will be reported to the warden.

Special Rules for the Girls Hostels

All girl students should be present in the hostel rooms/premises by 8:00 p.m. They shall provide a list of visitors duly approved by their parents or guardian to the Assistant Warden. A record register of departure & arrival will be maintained by the assistant warden to record the timings of girls students going out of the hostel in the afternoon.

Visit of the City for Boarder Students

For visit of the city, specific days are fixed for the boys and girls and college transport will be used for the purpose. The students are also taken to Bahria Town, market twice a week on college transport.
Living at AMDC

Duties of the Warden
- Warden carries out the implementation of hostel policy as prescribed.
- He is responsible for overall discipline in the hostels.
- He takes all steps to make hostels as comfortable for students as possible.
- He arranges indoor games in the hostel and encourage healthy interaction among the students.
- He ensures best quality arrangements for students' mess.
- He keeps close scrutiny on hostel accounts relating to mess and general store items.

Duties of Assistant Wardens
- They carry out policies of Principal and Warden regarding hostels.
- They assist the warden in maintenance of discipline in the hostel and ensure that all students are in their rooms by a specific time at night.
- They report all infringements of discipline immediately to the warden.
- They ensure excellent sanitary conditions in the hostels and the messes.
- They prepare duty rosters of hostel servants.

Hostel Charges
Students, who opt to live in the air-conditioned furnished rooms, will be charged a flat rate of Rs. 110,000/- per annum (which may be revised according to rate of inflation). However, each student will pay the actual amount of electricity used for air-conditioning, & other electrical goets. Students, who opt to live in the non air-conditioned furnished room, will be charged a flat rate of Rs. 95,000/- per annum.

Note: There will be a tentative increase of 8-10% in the hostel fee annually.
Discipline

In order to keep an atmosphere of serenity and calmness in the medical college, hostel and teaching hospitals, following disciplinary rules will be enforced.

- A Disciplinary Committee (DC) shall be constituted by the principal. The committee shall be comprised of one or more Professors and one or more Associate / Assistant Professors. The principal shall have the power to re-constitute Disciplinary Committee from time to time.

- Any major act of indiscipline committed by a student/group of students will be brought to the notice of the Principal, and referred to the chairman of the Disciplinary Committee. The DC will conduct a detailed inquiry into the matter and submits its findings and recommendations to the principal.

- The principal will implement the recommendations of DC. However, the principal shall have the power to decrease or amend the punishment recommended by the DC.

- The various forms of the punishments which may be awarded are as follows:
  - A written warning to be careful in future.
  - Suspension from the college roll for a period of 14 days.
  - Imposition of fine up to Rs. 10,000/- depending on the gravity of the indiscipline.
  - Expulsion from the hostels.
  - Expulsion from the college for six months to two years.
  - Rustication and permanently striking off the college roll and never to be admitted in the college.
  - The cases of infliction of injuries, major theft, possession of weapons/firearms, arson or homicide, will be referred to the laws enforcing agencies for proceedings according to the law of the country.

- Minor acts of breach of discipline will be referred to a Vigilance Committee for probing and deciding punishments. The Vigilance Committee will also supervise the students with regard to their behavior in the college, observance of the dress code and bunking of classes, etc. The Vigilance Committee shall consist of at least one Professor and one or more Associate/Assistant Professors.

- Students are required to observe the following rules during the course of their studies at the college.
  1. Students will not be allowed to keep any guest in the college hostel without the prior written approval of the competent authority i.e. warden hostels or Principal. However, it should be noted that no female guest can be kept in the boys hostels and no male guest can be kept in girls hostels under any circumstances whatsoever.
  2. Students are forbidden from indulging in any political, partisan or sectarian activity in the college and its affiliated hospitals, or in the hostels.
  3. Unauthorized absence from the class will be considered as a serious breach of conduct. In case of illness, students will be required to submit a medical certificate from a registered medical practitioner.
  4. Students commuting by the college transport are required to maintain discipline in the vehicles while commuting to and from the college. Any damage caused to the transport by students will result in severe action, including but not limiting to paying the cost of necessary repairs.
  5. Any damage caused to the property of the college or affiliated teaching hospitals & hostels which includes laboratory equipment, furniture & fixtures, canteen, library books, plantation etc. or any other thing in the premises of AMDC, will be considered as serious act of indiscipline and student will be asked to compensate as determined by appropriate authority.
  6. It is mandatory for all students to remain in college premises during working hours. Anybody venturing out in the surrounding areas will do so at his/her own risk and will be liable for necessary disciplinary action.
  7. All students must display their college ID cards in college premises.
  8. Chalking is strictly prohibited and necessary action will be taken against those students who are found indulged in chalking the premises.
  9. Smoking is strictly prohibited in college, hostel premises & affiliated hospitals.
  10. Student must follow the dress code of the college, as notified by the college administrations from time to time, violation of college dress code will result in disciplinary action against the defaulters.
  11. The students found misbehaving with any faculty member or the administrative staff will be dealt with as per disciplinary rules.

Note: The college authority reserves the right to amend, change or modify these rules at any time without giving any prior notice.