

Lahore Medical & Dental College



Institutional Autonomy & Academic Freedom

STANDARD INSTITUTIONAL AUTONOMY

Institutional autonomy LMDC mean absence of government and bureaucratic interference in directing institutional affairs such as those relating to framing rules and regulations pertaining to the institution; recruitment; academic programs; research funding. Chairman & CEO, LMDC formulates policies which are translated through Vice chancellor office.

Role of Head office

Dental college, Lahore Medical and Dental College is administered by a Principal who will be appointed by the governing body. He will be helped by Vice Principal, HOD of basic sciences, HOD of clinical sciences and the academic council.

ROLE of Chairman / CEO

1. Shall take guidance from the PMDC which was established by government Ordinance, 1961 (XIII of 1961) in all other matters and adopt them selectively.
2. Board shall be responsible for oversight of the medical and dental institution and shall follow formal policies and procedures to avoid the impact of conflicts of interest of members in the operation of the institution , its associated hospitals

3. Teaching faculty and Administrative staff will be approved by CEO on the recommendation of respective college Principal as duly authorized by the governing body.
4. The governing body shall approve /sanction the annual budget and it may give the Principal appropriate financial autonomy, authority and control over the college and its attached teaching hospital, so that he can function as the chief executive of the institution
5. The governing body will approve extension /improvement/increase in the infrastructure, faculty and administrative staff of the institution according to the needs.

THE ACADEMIC COUNCIL

Constitution of the Academic Council

The academic council will be comprised of all the Professors and Head of various basic medical sciences and clinical sciences Departments. The principal of the respective institution will be the chairman of the academic council.

Role of the Academic Council

Keeping in view the curricula and syllabi approved by the PM&DC and University of Health Sciences, Lahore, the Academic Council shall determine institutional academic policies, curricular delivery techniques and shall be responsible to provide appropriate teaching facilities and patient access with clear learning objectives in each discipline and shall function as a supervisory and oversight body.

1. The Academic Council shall meet often enough for all members' of the Academic Council to have the opportunity to participate in the discussion about academic policies and practices.
2. The academic council will make sure that institution shall publish an annual report of all its activities, with chapters by each department, and provide a copy to the PM&DC.
3. The academic council will promote the recreational and extracurricular activities including sports for the students.
4. The academic council will determine the standards of conduct for the teacher-learner relationship, and develop mechanisms for proper and due implementation of these standards.
5. The academic council will communicate to all faculty and students its standards and procedures for the evaluation, advancement, and graduation of its students and for disciplinary action.
6. The academic council will make sure that no political/partisan activity, in any form is to be undertaken by any student or any faculty member
7. The academic council will set the standards of achievement in all disciplines. The Council will make sure that the heads of all teaching departments of all courses design and implement a system of formative and summative evaluation of students achievement as per guidelines of PM&DC and University of Health Sciences, Lahore.
8. The academic council will make sure that the programs of medical education leading to the MBBS/ BDS degree are to be conducted in an environment that fosters the intellectual challenge and spirit of inquiry appropriate to a community of scholars.

ROLE OF THE PRINCIPAL

The Principal will

1. Carry out all academic, administrative and financial responsibilities according to the guidelines provided by the PM&DC and University of Health Sciences, Lahore
2. Represent the College at Institutional Management Council and other necessary forums.
3. Perform all academic duties entrusted to him by the governing body.
4. He/she will have financial autonomy, as decided by the Board.
5. Draw, promulgate and execute the detailed teaching program for students in accordance with the decisions of the College Academic Council and guidelines/instructions of the Pakistan Medical & Dental Council.
6. Approve the agenda of the meetings of the college academic council.
7. The Principal will sign and issue academic certificates in respect of the students.
8. Preside over the various academic functions of the college.
9. Be responsible for the compilation of all medical education and research in the institution.

10. Carries out all other duties that may be assigned to him from time to time by the Governing body.

VICE PRINCIPAL

Role of Vice Principal

1. Vice Principal will discharge the duties of Principal whenever the principal is on leave or not available because of official engagements.
2. He/she will assist the principal in the smooth running and functioning of the institution.

HODs BASIC MEDICAL SCIENCES

1. He/she will be responsible for the punctuality of all staff of the college
2. He/she will ensure that teaching schedules are being carried out in the college properly.
3. He/she will ensure to regularly obtain students' feedback regarding their course content and effective delivery of curricula and syllabi by the teachers.

HODs CLINICAL SCIENCES

1. He/she will ensure that proper teaching schedule has being carried out in the affiliated/attached hospitals for the students studying in the college.
2. He/she will ensure that the students perform their clinical duties.

ROLE AND DUTIES OF FACULTY

1. To make teaching programs and schedules and to ensure effective delivery of education in various disciplines and subjects in accordance with the guidelines provided by PM&DC and University of Health Sciences, Lahore.
2. To execute regular, periodic evaluation of students which would include preparation of question papers, marking of answer books, and conduct oral and practical examinations.
3. To regularly send the records of attendance and academic performance of the students to the concerned Principal.
4. To keep vigilance upon the character and conduct of the students and to report any instance of misconduct or indiscipline by any student to the office of the Principal.