



JINNAH
MEDICAL COLLEGE
PESHAWAR

PROSPECTUS

2024-25

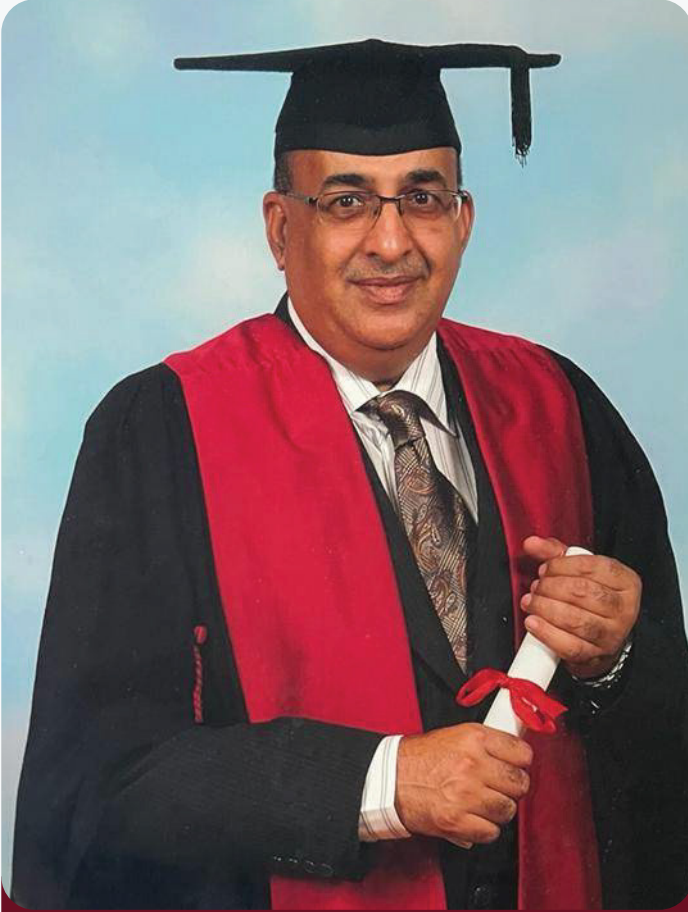
**EMPOWER
| EDUCATE | HEAL**



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FOUNDER'S MESSAGE



Prof. Major Dr. Muhammad Ishaq
Founder Jinnah Medical College, Peshawar

Education, the pillar of an enlightened society, encompasses diverse meanings and conceptual foundations, driving individuals from all walks of life to design systems that foster human development. Vocational education and skill-oriented programs, integral to this pursuit, prioritize practical approaches for meaningful outcomes. Jinnah Medical College Peshawar is dedicated to the holistic development of individuals, aiming for excellence in personality, civic understanding, medical education, scientific orientation, and professional proficiency. Jinnah Medical College is committed to cultivating human virtue in medical

graduates, with recognition from PM&DC Islamabad and affiliation with Khyber Medical University. Our teaching hospitals include DHQ Teaching Hospital in Charsadda and Naseerullah Khan Babar Memorial Teaching Hospital in Peshawar. Jinnah Teaching Hospital boasts modern specialties, contributing to the college's distinction in academic quality, cost-effectiveness, and the promotion of a healthy learning environment in Khyber Pakhtunkhwa. I pray to Almighty Allah for the success of the institute and the young students. May they succeed in achieving their honest ambitions of excellence in the medical profession and their earnest commitment to service to humanity (Ameen).

CEO's MESSAGE



Sundus Ishaq

CEO Jinnah Medical College, Peshawar

Driven by an irresistible urge to meet the acute shortage of doctors and health professionals here in the country and around the world, my illustrious father (late) Prof. Dr. Muhammad Ishaq conceived the vision of establishing JMC in the private sector two decades ago, and we are deeply indebted to the founder of this ground-breaking institution, who sacrificed his personal comforts for our better future. We pray for his exalted soul to rest in eternal peace and tranquility. I am honored to serve as the CEO of Jinnah Medical College, which, despite facing challenges, remains dedicated to providing exceptional education and healthcare services to its

community. In our pursuit of excellence, we've achieved milestones, enhancing clinical facilities and forming strategic partnerships with leading healthcare organizations. JMC is dedicated to producing top-notch graduates and medical professionals, alleviating human suffering from diseases. Through a conducive learning environment, a state-of-the-art teaching hospital, renowned consultants, research, and career-building opportunities, we provide quality clinical training at JTH and DHQ Hospital in Charsadda.

I express gratitude to our faculty, staff, students, alumni, and supporters for their dedication to our mission, and look forward to achieving even greater success together in the future.

PRINCIPAL'S MESSAGE



Prof. Dr. Amir Khan

Principal Jinnah Medical College, Peshawar

Health is a vital need for any society, and the provision of healthcare services, coupled with the training of professionals, is costly and often inadequate. Developed countries attract health professionals from developing nations, perpetuating shortages, especially in places like Pakistan. Jinnah Medical College in Peshawar addresses this scarcity, aiming to produce highly qualified doctors and accommodate bright students overlooked by public institutions. The college is dedicated to providing top-notch training, fostering international competitiveness, and instilling a humane approach in future doctors. With qualified faculty,

well-equipped laboratories, a comprehensive library, and affordable costs, the institution aspires to shape individuals worthy of the noble medical profession. The commitment to minimizing costs while maximizing training reflects a lofty goal, but through faculty dedication and management devotion, the college strives to achieve this noble aim, Insha'Allah.

MISSION:

To train medical graduates with the necessary knowledge, skills, and attitude to prepare them for the future challenges by providing an environment rich in research and problem solving in order to provide high quality and compassionate healthcare at the local, national, and global level.

VISION:

To become an outstanding medical teaching institute in order to provide global leaders in health sciences, academics and research for competent and empathetic healthcare.



WHY JMC ?

Jinnah Medical College Peshawar (JMC) stands as a beacon of excellence in medical education, consistently producing graduates who are not only academically proficient but also compassionate and dedicated healthcare providers. Embarking on your medical journey at JMC offers a unique blend of academic rigor, hands-on experience, and a supportive learning environment, all within a state-of-the-art infrastructure that fosters innovation and growth.

Our virtual learning environment (VLE), a dynamic platform offering access to interactive e-learning modules, digital textbooks, and online simulations allows you to learn at your own pace and from anywhere at any time, complementing traditional classroom instruction perfectly.

Furthermore, we boast a state-of-the-art cyber anatomy lab equipped with sophisticated 3D anatomy software and virtual reality tools. This immersive environment allows you to explore the human body in unprecedented detail, fostering a deeper understanding of human anatomy and enhancing your clinical skills.

These are just a glimpse into the many facilities available at Jinnah Medical College. We are committed to providing you with the most advanced tools and resources to empower you to become a competent and compassionate healthcare professional.



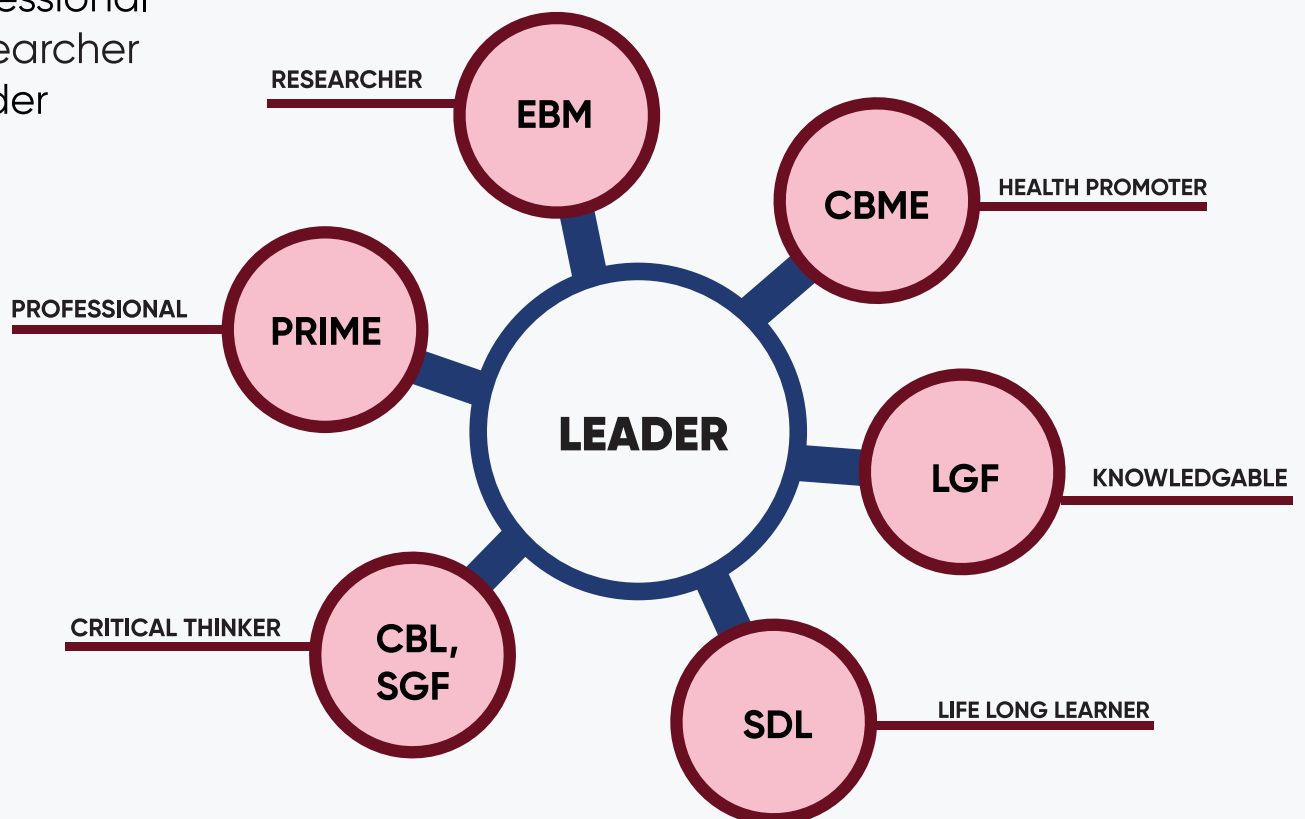
7-STAR DOCTOR:

A 'seven-star doctor' Pakistani medical graduate should be able to demonstrate various traits as under:

STANDARDS FOR A SEVEN STAR DOCTOR:

The expected generic competencies in a medical graduate are as follows:

1. Skillful
2. Knowledgeable
3. Community Health Promoter
4. Critical Thinker
5. Professional
6. Researcher
7. Leader



By incorporating these 7 elements into its curriculum, Jinnah Medical College Peshawar effectively instills the Seven Star Doctor qualities in its graduates, preparing them to become skilled, knowledgeable, community-oriented, critical thinkers, professionals, scholars, and leaders in the field of medicine.

Emphasis on Clinical Skills Development:

JMC places a strong emphasis on developing students' clinical skills through hands-on experience in patient care.

Integrated Basic and Clinical Sciences:

JMC's curriculum integrates the study of basic sciences with clinical applications, enabling students to understand the underlying scientific principles that underpin their clinical practice

Emphasis on Communication:

JMC cultivates strong communication skills in its students, recognizing the importance of effective communication for building rapport with patients, providing clear explanations, and collaborating with healthcare professionals.

Community-Oriented Education:

JMC incorporates community-oriented education and service learning opportunities into its curriculum, exposing students to the challenges and needs of diverse communities

Critical Thinking Skills Development:

JMC fosters a culture of research and critical thinking among its students, encouraging them to engage in research projects and participate in seminars and workshops.

Leadership Development:

JMC instills in its students a strong sense of professional ethics and leadership qualities.

Global Health Perspective:

JMC recognizes the importance of cultural sensitivity and global health perspectives in providing effective healthcare. Students are exposed to diverse cultures and healthcare systems through guest lectures enhancing their ability to provide culturally competent and globally informed care.

ACADEMIC DEPTMENTS

BASIC SCIENCES

1. Department of Anatomy
2. Department of Biochemistry
3. Department of Physiology
4. Department of Pharmacology
5. Department of Forensic Medicine
6. Department of Community Medicine
7. Department of Pathology
8. Department of Medical Education

SURGICAL & ALLIED SPECIALITIES

1. Cardiac Surgery
2. Neurosurgery
3. Pediatric Surgery
4. Urology

MEDICINE & ALLIED

1. Clinical Hematology
2. Endocrinology
3. Neurology
4. Oncology
5. Rheumatology

CLINICAL SCIENCES

1. General Medicine
2. General Surgery
3. Dermatology
4. Nephrology
5. Gynae & Obs
6. Ophthalmology
7. Orthopedics
8. Pulmonology
9. Radiology
10. Accident and Emergency
11. Anesthesiology
12. Critical Care
13. Dermatology
14. Gastroenterology
15. Nursery
16. Orthopedic/Trauma
17. Psychiatry
18. ENT

NURTURING EXCELLENCE IN BASIC & CLINICAL SCIENCES

JMC recognizes the importance of integrating basic and clinical sciences to provide students with a holistic understanding of human health and disease.

BASIC SCIENCES:

Jinnah Medical College Peshawar (JMC) employs a variety of innovative methodologies to deliver a comprehensive and engaging basic sciences education to its students. These methodologies, which include Small Group Format (SGF), Seminars and Case-Based Learning (CBL), Self-Directed Learning (SDL), Large Group Format (LGF), and Community-Based Medical Education (CBME), are complemented by the use of a Virtual Learning Environment (VLE) and cyber anatomy tools.

CLINICAL SCIENCES:

Jinnah Medical College Peshawar (JMC) is committed to providing its students with a comprehensive and rigorous clinical education that equips them with the necessary skills and competencies to become competent and compassionate healthcare providers. The college's approach to clinical education is characterized by a strong emphasis on hands-on experience, a focus on patient-centered care, and a commitment to fostering a supportive learning environment.



CLINICAL SKILLS FACILITY:

Jinnah Medical College goes beyond traditional medical education by providing its students with a state-of-the-art Clinical Skills Facility. This facility is designed to enhance the practical skills of medical students through hands-on training and simulation exercises

CYBER ANATOMY:

Jinnah Medical College, known for its commitment to innovation and excellence in medical education, has established a state-of-the-art Cyber Anatomy Facility. This cutting-edge facility combines technology and medical education to provide students with an immersive learning experience.



SUCCESS STORIES:



Dr. Sheryar Alam Khan:

A proud alumnus of Jinnah Medical College, Peshawar, achieved a Gold Medal in Biochemistry during his 2nd Year Professional Examinations. He expanded his horizons by participating in elective rotations at the Pulmonology unit of Agha Khan University, Karachi. In 2022, he successfully cleared his final professional examination with excellent grades and joined the Department of Biochemistry at Jinnah Medical College as a demonstrator.



Dr. Wagma Hidayat:

Driven by a deep-seated desire to become the first doctor in her family, Wagma persevered through challenges to achieve her dream. As a graduate of Jinnah Medical College Peshawar, she currently serves as a first-year resident in the surgical ward at Hayatabad Medical Hospital. Embracing unwavering determination and guided by the support of her teachers and mentors, Wagma sets her sights on becoming a hepatobiliary surgeon in the future.



Dr. Yasir Aziz:

Hailing from Swat, Dr. Yasir Aziz embarked on a remarkable journey to become a medical professional, graduating from Jinnah Medical College, Peshawar in 2021. The institution's exceptional faculty, state-of-the-art facilities, and nurturing environment played a pivotal role in shaping his academic and professional development. Dr. Aziz deeply values the institution's legacy and carries it forward as he continues to strive for excellence in the medical field.

LIFE AT JMC

WHITE COAT CEREMONY:

Embracing a new journey with pride: Jinnah Medical College welcomes its new batch with the prestigious White Coat Ceremony!



WELCOME PARTY:

Welcoming Batch 12 with Unforgettable Moments – Welcome Party for Batch 12 at Jinnah Medical College



SPORTS WEEK:

Sports Week at Jinnah Medical College – A Celebration of Talent and Teamwork



QAWALI NIGHT:

A Night of Soulful Qawali at Jinnah Medical College



FUNFAIR:

The first-ever funfair organized by 'The Jinnah Literary Society' at the college premises has been a memorable extravaganza!



FACILITIES AT JMC:

Jinnah Medical College, Peshawar, is a standout institution among those affiliated with Khyber Medical University, Peshawar, primarily due to its extensive student facilities. These include state-of-the-art laboratories, a well-stocked library, a comfortable hostel, a training/teaching hospital, emergency tools, reliable transportation, sports facilities, modern infrastructure, a mosque, and a dependable power supply.

The college laboratories provide hands-on learning, while the library supports academic research and study. A Comfortable hostel caters to student accommodation needs, fostering a sense of community. The teaching hospital offers practical experience, and emergency tools ensure student safety.

Transportation services ease commutes, and sports facilities promote a balanced lifestyle. The modern infrastructure, mosque, and reliable power supply enhance the learning environment. In sum the facilities at JMC make it an excellent choice for aspiring medical professionals.

Additionally, the college has currently the following facilities for their students and faculty:

- Auditorium
- Skill Lab
- Equipped Museums of Basic Sciences
- IT Department
- Cafeteria
- Indoor Sports Facility
- Separate Common Rooms for Boys and Girls
- Digital Library and Resource Center



COMMITTEES:

The Board of Governors (BoG)

The Board of Governors (BoG) of Jinnah Medical College (JMC) is responsible for overseeing the administration and management of the institution. The BoG has the authority to make decisions on all matters related to the college, subject to any rules or regulations that may be in place. In formulating policies, coordinating activities, and upholding educational standards, the BoG is guided by directives from the government, the Pakistan Medical & Dental Council (PM&DC), and Khyber Medical University (KMU). The BoG plays a crucial role in ensuring that JMC maintains its high academic standards and continues to provide quality medical education to future generations of healthcare professionals.

Academic Council:

The Academic Council of Jinnah Medical College (JMC) plays a central role in shaping the institution's academic excellence and ensuring the success of its students. The council's responsibilities encompass a wide range of areas, including formulating and implementing the academic policy and calendar, establishing policies for clinical governance and providing comprehensive student support, determining the requirements and standards for medical education, evaluation, and research, setting benchmarks and objectives for medical education and research within each department, facilitating the development and enhancement of JMC's learning resources, and preparing and submitting an annual performance report.

The Grievance Committee:

The Grievance Committee at Jinnah Medical College (JMC) is responsible for addressing and resolving grievances raised by medical students regarding inappropriate or incorrect decisions or behaviors by JMC faculty members or administrators. The committee's scope encompasses a range of issues, including failure to adhere to JMC policies, improper assessment procedures, unfair termination from programs, demands for personal services unrelated to academic duties, and retaliation for exercising grievance rights. However, the committee's authority does not

extend to challenges against JMC Petition decisions, professional judgments related to academic performance or progress, student-to-student conflicts, or academic misconduct. Through its impartial and fair review of grievances, the committee plays a crucial role in safeguarding the rights and well-being of JMC students.

The Co-curricular Activities Committee

The Co-curricular Activities Committee at Jinnah Medical College (JMC) plays a vital role in fostering a vibrant and engaging learning environment for students. The committee's responsibilities encompass:

- 1 Instilling a passion for co-curricular activities among JMC students, encouraging them to actively participate in various events and initiatives.
- 2 Organizing and managing a diverse range of co-curricular activities throughout the academic year.
- 3 Actively promoting and encouraging participation in co-curricular activities,
- 4 Overseeing the arrangements for annual events such as the Annual Dinner, Farewell Party, and Welcome Party, ensuring their successful execution.
- 5 Maintaining effective liaison with other departments to facilitate seamless coordination in organizing co-curricular activities.

The Conference/Workshops Committee

The conference committee at Jinnah Medical College (JMC) plays a pivotal role in organizing and managing academic events, including regular Clinical Pathological Conferences (CPCs), international and local conferences, seminars, workshops, and guest speaker lectures.

Anti-Harassment Committee:

Jinnah Medical College (JMC) is committed to fostering a safe and inclusive environment for all students and employees, free from harassment, bullying, and discrimination. The institution has established an Anti-Harassment Committee to address and resolve any such concerns. The committee conducts thorough investigations into alleged violations and takes appropriate action against individuals.

extend to challenges against JMC Petition decisions, professional judgments related to academic performance or progress, student-to-student conflicts, or academic misconduct. Through its impartial and fair review of grievances, the committee plays a crucial role in safeguarding the rights and well-being of JMC students.



STUDENT SOCIETIES:

The student societies at JMC serve as platforms for personal growth, fostering teamwork, leadership skills, and creative expression.

Jinnah Literary Society:

Jinnah Literary Society promotes literary activities in the college and encourages students to develop their writing and public speaking skills.

Sports Society:

The Sports Society organizes an annual sports week which includes a fascinating opening ceremony with theme representation by each year and an exciting lineup of sports.

Adventure Society (Hike-a-holics):

For adventurous souls, our Adventure Club (Hike-a-holics) offers thrilling escapades into the outdoors.

Social Welfare Society:

The Welfare Society at Jinnah Medical College in Peshawar is dedicated to serving the community by organizing free medical camps and blood donation camps.

Student Research Society:

The Jinnah Student Research Society is a dynamic platform dedicated to fostering a culture of academic curiosity and innovation among students. It empowers young minds to explore research opportunities, contribute to scientific advancements, and shape a brighter future.



ACADEMICS:

Assessment (MBBS):

In the whole academic year, the students are assessed continuously through the following stages:

- **Modular Exam:**

It is a formative assessment and held at the end of each module. The result is shared with DME for record and with students for constructive feedback.

- **Block Exams:**

It is a summative assessment and held at the culmination of all the specified modules for each block. It is at school level, conducted as per KMU pattern and result is shared with students, their parents and the record is maintained by DME. The aggregated score of all the three blocks is recorded and it contributes to the overall internal assessment of the students.

- **Pre-Professional Exams:**

This exam is at the end of academic session, in the entire prescribed syllabus for that particular academic session to evaluate the student before the KMU annual examination. It is a replica of KMU annual examination, in all respects.

Those students, who do not perform well or failed in Pre-Professional Examination, are not allowed to appear in their respective annual examination.

- **Annual Exams:**

This is the final examination held by KMU where the successful students are promoted to the next class and failures are retained in the same class.

- **Internal Assessment:**

Internal assessment and evaluation are conducted in accordance with PMDC and KMU Rules & Regulations, encompassing "End-of-Module Exams" and "Block Exams" within the System-based curriculum. Internal assessment carries 120 marks for theory and 90 marks for OSPE. Annual Professional Examinations are conducted by the KMU (Parent University) as per the Modular System-based Curriculum, where theory papers consist solely of multiple-choice questions (MCQs), and skills assessment is conducted solely through Objectively Structured Practical Examination (OSPE). Throughout the academic year, students undergo continuous assessment through the following stages

- **Attendance Policy:**

No student should be eligible for a university examination without having attended 75% of the lectures, demonstrations, tutorials and practical or clinical work both in-patients and out-patients.



GENERAL EXAM RULES:

1. Students will be promoted to the next academic year after successfully clearing the previous professional examination.
2. The Principal, upon clearance from the Head of Department/teacher concerned, will submit the student's name to the Controller of Examination for the next academic year.
3. Students must have paid all requisite fees to JMC and cleared all school/hostel dues, including fines, library books, borrowed teaching materials, and IT charges.
4. Students are individually responsible for completing and submitting their annual clearance form to the Student Affairs Section. The Student Affairs Section will not submit the examination form to KMU unless the student has submitted the annual clearance form.
5. The minimum passing marks for school internal exams are 60% in theory and 60% in practical examinations separately.
6. Students who fail either theory or practical examinations for a subject will be considered to have failed the entire subject, both theory and practical.
7. Students who fail or are detained in any subject in both the annual and supplementary examinations will not be promoted to the next class. They must repeat the course of study for the failed subjects. Provisional promotions are not allowed. Students must pay the full tuition fee for that year.
8. Students who fail one or more subjects must reappear for those subjects in the next examination. Only two examinations, one annual and one supplementary, are allowed in one academic year. No third or extra supplementary examination is permitted.
9. Students who have passed their final MBBS examination will be awarded the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) provided they have fulfilled the requirements of the Pakistan Medical and Dental Council (PMDC) and Khyber Medical University.
10. Students who fail any subject(s) will not be promoted to the next higher class and must attend lectures and practical courses regularly with the subsequent class after the declaration of the supplementary result.

11. Students who discontinue their studies for a period of five years will not be allowed for readmission to JMC. As the validity for any examination at the international level is three years, students must retake the last professional examination if they have been absent for more than three years. However, during the period of absence, students must fulfill the training requirements for the years in which they left the class (PMDC policy to be followed).



STUDENT CODE OF CONDUCT:

College is an organization with the purpose of imparting knowledge to the students in a peaceful environment and enriching their personalities by inculcating in them a sense of responsibility, reason, tolerance, and discipline. Discipline and an organized life in the college are important; it is therefore essential that rules and regulations be laid down to ensure an orderly and decent atmosphere in the college.

Acts of Indiscipline:

Among others, the following shall constitute acts of indiscipline recognizable under these regulations against which action can be taken by the disciplinary committee.

Minor Offences:

1. Coming late.
2. Absence from the class test.
3. Violation of morals, such as the use of indecent language, undesirable remarks and gestures, and disorderly behavior for example abusing quarrelling, fighting, and insolence towards fellow students, faculty, and staff.
4. Indulgence in acts that may cause insult or physical injury to the students, teachers, officers, and staff of the college.
5. Defiance of college authority and its rules.
6. Violation of hostel rules spreading of inappropriate instigator remarks regarding religious or regional linguistic ethics in writing or verbally.
7. Impersonation, willful separation of information, cheating or deceiving.
8. Absence from class without application/permission.
9. Use of mobile phones in the academic block is strictly forbidden.

Major Offences:

1. Inciting violence, use of force, and destruction of college property.
2. Making speeches, shouting slogans, or circulation of printed or cyclostyled, or photocopied material/E-mail derogatory to Islam, Pakistan, the prestige of the college, or maligns the reputation of its faculty or staff.
3. Sale and distribution of intoxicants at the campus directly or indirectly.
4. Indulgence in political/ethnic/racial activity or use of students for furthering the cause of political parties.
5. Use of unfair means in examinations.
6. Abstracting the function of the college or causing disruption of teaching/research/other activities.



HOSTEL RULES:

The hostel rules are elaborated as under:

1. Students are expected to uphold the highest standards of honesty and integrity in all their interactions with hostel staff, fellow residents, and college authorities.
2. The use of indecent or filthy language, undesirable remarks, or gestures is strictly prohibited.
3. Engaging in rowdy or disruptive behavior that disturbs the peace and tranquility of the hostel is not permitted.
4. Playing loud music or engaging in noisy activities that disturb the peace of the hostel is not allowed.
5. Students must occupy the room that has been assigned to them by the hostel administration. Changing rooms without prior written permission from the Warden/Provost is a violation of hostel rules.
6. The possession or consumption of liquor, drugs, or intoxicants of any kind is strictly prohibited within the hostel premises.
7. Any act that causes damage to hostel property, whether intentional or unintentional, will be subject to disciplinary action.
8. Students are not authorized to use College vehicles without prior permission from the designated authority.
9. Acts involving moral turpitude or cognizable offenses will be dealt with according to the College's disciplinary procedures.
10. Students must maintain cleanliness in their rooms and common areas.

LIBRARY RULES:

The library rules are elaborated as under:

1. No one is allowed to borrow any book/document/materials from the library without
2. the Library Card.
3. All registered members can issue two books for a period of three months except reference materials. After three months a fine of Rs. 100/- per day will be imposed.
4. Every user borrowing library books/documents shall be responsible for the safe custody and return of same in an undamaged manner.
5. Borrowers should check and bring to the notice of the concerned library staff if the book is damaged /mutilated before getting it issued.
6. A member who loses his/her card shall at once inform the library staff, a duplicate
7. card will be issued on payment of Rupees 50/- as fee.
8. Membership may be canceled at any time by the competent authority on valid grounds.
9. Silence and cleanliness should be maintained in the library.
10. Use of cell phones, Smoking, Eating, and Drinking in the library is strictly prohibited.
11. The Librarian is fully authorized to search the user if he/she suspects that they are carrying unauthorized documents from the library.
12. The library will not accept responsibility for the loss or misplacement of personal belongings.
13. All library transactions are stopped 20 minutes before the scheduled closing time.
14. In case of Lose/Damage of Library material, the decision will make as per the rules.
15. In case of loss of any book, the student will have to deposit the same book or has to pay the price of the original book. At the start of the preparation leave all the library books will be returned, otherwise a fine +of Rs. 100/- per day will be imposed.

HOUSE JOB POLICY

Introduction:

The House Job Policy for Bachelor of Medicine and Bachelor of Surgery (MBBS) Graduates at Jinnah Medical College (JMC), Peshawar, outlines the guidelines and expectations for graduates during their house job. Along with theoretical and clinical learning, a mandatory Hospital House Job will be preparing these graduates for a career in healthcare as qualified medical practitioners.

This training is crucial as it leads to their smooth transition into the practicalities of the profession, helps them explore their preferences for a particular field, and sets the foundation for post-graduation and specialization in specific fields.

Objective

The House Job is an essential component of medical education, designed to offer practical exposure and experience to medical graduates. The primary objective of this policy is to delineate the guidelines, requirements, and benefits for medical graduates engaging in their House Jobs, aligning with the instructions of Pakistan Medical and Dental Council (PMDC).

Intended Learning Outcomes:

During their practical training in the House Job program, it is anticipated that the house officers will be able to gain the following outcomes:

- The House officers will gain in-depth and varied clinical knowledge through diverse rotations, ensuring a well-rounded medical education.
- The House Officers will develop a strong sense of responsibility for patient care, coupled with enhanced procedural competency, all under the guidance of experienced professionals.
- A systematic and comprehensive exit examination will be conducted, evaluating graduates' preparedness for autonomous medical practice. This examination will serve as a structured assessment of their medical knowledge and clinical skills.

Scope

- This policy is applicable to all MBBS graduates undergoing House Jobs at Jinnah Teaching Hospital (JTH), Peshawar.

Policy

- The House Job Policy for MBBS Graduates at JTH, covers the eligibility criteria, number of seats, placement process and procedure, core responsibilities, working hours, rotations, leave procedure, benefits, and exit examination criteria.

Standard Operating Procedures Regarding Biometric Attendance

The following SoPs have been framed for marking attendance of all employees and internees at Jinnah Medical College (JMC) and Jinnah Teaching Hospital (JTH), Peshawar, respectively.

Introduction:

Punctuality of time is the basic ingredient, which plays a vital role in personality development. Its importance, especially in educational institutions gets further pronounced being a nursery for nourishment of the future leadership. However, inculcating the habit of regularity amongst the employees as well as in the students is the prime responsibility of Management which has to develop a modus operandi to make it a regular feature. In this regard, the Biometric Attendance System has been introduced to mark the attendance of all employees and internees of JMC and JTH.

Aim:

To devise SOPs for marking attendance of all employees and internees through a Biometric Attendance System.

Procedure:

The following procedure will be followed to mark attendance through Biometric Attendance System:

- The IT/Records Section will carry out the registration after the approval from the Chief Executive Officer (CEO) through the Principal's Office, of all the employees (faculty and Admin staff) and internees of JMC and JTH.
- All concerned will mark their attendance through thumb/finger impressions. Biometric Machines will record attendance through 'In Mode' within one hour of starting each duty hours/shift and it will turn to 'Out Mode' thereafter. (In/Out Modes may vary from season to season and from shift to shift).

- The Records section will keep a check of the Biometric Record and will update Heads of all the concerned departments on a required basis regarding Biometric Attendance Record of their staff/supervisee.
- The Records section will also provide Biometric Record of all employees and internees to Accounts' Office for calculation and payment of salaries, compensations, and stipends accordingly.
- All the concerned sections/departmental heads will provide monthly sectional/departmental record of leaves and short leaves of their staff to the CEO's Office latest by the 20th of each month.
- The IT Section will provide all the technical support for the smooth operation and functioning of Biometric Machines.
- Processing of Attendance Codes will be discouraged; however, after thorough checking, the IT section will grant Attendance Codes only with the approval of the CEO to employees whose thumb/finger impressions do not work properly.

Salient Features:

The following scenarios will be taken as irregularities in Biometric Attendance Record:

-
- Leave and Short Leave records will be fed into the system by IT Section in light of these SOPs of each setup as per the monthly departmental record provided by the concerned section/departmental head/s. The record of Biometric Attendance System will be considered to mark someone absent/present subject to verification of the record by the focal person detailed by the CEO Office.
- Marking attendance 30 Minutes after the start of duty hours each day/shift will be considered as "Late Arrival".
- Marking attendance 30 Minutes before the end of the day/shift duty hours will be considered as "Leaving Early".
- Short Leave before half duty hours will be taken as "Full Leave".
- If an employee only marks one entry in a day/shift either on arrival or on leaving/exit, it will be considered as "Missing Entry".
- Anyone arriving 30 Minutes after the start of their duty/shift each day or leaving 30 Minutes before the end of the day/shift without the written approval of the relevant section/department head will be considered "Absent".

Penalties

The following penalties may be imposed in case of non-adherence to the details given in para No. 4, above:

- Two "Late Arrivals" or "Left Early" in one month will be considered equal to one "Absent" (Non-Regularizable).
- Two "Missing Entries" in one month will be equal to one "Absent" that will be regularized against available leaves.
- Short Leaves, which are not verified through the concerned section/departmental head's record, will be treated as Late Arrival or Left Early as the case may be.
- Availing of more than Two Short Leave facility in one month will be counted as Casual Leave/Leave without Pay, as per his/her leave record.
- If anyone is found marking someone else's attendance through his/her attendance code, then both of them will be considered absent and they may face disciplinary actions.

Documents Required

JMC graduates will have to submit their applications to the office of the Principal, JMC, along with the following documents:

- Three recent passport size photographs,
- Copy of CNIC,
- Attested copies of Mark Sheets of all professional examinations,
- Attested copy of P.M.D.C. Provisional License.
- The applicants who are not graduates of JMC will need to submit the following additional documents:
- Their documents must be duly verified by the last attended Institute.
- No-Objection Certificate (NOC) from the office of the Principal of their concerned Institute



JINNAH MEDICAL COLLEGE, PESHAWAR
ADMISSION POLICY FOR MBBS, SESSION 2024-25

The following admission policy is formulated for the admission of students to 1st Professional MBBS, session 2024-25. The policy is in compliance with the provisions of Pakistan Medical and Dental Council (PM&DC) *Medical & Dental Undergraduate Education (Admission, Curriculum and Conduct) Policy & Regulations 2023, dated 13th July, 2023.*

Aim: To lay down the procedure for transparent, fair and merit based selection of students for 1st Professional MBBS as required under the PM&DC Admission Regulations.

1) Eligibility criteria

Any candidate seeking admission in MBBS program shall be eligible having fulfilled the following mandatory criteria:

- a. Have passed the MDCAT examination.
- b. Obtained HSSC or an equivalent 12th grade qualification recognized in Pakistan with more than 60% marks or higher grade.
- c. Passed the subjects of Biology and Chemistry and either Physics or Mathematics in the examination of HSSC or an equivalent 12th grade qualification recognized in Pakistan.

2) Merit Structure / Formulation and Calculation

The merit list will be structured as per the weightage given to the qualifications as under:

- | | |
|-----------------------|------------|
| a. SSC | 10% |
| b. HSSC or Equivalent | 40% |
| c. MDCAT | 50% |

3) Admission Process

The admission will be based on the merit as per the above criteria in line with PM&DC Regulations as under:

- a. The admission process will be conducted through online portal of KMU ie cas.kmu.edu.pk
- b. KMU will forward list of 100 students to JMC as per their merit list.
- c. The applicants will be given at least three working days to submit their fee which shall represent the acceptance of the offer by the student.
- d. After payment of fee, if there is any vacant seat, next student on the waiting list will be offered admission against such vacant seat by KMU.
- e. The College will complete its admissions of 100 seats **as per KMU admission policy.**
- f. The final list of admitted students shall be submitted to PM&DC online **after completion of admission by KMU.**
- g. As per PM&DC guidelines, the fee structure for the entire five years will be uploaded on the website.



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- h. Each year, the student must pay the fee timely or will be liable to a fine of 5% of the total fee.
- i. Fee concession will be as per PM&DC regulations.
- j. Limited numbers of merit scholarships are available.
- k. Hostel accommodation will be available on first come first serve basis.
- l. It is the responsibility of all applicant to visit the website www.jmcp.edu.pk
- m. All the selected applicant and their parents/guardians will be required to submit an affidavit on a Rs. 100/- stamp paper duly notarized by a notary, stating the acceptance of JMC required disciplinary, legal, financial responsibilities and all other rules and regulation specified in the college prospectus. **(Specimen of affidavit will be provided by the college).**
- n. Admission offer will remain conditional subject to verification of documents and deposit within the stipulated period.

GENEARAL PROVISION

PM&DC directives regarding admission issued from time to time will be followed. A strict **NO DONATION** policy is adopted.

4) Definition of Foreign Student and Pakistani Student


According to Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations 2022, foreign and Pakistan students are defined and the regulation for their fees are clearly stated as:

- a. "Foreign Student" means a student who is not a Pakistani student and holds only a Foreign Nationality.
- b. "Pakistani student" means a student who is a Pakistani national or defined as an Overseas Pakistani under applicable law and may hold dual nationality and may be resident or non-resident in Pakistan.
- c. Notwithstanding scholarships granted to a student, the College will charge the same fee to all Pakistani students. The College may charge a higher fee from a foreign student.

5) Fee Structure of the College: Attached as Annex-A

6) Important Note:

All current and subsequent Pakistan Medical & Dental Council and Khyber Medical University directives, rules, regulations and instructions will be followed in true letter and spirit.


Prof. Dr. Amir Khan
Principal & Dean
Jinnah Medical College Peshawar

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 **Budhai, Peshawar Motorways Toll Plaza, Peshawar, Pakistan**