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# QUEENS MEDICAL COLLEGE

A Project of ILI Education & Health Solutions (Pvt) Limited

11-Km Main Ferozepur Road, Kasur Contact: 0307-1060830

website: [queensmedicalcollege.com](http://queensmedicalcollege.com) email: [queensmedicalcollege@gmail.com](mailto:queensmedicalcollege@gmail.com)



**Ihsan Mumtaz Teaching Hospital**

71-E Johar Town, Molana Shoukat Ali  
Road, Lahore

Contact: 042-35202130, 0307-1060830

**Bhatti International Teaching Hospital**

BIT Hospital, 2-Km Raiwind Road, Kasur

Contact: 049-2721872

Ref No: QMC/ /2025

Date:

## Policy on Access to Records for Students

**Institution Name:** Queens Medical College

**Responsible Office:** Office of Student Affairs / Department of Medical Education

### 1. Policy Statement

Queens Medical College is committed to maintaining transparency and accountability in academic and administrative processes. This policy ensures that all enrolled students have the right to access their academic and personal records in accordance with institutional guidelines and applicable laws.

### 2. Purpose

The purpose of this policy is to:

- Establish clear procedures for student access to their records.
- Protect the confidentiality and integrity of student records.
- Promote transparency in academic progress and administrative decisions.

### 3. Scope

This policy applies to all undergraduate students of Queens Medical College, as well as to faculty, academic advisors, administrative staff, and departments involved in the management and dissemination of student records.

### 4. Definitions

- **Student Records:** Documents related to academic performance, attendance, disciplinary actions, and personal information maintained by the institution.



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- **Authorized Access:** Permission granted to students to review and obtain copies of their records in a secure and confidential manner.
- **FERPA Equivalent (if applicable):** Institutional or national guidelines that govern student data privacy and access rights.

### 5. Policy Provisions

#### 5.1 Types of Records Accessible

Students are entitled to access the following records:

- Academic transcripts and grades
- Attendance records
- Records of assessments and evaluations
- Records of disciplinary proceedings (if applicable)
- Records of counselling or support services received
- Personal information held in student files

#### 5.2 Request Procedure

- Students must submit a formal written request (physical or digital form) to the Office of Student Affairs.
- Requests must specify the type of record requested and the purpose of access.
- Access will be granted within **10 working days** of the request, subject to verification of identity.

#### 5.3 Confidentiality and Restrictions

- Access to records does not include confidential faculty notes, peer evaluations, or information about other students.
- Records related to mental health or disciplinary issues may be accessed only under supervision or with consent from relevant departments.



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### 5.4 Review and Copying

- Students may review their records in the presence of an authorized staff member.
- Copies may be provided upon request, and nominal administrative fees may apply for reproduction.

### 5.5 Disputes and Corrections

- If a student finds an error in their record, they may submit a written request for correction.
- The matter will be reviewed by the Department of Medical Education or relevant committee within **15 working days**.
- Appeals can be directed to the Principal.

### 6. Responsibilities

- **Office of Student Affairs:** Manage requests and ensure compliance with the policy.
- **Department of Medical Education/Assessment Cell:** Provide academic records and coordinate with faculty.
- **IT Department:** Maintain data security and integrity of digital records.
- **Students:** Submit accurate requests and maintain the confidentiality of obtained records.



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### 7. Review and Revision

This policy shall be reviewed every two years by the relevant committee and updated as needed in consultation with the student's affairs department and Department of Medical Education.

| Sr. No | Name of Members          | Department         | Members | Signature |
|--------|--------------------------|--------------------|---------|-----------|
| 1      | Prof. Dr. Yasoob Ali     | Anatomy            | Member  |           |
| 2      | Prof. Dr. Saadia Shahzad | Community Medicine | Member  |           |
| 3      | Prof. Dr. Ejaz Hussain   | Dermatology        | Member  |           |
| 4      | Dr. Hassan Shoaib        | Medical Education  | Member  |           |
| 5      | Dr. Javid Munir          | Forensic Medicine  | Member  |           |
| 6      | Dr. Muhammad Faheem      | Biochemistry       | Member  |           |

Dr. Naeem Shahzad  
Asst professor of Anatomy  
(Secretary)

Prof. Dr. Muhammad Amin  
HOD/Professor of Anatomy  
(Chairman)

Prof. Dr. Shireen khawar  
**Principal**  
Queens Medical College, Kasur