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Policy on Funding, Technical Support, and Facilities for Co-Curricular Opportunities

1. Purpose

This policy ensures the provision of equitable and consistent support-including finding technical assistance, and appropriate facilities to promote and sustain co-curricular activities for students at Queens Medical College.

2. Scope

This policy applies to all undergraduate students, student societies, faculty advisors, and administrative units engaged in planning, facilitating, or supporting co-curricular initiatives

3. Policy Statement

Queens Medical College is committed to fostering the holistic development of students by promoting a broad range of co-curricular opportunities. These activities complement the academic program and contribute to students' leadership skills, well-being, ethical understanding, and professional identity

4. Key Provisions

4.1 Funding

-A dedicated annual budget shall be allocated to support student-led co-curricular activities

All student societies must submit a yearly activity plan and budget proposal to the Co-Curricular Committee

-Funding decisions will be based on alignment with the college's mission, anticipated impact, inclusivity, and feasibility.

Funds may be used for event organization, guest speakers, transportation, awards, publicity, and logistics.

4.2 Technical Support

-The IT Department and Media Support Team will provide necessary technical assistance, Including audio-visual equipment, computers, and internet access

-Training or workshops may be arranged to help students use technical tools for event organization, presentation, and communication

4.3 Facilities

-Queens Medical College will ensure that suitable venues such as auditoriums, seminar halls, outdoor spaces, and skill labs are available for co-curricular events.

-Scheduling and use of college facilities for co-curricular purposes will be coordinated through the Student Affairs Office and shall follow the institutional scheduling policy.

5. Roles and Responsibilities

Student Affairs Office: Oversight of co-curricular planning, facility booking, and inter-departmental coordination

Co-Curricular Committee: Evaluation and approval of activity proposals and budgets

Faculty Advisors: Provide mentorship, ensure alignment with ethical and professional norms, and endorse funding requests

Finance Department: Disbursement of approved funds and financial auditing

6. Monitoring and Review

An annual report on co-curricular activities, participation rates, budget utilization, and student feedback will be submitted to the Academic Council. This policy shall be reviewed every two years to ensure relevance and effectiveness.

Prof. Shireen Khawar
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Kasur