

## **FOREWORD**

It is with great pleasure that I welcome you in Independent Medical College. Faculty members are the backbone of our medical college. We always look forward to our newly inducted faculty member as they bring with them a new ray of experience. You are the faculty who will teach the future physicians and this puts upon us a great responsibility to provide a fertile ground for developing faculty. The college strives to inculcate necessary ethics to ensure faculty of this college are professional, empathic, and responsible.

Wishing you the best in future.

**PRINCIPAL**

## **MISSION OF THE COLLEGE**

Our mission is to train future healthcare leaders with desire and skill to collaborate and innovate for the best of humanity

The guidelines are divided into following sections:

- IMC history
- Hierarchy of IMC
- Teaching/Educational activities
- Faculty Development
- Personal Tutorial System
- Parent Teacher Meeting
- Research and scholarship
- Patient care
- Services
- Promotions
- Facilities
- Mock drills
- Use and revision of Guidelines

## INTRODUCTION

The word independent embodies the philosophy of the idea which has transformed into Medical College. The vision was to nurture and develop independent thinking individuals. The idea was conceived by founder and chairman Professor Mohammad Shuja tahir. The dream was converted into reality with a team of renowned Medical teachers and specialists who shared the vision.

Independent Medical College has been recognized by the Pakistan Medical and Dental College for over a decade, covering our College of Medicine (M.B.B.S). Various Departments are accredited for training of FCPS part II with College of Physicians and Surgeons Pakistan.

This recognition gives our graduates full eligibility to take their education to the next level by completing further education and appearing in professional examinations on a global scale – a step many of our graduates have taken – in the US, UK, Europe, and more. These include all of the United States medical licensure examinations, Royal College of England medical certifications, as well as full clearance to appear in the National Dental Board (NBD) part 1 + 2 exams, to just name a few.

Our PMDC recognition also allows students, upon graduation, to obtain residency in medical facilities around the world so that students may utilize their degree and education to the maximum level.

Independent University Hospital (IUH) is the affiliated teaching hospital of Independent Medical College (IMC), Faisalabad-Pakistan . It is a tertiary care hospital with 600 beds located in the heart of thickly populated area the city of Faisalabad, Pakistan.

Provides 24-hour 7 days a week coverage for almost all the specialties. It provides both inpatient and outpatient services and is fully equipped with latest state-of-art diagnostics and highly skilled and competent healthcare professionals enabling it to provide affordable quality care to patients.

The hospital is approved by PM&DC for house job in various specialities. The hospital is licenced by Punjab Health Care Commission as a tertiary care hospital. The hospital is accredited for FCPS-II trainee in various disciplines. The hospital also has his own Nursing College & College of Paramedics for training of Allied health professionals.

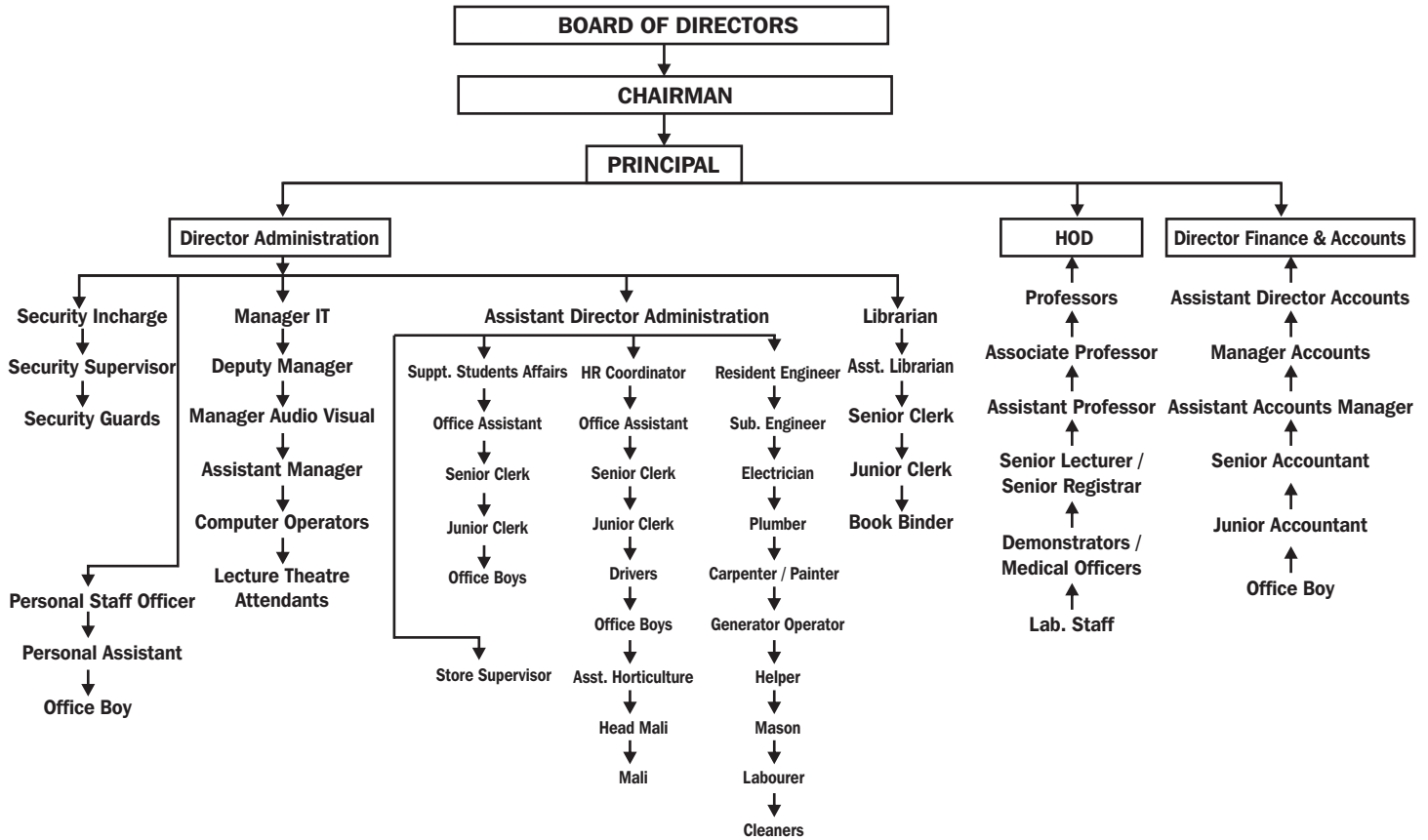
Independent University Hospital is providing health services to the community. Minimal invasive surgery and Endoscopy services are available at doorstep of local community. Diagnostic facilities such as MRI, CT Scan, Sonography and Digital X-Ray are also available. The maternal health services have a positive impact on maternal and child health of local community.

Independent University Hospital is working with the mission. **“CARING FOR LESS AFFORDING”**

Faculty is the foundation interwoven into the various aspects of the institution. At IMC we are proud to own our faculty and expect the same from the faculty. Faculty is not just a word but holds a sense of immense responsibility of grooming future professional physicians. Faculty is called upon to perform various roles in addition to designated activities, and it is uniqueness of each faculty which augments the institutional mission. These guidelines will help new faculty in settling in the institution, be useful for clarifying further promotions, tenure, personal and professional growth planning with regular discussion with mentors and departmental heads.

# HIERARCHY OF IMC

INDEPENDENT MEDICAL COLLEGE, FAISALABAD.



## **TEACHING/ EDUCATIONAL ACTIVITIES**

Teaching/educational efforts are required of all faculty with a title of Professor, Associate, Assistant professor or lecturer. Teaching activities include:

Instruction of medical graduates in classroom, small group, and laboratory settings including distance/continuing education Instruction/training of medical students, residents and fellows in the inpatient and outpatient clinical settings and Procedural areas.

Academic advertisement and mentoring for professional and doctoral students and post-doctoral trainees (if applicable) as well as supervision of thesis and dissertations, as chair or committee member.

All preparation for teaching and advising, including study to keep abreast of one's field with graduate and postgraduate teaching, residency and fellowship. Working on various committees of the college as desired by the academic council. According to consultancy level, faculty participate in the administrative responsibilities of respective department. In addition, diligent faculty is chosen to supervise canteen, hostel, store etc. matters.

All faculty members being recommended for promotion will be on the basis of required teaching experience as per PM&DC requirements. In addition, the Head of department's annual evaluation and letter supporting promotion/tenure will describe the faculty member's teaching contributions and position the candidate's accomplishments within the teaching duties and expectations of the department.

Consultants have an active role in participation of various academic activities of UHS and CPSP such as paper setting, assessment and result audit at both under and postgraduate levels. However though on formation, permission must be sought from the principal IMC before committing such activities.

Not only this, the consultants/specialists convene supervise and evaluate various research projects, this making a huge contribution in research and experimentation.

Faculty at IMC had an active role in formulation of curriculum at UHS. Number of faculty conduct various workshops within and outside the institution.

### **Personal tutorial system**

Every consultant is allocated a student batch of 8-12 made from a proportion of students from each class as part of personal tutorial system. The objective of the personal tutorial group meetings is to keep the faculty and students in contact with one another to promote mutual good feelings and understanding. A tutor looks personally into all difficulties of the students in the tutorial group such as academic, professional and personal. These are conducted once a month and are part of regular timetable.

### **Parent Teacher Meeting**

Students with weak academic record and/or low attendance (>75%) are marked. A meeting of these students and their parents is arranged with senior faculty of concerned subject. Faculty facilitates as to ways to improve student academic performance and/or low attendance.

## **FACULTY DEVELOPMENT**

IMC proudly facilitates faculty by grooming in them personal as well as professional growth plans. Various workshops have been conducted to achieve faculty development of present as well as newly inducted faculty such as mentoring, basics of IT, research and enhancing their class room management skills.

### **Research and Scholarship**

IMC strongly promotes faculty to carry out active research projects and improve upon themselves. Research includes laboratory, clinical investigation and discovery and scholarship in methodology, community sciences, educational methods, clinical practice, quality and safety (and other areas). Promotion will be awarded based on the mandatory requirements according to level of consultancy.

All research projects have to be reviewed by the Institutional Review Board. Assistance in research activities is currently provided in the department of medical education. IMC has its own research journal namely: The Professional Medical Journal. This is a monthly peer reviewed journal approved by PMDC and is in HEC X-category. It is published regularly for the last 25 years.

### **Patient Care**

The provision of clinical care in the inpatient, outpatient, accident and emergency, intensive care, and post-operative care as appropriate for one's training and post graduate qualification is critically important for the institution. IMC is affiliated with 600 bedded Independent university Hospital at 10 minute drive from the institution. College transport is available for official purposes.

### **Services**

All faculty members are expected to demonstrate professional attitude through service activities for their respective departments. Various services as mentoring of junior faculty, whereby two junior faculty are attached to a senior faculty member for purposes of guidance, improvement of teaching skills, personal and professional growth plans. Faculty members contribute to the operation, development and improvement of their department and participate (if applicable) in the committees and governance of national societies as well as the committees advisory to the institution. They carry out creative scholarly contributions to the administrative discipline with presentations inside /outside about the educational and patient care missions of the institution.

### **Promotions**

All faculty members need to complete the requirements of the designation for promotion according to the tenure guidelines set out by PM&DC ([http://www.pmdc.org.pk/Portals/0/Guidelines And Criteria/CRITERIA.pdf](http://www.pmdc.org.pk/Portals/0/Guidelines%20And%20Criteria/CRITERIA.pdf)). Promoted faculty will be accommodated on the availability of seat in available post in the institution.

## **LEAVE RULES FOR COLLEGE STAFF**

Leave cannot be claimed as a right. It is a privilege and sanction of leave depends on the discretion of competent authority. The competent authority will weigh the compassionate reasons and requirement of services and then apply his discretion while sanctioning leave.

### **CASUAL LEAVES**

24 days casual leave in a calendar year is allowed to college employee. Ordinarily upto 3 days casual leave will be sanctioned. However, as a special case, this limit of 3 days can be extended.

All these leaves will be debited to earned leave account. If no earned leave is due the leave will be sanctioned without pay. Earned leave shall be applied well in time and will not be availed without sanction.

### **VACATION (Vacation will be allowed after one year's services)**

- Summer Vacation - 3 Weeks
- Spring Vacation - One week
- Winter vacations - One week

### **GAZETTED HOLIDAYS**

- Gazetted Holidays - as per Government schedule

### **STUDY LEAVE**

Two years study leave without pay will be granted to the employee nominated by the College provided his/her service is four years or above.

### **MATERNITY LEAVE**

- A female employee during service will be entitled for 40 days maternity leave without pay.

## **FACILITIES**

The institute offers following facilities to the faculty:

### **Administrative Section**

The Administrative Section of IMC is located in the main college building. This section is headed by Director Administration who works under the guidance of Principal, IMC. This section comprises of HR Section and Students Section. The HR Section is supervised by Superintendent Senior Officer and deals with administrative affairs, record keeping, disciplinary matters of faculty and also building maintenance. Students Section is supervised by Superintendent Students Section and facilitates the students in solving their problems relating to college and university and deals with all academic and disciplinary matters.

Human Resource Department is well established catering to the required needs of the institution in hiring faculty, staff, maintaining their CV records and guide faculty in their registration with PM&DC.

### **Accounts Department**

The Accounts Department is located in the main building. This department is headed by Director Finance & Accounts who work under the guidance of Principal, IMC. The Accounts Department deals with all financial matters relating to the faculty and the students. Each section has branch in Hospital Administration block for facilitation of clinical departments.

### **Lecture Halls/Auditorium**

The college is proud to have fully air conditioned lecture halls and one auditorium with seating capacity of 200 and upto date audio visual facility.

### **Learning and Resource Center**

The college has a spacious air-conditioned learning and resource center with covered area of 5000 sqft consisting of a fully equipped library, reference, and book binding sections. The library is fully equipped to cater to the needs of faculty with more than 1000 books, including reference and lending and more than 200 bound journals on different subjects. There are approximately 2894 online journals and other medical literature. The lending section can accommodate 60 persons and reference section has a seating capacity of 12 users.

A separate library is functioning in Independent University Hospital, with availability of more than 700 books on different subjects. Digital library access facility is also available with 20 stations and 75,000 online journals.

### **Department of Information Technology (IT)**

The college has an excellent IT Department with a state of art Research & Resource lab. It provides digital library facility for students, and faculty members. IT Department provides high speed internet facility for downloading journals, articles & research material. Wi-Fi facility is available in all departments of the college and Independent University Hospital. Printing and scanning facility is available in the IT Department.

### **Transport System**

In addition to excellent academic environment, the college transport system has 2 buses and one van which cater the needs of the commuters. All the vehicles are driven by experienced drivers providing door to door pick and drop for faculty and students.



**Security**

Ten Security Guards and one Security Supervisor have been appointed for round the clock security of the college. It is expected by faculty to show respect and empathy to these security guards who guard them at the risk of their lives.

**Standby Generators**

Two standby generators are available in college for an uninterrupted electricity supply during load shedding.

**Daycare Facility**

Mainly for faculty as well as staff daycare facility is available in the Independent University Hospital. Proper trained staff takes care of the children, and a nominal fee is charged.

**Mock Drills**

Mock drills for fire and terrorist attack are carried out and faculty are assigned different roles which require serious and professional attitude.

**Use and Revision of Guidelines**

Each faculty member have access to the guidelines on the official college website. Each faculty member has the responsibility to complete all elements of the promotion and provide accurate personal and professional information. These guidelines are reviewed regularly and updated modifications.

**Independent Legal Form**

Each faculty member gets membership of Independent Legal Forum. This provides them legal assistance as and when required.

**Contact**

175-Jinnah Colony, Faisalabad.

**Ph:** 041-2617122-24, 2618283

**Fax:** 041-2623413

**e-mail:** principal@imc.edu.pk

**web:** www.imc.edu.pk