

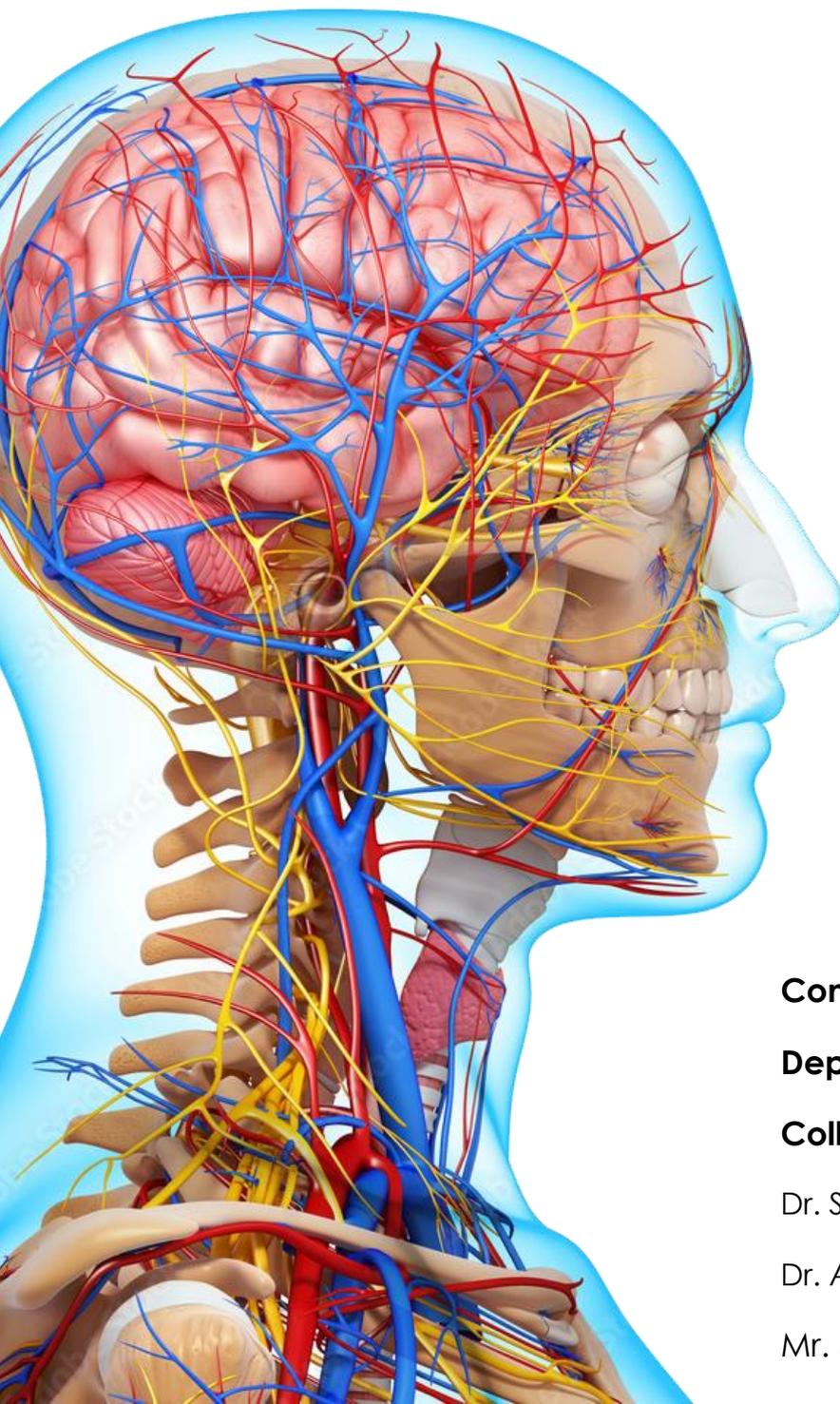


STUDY GUIDE – 2026

First Year BDS

Batch- XXVII (27)

“Heartfelt gratitude to all departments for supporting and collaborating efficiently for compiling of this study guide“



Compiled by:

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College of Dentistry

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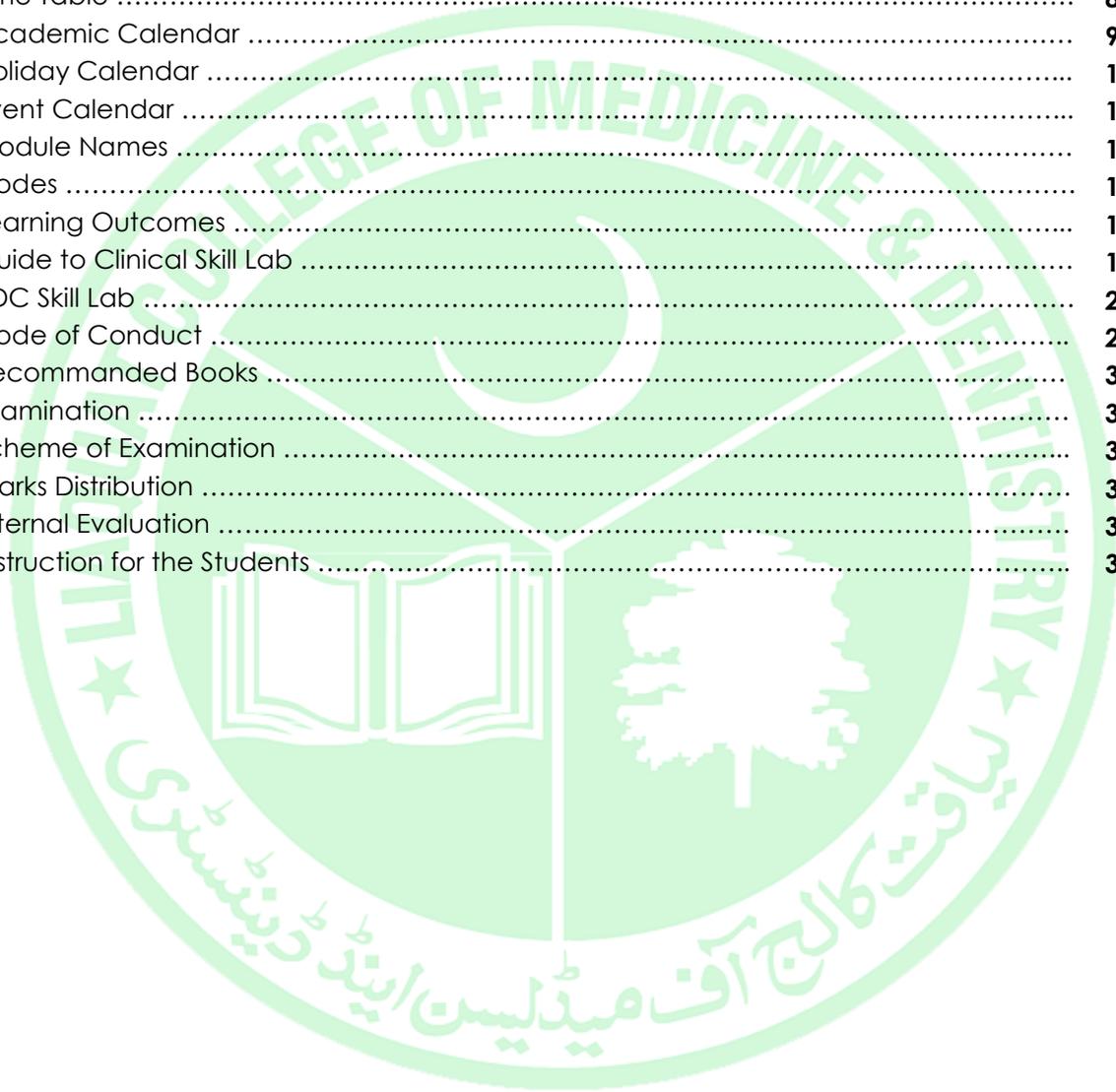


LIAQUAT COLLEGE OF MEDICINE AND DENTISTRY
DEPARTMENT OF HEALTH PROFESSIONS EDUCATION
COLLEGE OF DENTISTRY



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How is Study guide going to help you?

- ❖ A study guide serves as a comprehensive tool for both learners and facilitators to enhance learning experience by offering direction, organizing academic information, and identifying essential resources. Its primary goal is to optimize individual academic outcomes by providing:
 - Clear details on the academic calendar and administrative procedures for effective communication and support.
 - Defined learning objectives aligned with teaching methodologies, and assessment strategies for each subject to guide students towards their educational targets.
 - Accessible learning resources such as textbooks, and supplementary materials.
 - Guidance on continuous evaluation (internal evaluation) and important instructions.

Vision:

The vision of LCMD is to be an outstanding institution that produces health care providers that are exemplary. Community based, and in alignment with the National Health Policy of Pakistan.

Mission Statement (COD):

To produce outstanding, compassionate, and skillful graduates in the field of dentistry, who practice evidence-based dentistry, professionalism, leadership, advocacy, social responsiveness and are life-long learners.



Program Competencies:

The LCMD BDS program competencies are aligned with those of PMDC's competencies for dental graduates.





Program Learning Objectives

Demonstrate a high level of clinical proficiency in performing a wide range of dental procedures including diagnosis, treatment planning and execution of dental treatments

Provide patient-centered care, showing empathy, compassion and respect for patients' needs and concerns, and effectively communicate treatment options and plans

Adhere to the highest ethical standards in dental practice, maintaining integrity, honesty and confidentiality while fostering trust and professionalism in their interactions with patients and

Actively engage in their local communities to promote oral health awareness, provide dental care to underserved populations, and contribute to the betterment of oral healthcare on a broader scale

Exhibit a commitment to lifelong learning by actively engaging in continuing education, staying current with advancements in dental science and technology, and seeking opportunities to enhance their skills

Assume leadership roles with in their dental practices or in dental organizations, as well as collaborate effectively with other healthcare professionals to ensure comprehensive patient care

Critically evaluate and apply scientific research to their clinical practice ensuring evidence-based decision making and continuous improvement in patient care

Possess basic knowledge and skills in practice management, including financial management, regulatory compliance, and ethical billing practices

Demonstrate strong communication skills, both with patients and within the dental team, fostering effective teamwork and patient education

Strive to achieve positive patient outcomes, including improved oral health, patient satisfaction, and the prevention or early detection of dental diseases



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Program Outcomes	
1.	Demonstrate proficiency in the use of dental instruments and equipment, required for dental procedures.
2.	Identify common dental conditions and diseases.
3.	Formulate comprehensive treatment plans for patients, considering their oral health status and individual needs.
4.	Develop the ability to prioritize and sequence dental treatments effectively, considering both immediate and long-term oral health goals.
5.	Provide compassionate and empathetic care, acknowledging the physical and emotional needs of patients.
6.	Implement the concept of informed consent, ensuring that patients are well-informed about their treatment options and have the opportunity to provide their consent or refusal.
7.	Engage in self-reflection and continuous improvement of their patient-centered care and communication skills
8.	Consistently make ethical decisions in their interactions with patients, colleagues, and the broader dental community.
9.	Maintain strict patient confidentiality, respecting the privacy and security of patient information and medical records.
10.	Demonstrate appropriate professional boundaries in their relationships with patients and colleagues.
11.	Demonstrate the ability to assume leadership roles within dental practices or dental organizations.
12.	Provide ethical and moral leadership, upholding the highest standards of integrity and professionalism in their roles.
13.	Commit to ongoing professional development and leadership training to refine their leadership and collaboration skills over time.
14.	Develop a strong commitment to lifelong learning, recognizing that dentistry is a dynamic field that requires ongoing education.
15.	Stay informed about the latest advancements in dental science, technology, and treatment options.
16.	Actively participate in continuing education programs, workshops, and seminars to stay current with best practices and evolving standards in dentistry.
17.	Keep up-to-date with advances in dental technology, and effectively and safely integrate these tools into their practice.
18.	Actively participate in and lead community outreach programs and events aimed at promoting oral health awareness, preventive care, and healthy oral hygiene practices.
19.	Proficient in delivering effective oral health education to community members of all ages, focusing on prevention and maintaining good oral hygiene practices.
20.	Aim for long-term community impact by establishing sustainable programs, initiatives, or partnerships that continue to promote oral health awareness and access to care.
21.	Engage in self-reflection and evaluation of their community engagement efforts, seeking continuous improvement and increased effectiveness.
22.	Develop strong research literacy, which includes the ability to locate, critically evaluate, and understand scientific literature relevant to dentistry.
23.	Consistently make clinical decisions based on the best available scientific evidence, using research findings to guide patient care.
24.	Integrate evidence-based findings into their clinical practice, adapting treatment plans and approaches as new research emerges.
25.	Practice research ethics, including the responsible conduct of research, informed consent, and the protection of human subjects in dental research.
26.	Engage in lifelong learning by continuously updating their knowledge of research methodologies and staying informed about the latest research trends in dentistry.



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27.	Demonstrate proficiency in managing the financial aspects of a dental practice, including budgeting, financial planning, and expense control.
28.	Practice intricacies of billing and coding for dental services, ensuring accuracy and compliance with insurance and regulatory requirements.
29.	Well-versed in dental practice regulations, including those related to licensure, accreditation, and quality assurance.
30.	Commit to ethical billing practices, avoiding overbilling or unnecessary procedures and ensuring transparency in financial transactions with patients.
31.	Proficient in communicating effectively with patients, using clear and empathetic language to explain diagnoses, treatment options, and post-treatment care instructions.
32.	Excel in communicating and collaborating with other members of the dental team, including dental assistants, hygienists, and administrative staff, to ensure seamless patient care.
33.	Educate patients about oral health, prevention, and treatment options in a clear and understandable manner, using various educational materials and tools.
34.	Prioritize and demonstrate their commitment to improving the oral health of their patients by providing evidence-based and effective dental care.
35.	Excel in the prevention and early detection of dental diseases, promoting regular check-ups, screenings, and preventive measures to minimize the impact of oral health issues.
36.	Prioritize patient comfort and satisfaction, ensuring a positive and comfortable experience during dental procedures.
37.	Actively promote preventive education and awareness to help patients understand the importance of maintaining good oral hygiene and the prevention of dental diseases





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FIRST YEAR BDS FACULTY & ADMINISTRATION

Department	Faculty Name	Designation	Email Address
Anatomy	Prof. Dr. Saad Usmani	Head of Department	msaadusmani786@gmail.com
	Dr. Nimra Noureen	Lecturer	nimranoreen@gmail.com
	Dr. Andaleeb Zehra	Demonstrator	andaleebzehra4@gmail.com
Physiology	Prof. Dr. Nusrat Zareen	Head of Department	drnusratzareen94@gmail.com
	Dr. M. Sarmad Khan	Demonstrator	m.sarmad097@gmail.com
	Dr. Jamzadi	Demonstrator	jamzadiqazi@gmail.com
Biochemistry	Dr. Fauzia Perveen	Head of Department	fauzehmani@gmail.com
	Dr. Syeda Zoha Naqvi	Demonstrator	drznaqx21@gmail.com
	Dr. Sidra Ahmed	Demonstrator	sidra4639@gmail.com
Oral Biology	Dr. Syed Abul Faraz	Head of Department	farazsyed700@gmail.com
	Dr. Sadaf Mashood	Assistant Professor	sadaf.asrar4@gmail.com
	Dr. Duaa Ali	Demonstrator	duaasaqib0332@gmail.com
	Dr. Wajida Jawed	Registrar	wajida.jawed@gmail.com
	Dr. Mahnoor Zahid	Demonstrator	mahnoorzahid.mz@gmail.com
Student Affairs	Prof. Dr. Irfan Ashraf	Head Of Department	irfan.ashraf@lcmd.edu.pk student.affairs@lcmd.edu.pk
	Dr. Arifa Haque	Coordinator	arifahaque06@gmail.com
Administration	Mr. M. Shahbaz Khan	Assistant Manager	admin@lcmd.edu.pk shahbaz.khan@lcmd.edu.pk
Examination	Prof. Dr. Irfan Ashraf	Controller Examination - COD	examinationlcmdcod@gmail.com
	Dr. Asad Farooq	Deputy Controller - COD	
	Dr. Laraib Sagheer	Coordinator - COD	
DHPE	Dr. Sabaa Shahid	Incharge	dhpelcmd@gmail.com
	Dr. Ayesha Khurram	Lecturer	ayesha.khurram14@gmail.com



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CURRICULUM COMMITTEE – BASIC SCIENCES

Prof. Dr. Nusrat Zareen

Chairperson Curriculum Committee Basics Sciences

Dr. Seema Imtiaz

Secretary Curriculum Committee Basics Sciences

Dr. Muhammad Sarmad Khan

Coordinator Curriculum Committee Basics Sciences

Members:

Prof. Dr. Asiya Rehman

Professor - Pharmacology

Prof. Dr. Saad Usmani

Professor - Anatomy

Prof. Dr. Shahid Zafar

Professor - Pathology

Dr. Asad Farooq

Associate Professor - Dental Materials

Dr. Anjum Fahad

Assistant Professor- Community Dentistry

Dr. Syed Abul Faraz

Assistant Professor - Oral Biology

Dr. Fauzia Perveen

Associate Professor – Biochemistry

Dr. Sabaa Shahid

Incharge - DHPE-COD

Coopted members:

Prof. Dr. Irfan Ashraf

HOD - Student Affairs & Examination

Dr. Asma Shahid

Incharge - QEC-COD

Representatives from Junior Operative Dentistry & Junior Prosthodontics

Class Representatives from 1st & 2nd Year BDS

Email Address: ccb.bs@lcmd.edu.pk



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TIME TABLE

WEDNESDAY 18-2-2026	Commencement Day & White Coat Ceremony Auditorium (6 th Floor) 10:00 am -11:30 am				
THURSDAY 19-2-2026	Student Affairs 8:30-9:30 Policies & Protocols Dr. Arifa Haque	Research 9:30-10:30 Importance of Research in Health Dr. Amna Rehman/ Dr. Samreen Malik	Examination 10:30-11:30 Examination Policies & Protocols Dr. Asad Farooq	DHPE 11:30-1:00 Introduction to Study Guide Dr. Sabaa Shahid	
	Biochemistry Importance of Biochemistry in Dentistry Dr. Fauzia Parveen	Anatomy Introduction to 1 st year BDS curriculum Prof Dr. Irfan Ashraf	Oral Biology Introduction to 1 st year BDS curriculum Dr. Abul Faraz	Physiology 11:30-12:30 Importance of Physiology in Modern Dentistry & Medicine + Introduction to 1 st year BDS curriculum Prof. Dr. Nusrat Zareen	Skills 12:30-1:00 Introduction to Skill Lab Dr. Amna Rehman
FRIDAY 20-2-2026	Dr. Wajida Jawed (Coordinator) 1 st professional BDS				
Lectures will be conducted in Lecture Hall # 1 (3 rd Floor)					





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ACADEMIC CALENDAR – FIRST YEAR BDS





HOLIDAY CALENDAR

Pakistan Day	23 rd March, 2026
*Eid-ul-Fitr	19 th , 20 th & 21 st March, 2026
Labour Day	1 st May, 2026
*Eid-ul-Azha	26 th , 27 th & 28 th May, 2026
*Ashura	25 th & 26 th June, 2026
*Chehlum	4 th August, 2026
Independence Day	14 th August, 2026
*Eid Milad un Nabi	29 th or 30 th August, 2026
Allama Iqbal Day	9 th November, 2026
Quaid-e-Azam Day	25 th December, 2026
<p>*Holidays subject to sighting of Moon Note 1: All gazette holidays will be observed Note 2: Principal can make amendments in the Academic Calendar if the need arises.</p>	



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EVENT CALENDAR

S. No	EVENTS
1.	Welcome Breakfast
2.	14 th August Celebration
3.	Dental Digital Photography & Art / Literature Fest
4.	Annual Student Week (Sports, English/Urdu Debate, Qirat & Naat)
5.	Defence Day Celebration
6.	Annual Picnic & Gala
NOTE - THE CALENDAR IS TENTATIVE AND IS SUBJECT TO CHANGE AS PER THE INSTRUCTIONS OF COMPETENT AUTHORITIES	



INTEGRATED MODULAR DENTAL CURRICULUM



MODULE NAMES	
1.	Foundation
2.	Neuromusculoskeletal
3.	Blood
4.	Cardiovascular System (CVS)
5.	Respiratory
6.	Gastrointestinal Tract (GIT)
7.	Central - Nervous System (CNS)
8.	Special Senses
9.	Kidney & Body Fluids
10.	Endocrinology





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CODES			
Subject Name		Abbreviations	Color Codes
ANATOMY	Anatomy Lectures	A	
	General Anatomy	A(Gn)	Navy Blue
	Gross anatomy	A(Gr)	Black
	Histology	A(H)	Light Pink
	Neuro - Anatomy	A(NA)	Red
	Embryology	A(E)	Brown
	Histology Practical	A(P)	Light Pink
PHYSIOLOGY	Lecture	P	Green
	Practical	P(P)	
BIOCHEMISTRY	Lectures	B	Light Blue
	Practical	B(P)	
ORAL BIOLOGY	Oral Biology	O	Purple
	Tooth Morphology	T	Dark Pink



LEARNING OUTCOMES



HUMAN ANATOMY	
At the end of the course students will be able to...	
Knowledge:	Describe basic structural and functional features of the major organ systems within the human body. Correlate specific structural features of human cells, tissues, organs and systems of the human body with their normal functions, and identify the changes that occur during human development, ageing and disease.
Skills:	Develop and display the motivation necessary for ongoing independent learning. Perform various practical sessions under the supervision.
Attitude:	Display collaboration with other students in classroom/tutorials session or activities.

PHYSIOLOGY	
At the end of the course students will be able to...	
Knowledge:	<ol style="list-style-type: none">1. enhanced knowledge and appreciation of mammalian physiology;2. Describe the functions of important physiological systems including the cardio-respiratory, renal, reproductive and metabolic systems;3. Explain how these separate systems interact to yield integrated physiological responses to challenges such as exercise, fasting and ascent to high altitude, and how they can sometimes fail; Recognize and identify principal tissue structures.
Skills:	Perform, analyze and report on experiments and observations in physiology; Student Learning Outcomes
Attitude:	Observe safe practices in the laboratory, follow proper procedures and regulations for safe use and disposal and respond to emergencies in the laboratory. Work collaboratively with members of a team in classroom and/or laboratory activities.



ORAL BIOLOGY	
At the end of the course students will be able to...	
Knowledge:	<ul style="list-style-type: none">• Define the different parts of the oral cavity• Describe macro and micro anatomy of the teeth• Select the appropriate tooth identification system needed in any dental practice• Define the anatomical landmarks of the crowns of teeth• Draw and describe the morphological feature of different type of teeth and their pulp cavities• Identify both deciduous and permanent teeth and memorize the chronology• Describe the anatomical changes induced in the mandible by age• State the significance of physiologic tooth form in protecting the periodontium.• Describe the different curves to which the arrangement of teeth confirms• Describe the relation of maxillary and mandibular teeth in normal centric occlusion, as well as during different mandibular movements
Intellectual Skills:	<ul style="list-style-type: none">• Differentiate between the deciduous and permanent human teeth• Predict the approximate age of a human being according to the condition of his or her teeth• Distinguish any abnormalities in human teeth as well as in their occluding relationship
Professional & Practical Skills:	<ul style="list-style-type: none">• Draw the morphology of different types of human teeth• Create the normal shape and size of different permanent human teeth by carving



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BIOCHEMISTRY	
At the end of the course students will be able to...	
Knowledge:	Demonstrate an understanding of fundamental biochemistry principles, including topics specific to chemistry and biochemistry.
Skills:	<p><u>Problem Solving Skills:</u> Design, carry out, and record the results of chemical and biochemical experiments using classical techniques, modern instruments, and/or computers, then analyze those results to draw reasonable, accurate conclusions.</p> <p><u>Chemical Literature Skills:</u> Employ modern library search tools to locate and retrieve scientific information about a technique, or topic relating to biochemistry.</p> <p><u>Laboratory Safety Skills:</u> Observe safe practices in the laboratory, follow proper procedures and regulations for safe use and disposal of chemicals, and respond to emergencies in the laboratory.</p> <p><u>Communication Skills:</u> Communicate biochemical concepts and experimental results through effective written and oral communication.</p>
Attitude:	Work collaboratively with members of a team in classroom and/or laboratory activities



GUIDE TO CLINICAL SKILL LAB (COD)	
Introduction	<p>Clinicians are defined by their skill sets. From listening to procedures the continuum of skills that are garnered by learners and dental students are myriad. We believe learning is a life-long process. The emphasis on skill acquisition is one of the key features of the competency based curriculum and in many ways is its soul. The competency based undergraduate curriculum provides a framework for learning and assessing skills. The Clinical skill laboratory provides a supportive environment in which learners can acquire and practice skills and be observed and assessed.</p> <p>As well as promoting personal professional development, PDC aims to maintain and develop competencies (knowledge, skills and attitudes) of the individual student and health care worker, essential for meeting the changing needs of patients and the health care delivery system, responding to the new challenges from the scientific development in medicine and dentistry, and meeting the evolving requirements of society.</p>
Vision	The Clinical Skill Laboratory will be a local center of excellence and innovation for health care simulation, education, acquisition of skills, research, and health system integration to ensure patient safety
Mission	The Clinical Skill laboratory mission is in accord with the mission of College of dentistry (LCMD). The Clinical Skill laboratory will provide a replica of the patient care environment where students can apply cognitive, psychomotor, and affective skills and instructors can facilitate learning and objectively measure student performance and competency
Goals	<ul style="list-style-type: none"> • The goal of skill lab is to create an artificial replication of the real world situation in which students can gain knowledge and psychomotor skills and be able to critically think through complex scenarios in a safe and non-threatening environment. • Develop new technical skills and refresh current competencies • Playing a critical role in shaping patient safety initiatives by national and institutional assessment of needs for simulation-based education • Keep up-to-date on best practices • Learn how to incorporate the latest technologies, new learning methods and educational strategies into teaching. • Explore inter-professional education • Establishing local, regional and national partnerships • Advancing the field of health care simulation through research and dissemination of our work in relevant local, regional and national forums • Targeting multi-disciplinary health care teams, helping all members understand their roles and communicate effectively
Skills Lab Protocols For	<ul style="list-style-type: none"> • Information shall be forwarded to all students regarding respective skill session a week prior through timetable.



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Students	<ul style="list-style-type: none"> • Punctuality and regularity is mandatory for all the students. • Students are bound to follow safety guidelines of skill lab • Student should follow the infection control protocols. All students should wear face masks in Skill lab premises and maintain social distancing. • Logbook should be filled by students at the end of each session and should be signed by their respective supervisor/instructor • At the end of session final assessment of the student should be done through questionnaire/test and attendance will be marked after clearing it. • The attendance of the sessions will be counted in internal evaluations • At the end of the session, students should be provided with the feedback forms in which they give feedback 	
Skills Lab Safety Guidelines	<ul style="list-style-type: none"> • The following guidelines for the smooth running of Skills and Simulation lab are presented and the students are expected to follow these. • All students are encouraged to follow infection control protocols. • All students are directed to keep all their belongings in a separate area dedicated for this purpose. • No student is allowed to use mobile phones into the learning area of skills lab. • They are strictly prohibited to write anything on the manikins, tables, walls and blends etc. • Needles and blades used in skills lab should not be reused and should be disposed of in the nearest sharps container. • Soiled linen should be immediately sent to laundry. • All tubes, catheters, dressings, tape, etc. must be removed and the area cleaned appropriately upon completion of simulated exercises. • Manikins are to be left on the tables and not moved unless directed by the instructor. • All drainage bags must be emptied, disposed of or cleaned appropriately for later use. • Students who use the skills lab will keep the confidentiality and privacy of manikins. This rule will apply to all students who want to enter and use the skill lab manikins and any violation will result in disciplinary action against that student. • Students are not to be left unattended by faculty or staff at any time. • The doors to skills lab should be locked at all times when not in use. • A first aid kit will be available all the time in the skill lab to be used in case of any injury to the student or faculty. • No food and drinks will be allowed in skills lab. • Students, staff and faculty must be aware that some of the equipment and supplies in the skill lab contains latex. Those with a known sensitivity / allergy to latex should contact the Director or coordinator. All users who suffer from a latex sensitivity / allergy should familiarize themselves with the policy and take precautions while using or handling latex parts by wearing non-latex gloves. • Unauthorized persons are not allowed in the labs at any time. • In case of any needle stick injury, they will report immediately to instructor/coordinator/staff and follow the guide lines. 	
Nominated Faculty	Coordinator PDC (Skill Lab) COD	Dr. Amna Rehman (Assistant Professor Oral and Maxillofacial Surgery)
	Members	Dr. Samer (Instructor Skill Lab)



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PROFESSIONAL DEVELOPMENT CELL (SKILL LAB)				
Competencies	Learning Objectives	Teaching & learning Activities	Assessment tools	Outcomes
Hand Washing	At the end of the session student of first year BDS, should be able to: Practice hand washing according to WHO guidelines.	Video, PPT, Practical demonstration followed by hands on session.		By the end of the training program, students of First year BDS should be able to : Practice hand washing following WHO guidelines.
Vital Signs	At the end of the session student of first year BDS, should be able to: Differentiate between normal and abnormal readings of vital signs. Examine all vital signs with empathy.	Video, Practical demonstration on simulated patient followed by hands on session.	Mini CEX, OSATS DOPS OSPE	Record all vital signs in professional manner.
First Aid Introduction	At the end of the session student of first year BDS, should be able to: Analyze the conditions which needs first aid provision. Interpret, the steps of first aid.	Power point , video		Provide first aid with minimal complications
Oral cavity Examination	At the end of the session student of first year BDS, should be able to: Identify the normal structures of the oral cavity. Examine the oral cavity. Order the dentition according to universal scale.	Practical demonstration followed by self-practice on Simulated patient.		Conduct Oral cavity examination Construct their answers in OSPE format



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CODE OF CONDUCT



STUDENT'S CODE OF CONDUCT

PURPOSE:

The purpose is to determine and set out general standards of conduct expected of student, provide examples of conduct that may be subject to disciplinary action by the institute and set out the process and procedures that it will follow when an allegation of non-academic misconduct is made. Students are expected to be aware of, and to conduct themselves in accordance with this Code.

Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

APPLICATION:

This Code applies to conduct that:

- a) Occurs on or near the premises of the Institute and Hostel.
- b) Occurs elsewhere in the course of activities sponsored by the institute, or where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in Institute's programs or activities; or
- c) Occurs in the context of a relationship between the student and a third party that involves the student's standing, status, or academic record at the Institute

STUDENTS' GENERAL CONDUCT AND BEHAVIOUR:

GENERAL CONDUCT:

1. Identity Card:

Students shall always carry the identity card issued by LCMD and must be displayed within college premises. Students without ID card may not be allowed to enter the college premises.

Faculty members, student affair, administration staff and security staff are authorized to check ID cards at any time.

2. Respect and Discipline:

- a) Students shall abide by rules and regulations of LCMD
- b) Students shall behave in a civilized manner during their stay in college. They must be co-operative with fellow students, faculty and staff and must not indulge in any action that is humiliating for others.
- c) Students shall avoid sitting on stairs, floors, and hallways.
- d) Students shall avoid gathering and shouting near the lecture halls, labs, office areas etc.
- e) Students shall avoid using mobile phones during lectures/practicals/tutorials/clinical/ and in library



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- f) Students shall present themselves with dignity befitting their status as mature, law abiding and responsible person and show tolerance toward religious, ethical, social and other differences.
- g) Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any gifts or gratifications in any form to them with a view to ease or resolve their academic related matters
- h) Refrain from any activity which is subversive of discipline and will bring the institute into disrepute

3. Inappropriate use of language:

Students shall not use any such language or words that disturbs the other person emotionally or psychologically and/or is insulting.

4. Outing during classes:

Students are to stay within the campus during the schedule of their classes/practicals/tutorials/ clinicals/exams. Should going out of the campus during these timings, should seek permission in writing from HoDs/ Principal/Registrar/Incharge Student Affairs.

5. Usage of college premises:

Students must leave the college building after their classes are over unless they have specific assigned tasks or want to avail the library facilities. They are not expected to loiter in the college before or after their college timings.

6. Substance abuse and addictions:

Students at no cost are expected to get into substance abuse as use of drugs and alcohol. If found involved in these will lead to strict disciplinary action. Intoxicants as smoking, sheesha, tobacco, pan, chalia gutka chewing are strictly prohibited in college.

7. Possession of items:

Students shall have in their possession only those items allowed by law and rules and/or college policies and rules



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DRESS CODE:

1. Principles:

Dress code is based on following principles:

- Safety and respect
- Self-worth and self discipline
- Cleanliness and hygiene
- Appropriateness to the learning environment
- Accordance to the social and cultural values

2. General Attire

- Wearing and displaying of student ID cards
- Wearing of Doctor's white coat (for students of clinical years, surgical scrubs may be worn instead according to policy of the department of rotation)
- Wearing of proper attire

Proper attire for Males:

- Formal shirt/dress pants (Shalwar Kameez allowed on Fridays only) that are clean and ironed
- Formal shoes along with socks
- T-shirts, jeans, bermudas, shorts, sandals, knocking heels not allowed
- Short hair (no longer than nape of neck)
- Punk /spiked hairstyle not allowed
- Trimmed or shaved beard
- Neatly cut nails
- Visible tattoos not allowed

Proper attire for Females:

- Presentable, decent concealing dress that is clean and ironed.
- T-shirts, jeans. knocking heels not allowed
- Neatly tied hair
- Rattling jewelry not allowed
- Dupattas / chadders to be tucked inside doctor's white coat
- Doctor's white coat to be donned over the abayas (if worn by someone)
- Neatly cut nails
- Visible tattoos not allowed

3. Library Rules:

a. Decorum:

- Students shall maintain silence in the library and shall not disturb others
- Smoking eating drinking talking chewing laughing is strictly prohibited in library
- Use of mobile phones is strictly prohibited in library
- While entering the library the students shall leave their personal belonging like bags, personal books, helmets etc at the counter outside library

b. Damage to library property

Student shall not deface, mark, cut, mutilate or damage the reading material of the library in any way. Those found doing so may be fined apart from being asked to pay the cost of the damage.



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4. Handling Of College Property:

- College's property is an asset for the students. It is the responsibility of the students not only to keep the property intact but to protect it as well
- Any item; book, journal, models, mannequins, bones, instruments, devices etc issued to the students to complete the assigned task must be returned in due time and in original condition. In case of any mishandling or damage, student would be asked to pay the cost of the damage
- Students must take care not to deface any part of the college premises. Writing on the walls is not allowed, pasting of any kind of posters , charts pamphlets etc of any kind is not permitted without prior permission of the Principal
- Tampering with notice board is prohibited

5. Ragging (Zero Tolerance):

- Ragging in any form is strictly prohibited and most stringent actions will be taken against anyone caught ragging.
- Decorum Any conduct by students by words spoken, written or physical action that has the effect of teasing, treating or handling with rudeness or ridiculing a fresher or any other student or causes annoyance, hardship, physical or psychological trauma or raises a fear or apprehension will not be tolerated and is liable to strict disciplinary action
- Any act of financial extortion or forceful expenditure burden put on fresher or any other student is also ragging and at no cost will be tolerated.



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DISCIPLINARY ACTION AGAINST STUDENT

The disciplinary action taken when the facts of the case warrant it will be determined by the severity of the offence. Persistent breaches of the same or similar rules will lead to progressively more severe action occurring.

A. INFORMAL ACTION

Where an allegation of misconduct is made, it does not necessarily follow that disciplinary procedures have to be invoked. Where the decision maker (HOD/ supervisor/ incharge) judges it appropriate, the allegation may be resolved informally by the provision of advice for future behavior. If the misconduct is Minor in nature and the concerned student accepts responsibility of the act, the concerned authority as the head of department, immediate supervisor, or incharge would counsel the student alongwith constructive feedback.

B. FORMAL ACTION:

1. MINOR OR INTRMEDIATE MISCONDUCT

1. STAGE 1- VERBAL WARNING

If the conduct does not meet acceptable standards, and where previous such minor misconducts have been committed and past counseling/s have not improved the conduct, a formal VERBAL WARNING would be given. The student will be informed of the reason of the warning. A brief note of verbal warning will be kept in student's record file in the concerned department. The HOD/ supervisor/incharge of concerned department will also send this note to the student affairs department for record keeping. However, it will be disregarded for disciplinary action after 2 months, subject to satisfactory conduct and performance.

Upto 2 VERBAL WARNINGS may be given

Only HOD/supervisors/incharges are authorized to give verbal warnings.

2. STAGE 2- FIRST WRITTEN WARNING

If the misconduct is more serious/ moderate in nature, or if it is repeated within 6 months of the previous verbal warnings or even if another nature of minor misconduct is committed by the same student, a FIRST WRITTEN WARNING will be handed over to him/her. This will be inclusive of the details of the complaint and inappropriate circumstances, the improvement required and time scale within which to achieve that improvement. It will also warn the student that action



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under STAGE- 3 will be considered if there is no satisfactory improvement or any repetition of misconduct.

The student shall be asked to submit a written apology admitting the misconduct and agreeing not to redo the same in other case will be responsible for the consequences.

A copy of the written warning alongwith the apology letter will be kept in the student's record file in the concerned department. One copy will be sent to the student affairs department which will keep it in the student's record file. However, it will be disregarded for disciplinary action after 6 months, subject to satisfactory conduct and performance.

Only HOD/supervisors/incharges will be authorized to give first written warnings.

3. STAGE 3- FINAL WRITTEN WARNING

If there is still failure to improve and/or conduct or performance is still unsatisfactory, a FINAL WRITTEN WARNING will be handed over to the student. This will give details of the complaints, the improvement required and time scale within which to achieve that improvement.

It will also warn the student that case will be forwarded to the Student affairs department and strict disciplinary action under STAGE- 4 will be considered if there is no satisfactory improvement or any repetition of misconduct.

The student shall be asked to submit a written apology admitting the repetition of misconduct and agreeing not to redo the same in other case will be responsible for the consequences.

A copy of the written warning alongwith the apology letter will be kept in the student's record file in the concerned department. One copy will be sent to the student affairs department which will keep it in the student's record file. However, it will be disregarded for disciplinary action after 3 months, subject to satisfactory conduct and performance

Only the highest designation of the concerned department as HOD/incharge will be authorized to give final written warnings.

Depending upon the policy of the individual department, or as per discretion of the HOD/incharge of the concerned department, the HOD/ incharge in addition to giving the final written warning may impose penalties as:

- Suspension from academic activities; lectures/ tutorials, practicals/OPDs for upto 3 days to 7 days
- Allowed to attend academic activities but being marked as absent
- Suspension to avail library facilities or no permission to participate in cultural or sports events.
- Assignments/tasks
- Sent for community service
- Restitution for damage of property
- Monetary or any other fine



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4. STAGE 4- REFERRAL TO STUDENT AFFAIRS

If the conduct or performance is still unsatisfactory and the student fails to reach the prescribed standards within 3 months of the final written warning or if another misconduct of serious nature is committed by the same student then a written complaint in the incident form duly signed by the HOD and mentioning the details along with the copies of previous notes of verbal and written warnings (if any) shall be forwarded to the department of Student Affairs to deal with the case. Till the time the Student Affairs decides the action to be taken, the student may be suspended from all sorts of academic activities or even visiting the institute. Only highest designation in the dept; HOD / incharge is authorized to file this complaint.

After receiving the complaint, the Student Affairs Incharge will consider the allegations and may do any of the following:

- Meet with the student suspected of the misconduct;
- investigate further by any means deemed necessary and appropriate; or
- refer the matter to the Chairperson Disciplinary Committee

If the Student Affairs Incharge believes that the suspected misconduct does not require corrective action or that the Committee is not likely to find facts that would result in disciplinary action, the Student Affairs Incharge may discontinue further action. Upon discontinuing further action, the Student Affairs Incharge will notify the Committee and the student named in the allegations in writing of their decision.

If the Student Affairs Incharge believes that non-academic misconduct has occurred, he may determine what, if any, steps the student could take to correct or resolve the matter. If the student agrees to the resolution proposed by the Student Affairs Incharge, an agreement outlining the steps to be taken by the student will be drawn up and signed by the student. If the student does not agree, the student affairs will refer the matter to the Disciplinary Committee.

2. GROSS MISCONDUCT

If the incharge student affairs finds the misconduct committed by the student to be of Gross nature then the student affairs will directly forward the case to disciplinary committee or a written complaint in the incident form duly signed by the HOD and mentioning the details may be directly forwarded to the Disciplinary Committee to deal with the case, by the concerned HOD. A copy of the complaint/incident form would be sent to the department of student affairs to be kept into the student's record file.

The student shall be informed of all the proceedings.

Till the time the disciplinary committee decides the action to be taken, the student shall be suspended from all sorts of academic activities or even visiting the institute.

Only highest designation in the dept; HOD / incharge is authorized to file this complaint



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C. THE PROCEDURE AND THE DISCIPLINARY HEARING:

- Where necessary, prior to any disciplinary hearing by the committee, an investigation will be conducted into the circumstances of the alleged offence. The purpose of this investigation will be to establish a fair and balanced view of the facts relating to any disciplinary allegations.
- The investigation may involve interviewing and taking statements from the alleged student and any witnesses and/or reviewing relevant documents. Investigative interviews are solely for the purpose of fact finding and no disciplinary action would be taken until the hearing has been held.
- The investigator/s would be one or more of the members of the disciplinary committee in addition to the incharge student affairs
- Proceedings will be treated in confidence and records kept as confidential as practically possible.
- If decided by the committee the student may be suspended from all academic activities during the investigation. However, this suspension is not a disciplinary action and does not imply that the decision has already been made.
- At the conclusion of the investigation, the investigator/s will write the findings and present it to the chair disciplinary committee together with copies of statements, interview notes and any other evidence that has been collected within 3 working days.
- Based upon the investigation, the chair disciplinary committee will decide, whether the matter can be resolved informally without recourse to the formal hearing or if a disciplinary hearing needs to be arranged.
- In case a disciplinary hearing needs to be arranged, the student will be informed about the date, time and place, either verbally or in written.
- Failure to attend the hearing without any valid reason, by the student, will be treated as misconduct in itself.
- The purpose of the disciplinary hearing is to review the evidence and the enable the student to respond to any allegations that have been made against him.
- The hearing will be inclusive of all members of the Disciplinary Committee and presence of the investigator would be must.(if any member, secretary or chair of the committee is a part of the incidence or involved in any way, will not be included in the entire process)
- The student will NOT have a right to call for a witness or an advocate.
- The chair may recall any of the witnesses or interviewees if required.
- The chair may call for a meeting with parents of the student
- The hearing may have additional sittings if further investigations are required.
- Within 5 working days of the hearing, the committee shall present the report alongwith its conclusive decision to the Principals, College of Dentistry, and/or College of Medicine.
- The Principal/s shall make the final decision.
- The student shall be informed once final decision has been made by the Principal/s.



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- The committee reserves the right to omit any of the above mentioned stages or procedure if and when the need is felt and depending upon the gravity of the misconduct and the circumstances.
- An adequate record of the all the proceedings shall be maintained

D. LEVELS OF DISCIPLINARY ACTIONS FOLLOWING HEARING:

In arriving at a decision to what sanctions to impose for violation of code of conduct, depending upon the nature of infraction and the extent and gravity of the conduct, the Committee may decide to impose any of the following sanctions:

- Written apology and undertaking from the student and/or parents
- Withholding/ withdrawing scholarship/ fellowship and other benefits
- Debarring from appearing in test/ examination or other evaluation processes
- Withholding test /exam results
- Debarring from representing the institution in any regional, national or international meet, tournament, festival etc.
- Monetary fine
- Restitution for the damage of property
- Prolonged suspension from academic, Co curricular /extra curricular activities. (in certain circumstances, readmission may be required following completion of suspension period)
- Suspension from hostel
- Cancellation of admission
- Rustication/expulsion from institution for an indefinite period or permanent (in which case student will not be considered to readmission)
- FIR with local police in case of student has alleged to have committed a criminal offence

E. APPEAL:

Any student who believes he/she has been disciplined unjustly may pursue a grievance within 5 working days of the receiving decision from the committee. (this excludes those misconducts that fall under the zero tolerance policy)

F. ZERO TOLERANCE:

Zero tolerance refers to the set of discipline policies and practices that mandate predetermined consequences that are typically severe, punitive and enforced with immediate effect. Circumstances where the accused would be liable to expulsion from institute at first offence include but not limited to:

- A serious threat of violence against another student, faculty or staff
- Actual violence or physical assault
- Supplying illegal drugs to others in the college
- Sexual assault
- Carrying and using banned items as weapons
- Ragging of students within college and/or hostel premises



TYPES OF MISCONDUCT BY STUDENTS

Misconduct means conduct prejudicial to good order or working discipline contrary to LCMD's regulations and /or student's code of conduct

A. MINOR MISCONDUCT

Minor misconduct refers to the behavior which breaches the standards of conduct set out in the STUDENT'S CODE OF CONDUCT (2.1C), but where the extent, seriousness or impact of the breach is not substantial. However, misconducts that are committed repeatedly even when the student has previously been counseled about the standards of conduct required by the LCMD will not be considered as minor. It is not possible to include each and every type of act that is labeled as misconduct. However following is the list that provides examples of Minor Misconduct. In addition is to be highlighted that inclusion of an example in the list does not mean that the misconduct can only be dealt with as minor: judgments will always be needed to be made about the scale of the misconduct and any aggravating circumstances which may justify the misconduct being dealt with as Gross Misconduct

- Verbal abuse or intimidation
- Failure to comply with explicit rules or regulations particularly in non-designated areas: smoking in premises, eating pan chalia gutka, talking loudly in library, causing disturbance in lectures, practical's and examinations, entering into unauthorized area, littering in college
- Failure to accomplish assigned tasks by the superiors
- Uninformed absenteeism and late arrivals and early leaves.
- Refusal to respond to reasonable requests by senior faculty or non-faculty staff, e.g. refusing to confirm identity when asking to do so, refusing to wait for the turn or stand in a queue, refusing to obey when asked to not to sit on floors, stairways etc
- Causing distress to others by excessive or unacceptable levels of noise
- Causing minor damage to property as defacing or tearing of library books
- Anti – social behavior which causes distress to others and/or reputational harm to LCMD's relationship with its stake holders.
- Violation of dress-code of LCMD
- Playing any games at inappropriate places like corridors, lecture halls etc.
- Wastage of water and electricity
- Meaninglessly arguing with the seniors with no justification of view point
- Sleeping during academic sessions
- Misuse of college's property



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B. MODERATE MISCONDUCT

All those minor misconducts committed repeatedly and intentionally, to damage or stop the work process, even after student counseling and advice may be classified as moderate misconduct but may not be limited to these.

C. GROSS MISCONDUCT

A Gross Misconduct is an act or behavior that is harmful or dangerous influence to others at the institute typically involving flagrant or willful violation of law, policy or standards of performance or conduct. Gross Misconduct may result in any level of discipline up to and including immediate dismissal at the Disciplinary Committee's discretion. Examples of acts classified under Gross Misconduct include but may not be limited to these:

- Verbal abuse or intimidation to the level that is highly objectionable,
- Ragging and/or bullying
- Violent behavior or that causing physical harm
- Sexual harassment
- Serious negligence which causes unacceptable loss, damage or injury
- Serious violation of health and safety rules jeopardizing the health and safety of self and/or others
- Possession and/or consumption of alcohol or intention to supply
- Possession and/or consumption of substances of abuse or intention to supply
- Possession of weapons or dangerous instruments or intention to supply
- Taking recourse to unfair means during examination and assessment.
- Damage to or destruction of LCMD's property; equipment devices of the institute rendering it useless.
- Damage to or destruction of private property of fellows, senior and/or junior faculty or non-faculty staff, patients or other visitors.
- Anti-social activities against the Institute and/or State
- Breach of security
- Disrespect to the faculty or non-faculty staff to the point that it is threatening
- Possession / use of pornographic material (books, magazines, CDs, internet)
- Publishing /distributing materials that may be damage /tarnish LCMDs image
- Gambling in any form
- Indulging in any form of criminal activities
- Affiliation active involvement in political activities within campus
- Theft, fraud, corruption and deliberate falsification of records
- Unauthorized possession of institute's items, such as documents, exam papers, keys or ID cards etc. with the intention to misuse them.
- Forgery or furnishing false information regarding of one's identity, marks, qualification etc
- Bribing an employee of college with the intention of inducing the employee to perform unauthorized/illegal job for one's own benefit.
- Serious repeated and intentional violations of LCMD's rules and regulations and code of conduct even after giving of written warnings will be considered as Gross



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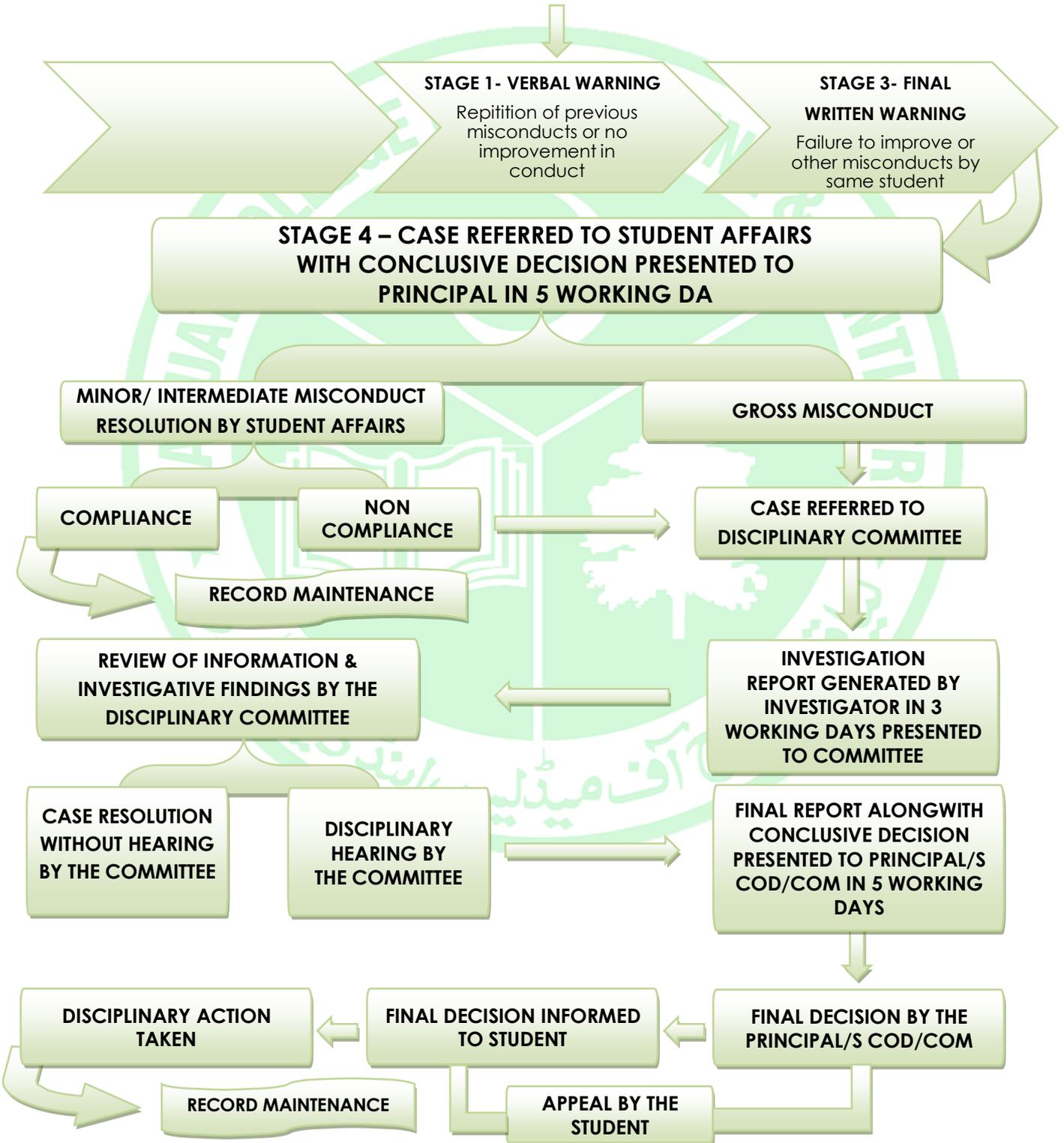
FLOW CHART OF SOPs IN CASE OF BREACH OF CODE OF CONDUCT BY THE STUDENT



Minor misconduct, first time, student accepts responsibility; case resolved by counseling and advice by HOD

B. FORMAL ACTION

Minor misconduct or intermediate misconduct or repetition





RECOMMENDED BOOKS

GENERAL ANATOMY

- Clinically Oriented Anatomy By K.L.Moore.
- Hand Book Of General Anatomy By B.D. Chaurasia

GROSS ANATOMY

- Atlas Of Human Anatomy (Netter's)
- Clinical Anatomy By Richard S. Snell
- Gray's Anatomy For Students
- Human Anatomy, Regional & Applied By B.D Chaurasia (Vol. III)

NEUROANATOMY

- Snell's Clinical Neuroanatomy
- Human Anatomy, Regional & Applied By B.D Chaurasia (Vol. IV)

HISTOLOGY

- Wheater's Functional Histology.
- Coloured Atlas Of Histology By Difiore's

EMBRYOLOGY

- Langman's Embryology/ Clinically Oriented
- Development Anatomy By K.L.Moore

PHYSIOLOGY

- Text book of Medical physiology by Arthur C. Guyton.
- Review of Medical physiology by Ganong.
- Textbook of Medical Physiology by Indu Khurana.
- Essentials of Medical Physiology by Sembulingam, JP Publishers
- Human Physiology by Lauralee Sherwood

ORAL BIOLOGY

- Ten Cate's Oral Histology
- Wheeler's Dental Anatomy Physiology and Occlusion
- Berkowitz

BIOCHEMISTRY

- Harper's illustrated Biochemistry 28th Edition.
- Biochemistry by Lippincott.
- Text Book of Medical Biochemistry by Chattarjee .
- Medical Biochemistry by Mushtaq.
- Biochemistry by U.Satyanarayana



EXAMINATION



Continuous Assessment:

This will include:

1. Term I
2. Term II
3. Term III
4. Pre-Prof Examination
5. Prof Examination

Continuous Assessment will have a weightage of 20 % of all Exams. The college will send your continuous assessment marks directly to JSMU.

Prof-Exam conducted by JSMU will include:

1. Theory paper of One Best Answer
2. OSPE Exam
3. Continuous Assessment results



Scheme of Examination

The following scheme of examination has been approved by the competent authority for the year 2026.

TOS					
Exam	MCQs	OSPE		Internal Evaluation	
		Observed* Station	Unobserved Station		
Foundation Module Exam	50	4	4		-
NMS Module Exam	50	4	4		-
Blood Module Exam	50	4	4		-
Midterm (MCQs + OSPE) Each Station will consist of 5 Marks					
<i>Anatomy</i>	<i>Physiology</i>	<i>Biochemistry</i>	<i>Oral Biology</i>	<i>Research</i>	<i>Islamiat</i>
50+ 50	50+ 50	50+ 50	50+ 50	50 + 0	50 + 0
OSPE paper will consist of 3 observed stations (5 marks each) & 7 unobserved stations (05 marks each)					
Respiratory Module Exam	50	4	4		-
GIT Module Exam	50	4	4		-
CNS Module Exam	50	4	4		-
Special Senses & Kidney Body Fluids Module Exam	50	4	4		-
Pre-Prof. Exam (MCQs + OSPE + Internal Evaluation)					
<i>Anatomy</i>	<i>Physiology</i>	<i>Biochemistry</i>	<i>Oral Biology</i>	<i>Research</i>	<i>Islamiat</i>
90 + 90 +20	90 + 90 +20	40 + 40 +20	90 + 90 +20	80 + 0 +20	80 + 0 +20
OSPE paper will consist of 4 observed stations (5 marks each) & 7 unobserved stations (10 marks each)					



**MARKS DISTRIBUTION ACCORDING
TO
JINNAH SINDH MEDICAL UNIVERSITY**

SUBJECT	THEORY EXAM (ONE BEST ANSWER)	PRACTICAL EXAM (OSPE)	INTERNAL EVALUATION/ CONTINUOUS ASSESMENT	TOTAL MARKS
ANATOMY	90	90	20	200
PHYSIOLOGY	90	90	20	200
BIOCHEMISTRY	40	40	20	100
ORAL BIOLOGY	90	90	20	200
ISLAMIAT / ETHICS	80	-	20	100
			GRAND TOTAL	800



INSTRUCTIONS FOR THE STUDENT

Attire:

- ❖ All Students must wear white lab coat with name tags / ID- Cards and college monogram

Girls:

- ❖ Culturally and socially acceptable dressing
- ❖ No excessive make-up and ornaments
- ❖ Hair properly set and tied up
- ❖ Proper sandals or shoes no stilettos or slippers

Boys:

- ❖ Decent dressing
- ❖ Neatly pressed and clean pant / ShalwarKameez
- ❖ Shirt tucked in pant
- ❖ Only Shoes no chappals or sandals
- ❖ Hair properly cut and set with clean shaved or well-groomed beard

Discipline:

- ❖ Students are not allowed to roam around in the college in their spare time
- ❖ Students are advised not to talk loudly in the corridor/classes/lab/wards/OPD
- ❖ Use of mobile phone during classes/lab/wards/test/examination is strictly prohibited
- ❖ Drinks and eatables are not allowed specifically in class rooms except in cafeteria and common room

Damage/Loss:

- ❖ Students should take care of their belongings, the college will not be responsible for any losses
- ❖ Any damage/loss of college's equipment/asset by student will have to be compensated by students (caution money)

Library Timings:

- ❖ Monday to Friday 8am to 8pm
- ❖ Saturday 9am to 4pm



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Attendance:

- ❖ The eligibility to appear in the university examination is 75% & above.
- ❖ The university examination forms will only be issued on 75% of cumulative attendance.
- ❖ The 75% of each student overall attendance comprises of:
 - ❖ Lectures/ OPD/ Wards/ Tutorials 60%
 - ❖ Assignments & Assessments (module/ term/ Pre-Prof Exam.) 15%
- ❖ It is mandatory for each student to appear at least in any two of the internal college based examinations i.e. (module/ term/ Pre-Prof Exam.)
- ❖ Exam had two components i.e. theory and OSCE; each student shall appear in both and attendance will mark as double (one lecture & one OPD/Practical); in case only appear in either OSPE or Theory will be considered absent for the entire subject.
- ❖ Passing all module/ term/ Pro-Prof examination had additional advantage i.e. each theory exam. (Two lectures) and each OSCE/ OSPE (two OPD/Practical attendance)
- ❖ Students appearing in supplementary exam (one/two papers) should have to attend all lecture/wards/OPDs/Tutorial, whereas students with supplementary exam in three-four subjects will be allowed to resume schedule classes soon after their last subject exam

As per given SOP's by the Examination Department, all students shall follow the rules & regulations strictly

Interdictions:

- ❖ Use of narcotics in any form in LCMD, DSH and LCSSH, will not be tolerated
- ❖ Smoking is strictly prohibited
- ❖ Students should not indulge in any political activities

Students who fail to comply with the LCMD policies, strict action may be taken by the Department of Student Affairs and LCMD Disciplinary Committee.

DEPARTMENT OF STUDENT AFFAIRS

Students should contact Department of Student Affairs for complains/grievances, attendance issues, counseling sessions, mentoring sessions or any student related matters

Addressing any other department is strongly discouraged and will be taken into account by Department of Student Affairs

An Affidavit is required by the obtained by the student to follow the rules policies of the institution; otherwise their examination form may not be issued.