

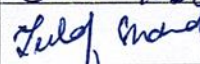
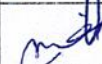
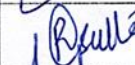
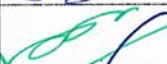
	Document Name	Policy for Electives
	Document Number	JMDC / Policy / PoE / 25-13

JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Electives Department of Student Affairs

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	MS. DEBRA LOBO	VICE PRINCIPAL (MEDICAL COLLEGE)		05/07/2025
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REVIEWED BY:	PROF. DR ATIF MEHMOOD	PRINCIPAL (MEDICAL COLLEGE)		
	PROF. DR M JUNAID LAKHANI	PRINCIPAL (DENTAL COLLEGE)		
APPROVED BY:	ACADEMIC COUNCIL			
REVISION NO:	01			
DATE OF LAST REVISION:				

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	Document Name	Policy for Electives
	Document Number	JMDC / Policy /PFSA /25-13

DATE OF LAST REVISION:				
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DISTRIBUTION LIST:

The following personnel are on the controller distribution list:

- Principal
- Vice Principal
- HODs of Teaching Departments
- Student Affair
- Medical education

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1. INTRODUCTION:

Jinnah Medical & Dental College has been affiliated with the University of Karachi for the batches of students admitted from 1998-2014. For Batches admitted from 2015 onwards, JMDC became affiliated with Jinnah Sindh Medical University (JSMU). Both are public sector Universities and do not have a policy of student electives as part of the formal curriculum.

Jinnah Medical and Dental College encourages and facilitates students to do electives during their breaks. Neither KU nor JSMU has an academic schedule which is published for the entire academic year in advance. The academic schedule which is published, often changes several times during the course of the year which makes it challenging for our students to plan and apply for electives.

2. POLICY STATEMENT:

The policy of Jinnah Medical and Dental college is to encourage medical students to take up electives during summer vacation or any other time outside of regularly scheduled classes and clinical rotations. Pre-clinical students (ie First and Second Year) are encouraged to pursue electives in research. Third-Final year students may pursue clinical electives. The college facilitates choice of electives in Pakistan or abroad by providing any documentation required by the institute offering the elective, including No Objection Certificates and completion of individual institution forms.

3. SCOPE:

All JMDC students

4. RESPONSIBILITY:

1. Students
2. Principal
3. Vice Principal
4. Medical Education Department

5. AREAS OF ELECTIVE ACTIVITIES:

- National Medical Institutions
- International Medical Institutions

6. ELIGIBILITY: All students enrolled at JMDC.

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7. PROCEDURE:

• ORGANIZATION FOR ELECTIVES

Elective activities may be attended in Pakistan or abroad during student vacations or any other time JMDC classes and clinics are not scheduled, such as evenings or weekends.

The Student Affairs Department with full support of Department of Medical Education at Jinnah Medical and Dental College:

1. Ensures proper planning and implementation of Elective activities for students.
2. Makes information available regarding electives being offered in various institutions.
3. Provides No Objection Certificates (NOCs) as required by individual institutions where students will do electives.
4. Provides facilitation to JMDC students for issues related to academics and Elective activities.

• AUTHORIZATION FOR ELECTIVES

Students going for electives must apply through the Student Affairs Office for an NOC for the proposed elective by lodging their request in an Elective Request Log in the Student Affairs Office. They may also make the request through email to SAOffice@jmc.edu.pk and their request will be entered into the Log by the Student Affairs Office. If a specific institution has their own form that must be filled, students will submit those forms for endorsement when they register their request in the Log. Students can collect any required documents three working days after registering their request. The NOC or Institution form will be signed by the Principal or Vice Principal.

A sample of the Elective Request Registration Form is attached.

• FACILITATION:

JMDC signed a formal agreement with Vanderbilt University Hospital in Nashville, TN for our students to do electives, but the student must meet all Vanderbilt University requirements, including securing an appropriate visa as necessary.

JMDC facilitates students in doing electives abroad by completing any documentation required by individual institutes.

• EXPECTATION OF FUTURE PERFORMANCE:

Students doing electives must attend all regularly scheduled JMDC classes and clinics. They must still meet the eligibility requirements (75% attendance with 40% aggregate marks in all Module Tests) to sit in Annual Professional Examinations at the end of the Academic Year.