

# 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 3<sup>rd</sup> year, 4<sup>th</sup> 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. 2000/-
- The aptitude test/Interview fee Rs. 2000/- 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:

- (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.

# College Academic Calendar

## 1<sup>st</sup> and 2<sup>nd</sup> Year Instruction / Teaching

Instructional design based on themes of adult education will be practiced for teaching and training of following subjects during 1<sup>st</sup> & 2<sup>nd</sup> year of MBBS curriculum

- Anatomy (including Embryology and Histology).
- Physiology.
- Biochemistry.
- Behavioral Sciences.
- Islamiyat / Ethics and Pakistan Studies.

## 3<sup>rd</sup> year Instruction / Teaching

Instructional design based on themes of adult education will be practiced for teaching and training of following subjects during 3<sup>rd</sup> year of MBBS curriculum.

- Basic Pharmacology and Therapeutics
- Forensic Medicine and Toxicology
- General Pathology, Bacteriology and Parasitology
- Surgery and Allied Specialties
- Medicine and Allied Specialties
- Behavioral Sciences
- ENT
- Ophthalmology

Interactive teaching, practical training and bedside clinical teaching in these subjects

## 4<sup>th</sup> year Instruction / Teaching

Instructional design based on themes of adult education will be practiced for teaching and training of following subjects during 4<sup>th</sup> year of MBBS curriculum

- Special Pathology
- Community Medicine
- Ophthalmology
- ENT
- Surgery and Allied Specialties
- Medicine and Allied Specialties
- Obstetrics & Gynecology
- Paediatrics

Interactive teaching, practical training and bedside clinical teaching in these subjects

## 5<sup>th</sup> year Instruction / Teaching

Instructional design based on themes of adult education will be practiced for teaching, and clinical training in following subjects during 5<sup>th</sup> year of MBBS curriculum.

- General Medicine
- General Surgery
- Obstetrics & Gynecology
- Paediatrics

# Fee Policies

## 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.

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

## 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.

# Examinations

- The qualification criteria for continuation of medical education as enshrined in PM&DC regulations and University of Health Sciences statutes will be followed.
- AMDC will follow a sound system of formative and summative assessments duly supported by regular feedback.
  - Formative assessments: Periodic Internal assessment of students will be carried out by regular home tests. Schedule of these tests will be notified by the principal from time to time. Result of the home tests will be displayed on the notice board for the information of the students.
  - Summative assessment: The professional examination of University of Health Sciences will be held on a schedule specified by the University of Health Sciences Lahore.
- Criteria for eligibility to appear in university examination, as laid by the University of Health Sciences, Lahore will be strictly followed.
- Innovative modern tools of assessment (SEQs, MCQs, OSCE, OSPE, DOPS, Mini -CEX and structured Viva) will be adopted in the medical college to make the internal assessments fair, valid and reliable.
- Before each university examination, there will be send-up examination. Any student who fails to pass the send-up examination will not be eligible to sit in the University Examination.
- Another essential requirement for eligibility to sit in the university examination will be at least 75% attendance of the student in all the theory & practical classes held during the teaching session in every subject concerned.
- The students must have cleared all college, hostel, Canteen, University examination fee and fine imposed upon him before his/her name is sent to University as an eligible student.

# 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.

# Affidavit (specimen)

(To be submitted with the Admission Application on Stamped Paper of Rs. 20/-)

1. I solemnly declare that all the particulars mentioned in the admission application are true and correct and I fully understand that if any of the statements made in the application is found to be incorrect, I would be liable to refusal for admission to the AMDC, Lahore if otherwise eligible for admission and admitted, would be liable to be expelled from the college at any time during course of my studies in which case all fee and other dues paid by me to the college shall be forfeited and I will be liable to any further departmental or legal action which the AMDC may deem fit to take.
2. I am not already admitted in any of the medical colleges of the country.
3. I also solemnly declare that, if admitted, I will abide by the disciplinary rules and regulations of the college as enforced at present and amended from time to time by the college authorities in future. I will concern myself only with the academic activities and such extracurricular activities, which are allowed by the college for the healthy growth of body and mind. I undertake that I will not take part in any political, partisan or sectarian activity or agitation and I will not become a member of any student wing of any political, sectarian or caste-based party. In matters of discipline, the decision of the Principal will be final and binding on me and I will not challenge that decision in any court of law in the country. I will be regular in paying college dues and will be punctual in attending my classes. I will not absent myself from teaching programmes without prior permission of the authority.
4. I undertake that so long as I am a student of the college, I will do nothing either inside or outside the college, hostels and hospital premises that may interfere with its orderly administration and discipline or may bring bad name to the college.
5. I fully understand that if I fail to clear the first Professional M.B.B.S Part-I and Part-II examination in four chances availed or un-availed after becoming eligible for each examination, I shall cease to be eligible for further medical education in Pakistan.
6. I fully understand that if any of the documents submitted by me is found to be bogus at any time during the years of MBBS course, I shall stand ineligible for medical education in AMDC or any other medical college of Pakistan.
7. If I violate the above affidavit I shall be liable to appropriate punishments prescribed in the prospectus of the AMDC, Lahore.

\_\_\_\_\_  
(Name of the Candidate)

\_\_\_\_\_  
(Signature of the Candidate)

Address: \_\_\_\_\_

N.I.C. No. \_\_\_\_\_ Dated: \_\_\_\_\_

Counter Signature of Student's Father / Guardian:

Father/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

N.I.C. No. \_\_\_\_\_ Dated: \_\_\_\_\_