



QUEENS MEDICAL COLLEGE

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

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Policy on Informing Students About Teaching Methodology and Student Rights and Obligations

1. Purpose

To establish a formal mechanism for informing all enrolled MBBS students about the teaching methodologies employed at Queens Medical College, as well as their academic rights and responsibilities.

2. Scope

This policy applies to all MBBS students, teaching faculty, and administrative units responsible for curriculum delivery and student affairs at Queens Medical College.

3. Policy Statement

Queens Medical College is committed to providing students with timely, accurate, and accessible information regarding educational approaches, learning strategies, and their entitlements and responsibilities within the academic and clinical environment.

4. Objectives

- To ensure that students are well-informed about the pedagogical approaches used in their training.
- To promote awareness of students' rights to quality education, fair assessment, safety, and support.
- To clarify students' responsibilities in terms of academic integrity, attendance, behavior, and professionalism.

5. Implementation Strategies

5.1 Orientation Program

- Conduct a structured orientation at the beginning of each academic year.
- Provide details on curriculum structure, teaching methods (e.g., lectures, PBL, SDL, TBL, clinical rotations), assessment strategies, and support services.

5.2 Student Handbook

- Publish and distribute a comprehensive Student Handbook covering:
 - Teaching methodologies and learning approaches.
 - Assessment policies and feedback mechanisms.
 - Institutional rules and regulations.
 - Academic calendar and contact information.
 - Student rights and obligations.

5.3 Teaching Methodology Briefings

- Faculty members will explain the teaching method for each module at the start of the course.

5.4 Awareness of Rights

Students shall be informed about their rights to:

- Quality instruction and learning resources.
- Respectful and non-discriminatory treatment.
- Academic and psychological support.
- Fair assessment and appeals process.

5.5 Awareness of Obligations

Students shall be expected to:

- Attend academic and clinical sessions regularly.
- Act professionally in academic and healthcare settings.
- Adhere to rules on academic honesty and ethical conduct.
- Maintain proper decorum and respect for faculty, staff, patients, and peers.

6. Responsibilities

Role	Responsibilities
Department of Medical Education	Design orientation sessions and update the Student Handbook
Moduler Coordinators	Introduce teaching methods and expectations to students
Faculty Members	Communicate course-specific learning and assessment strategies
Student Affairs Office	Disseminate rights, policies and grievance procedures
Students	Familiarize themselves with the handbook and act in accordance with it

7. Monitoring and Evaluation

- Annual review of orientation content and student handbook.
- Feedback from students on clarity and usefulness of information provided.
- Random audits of module briefings and student awareness surveys.

8. Review Schedule

This policy shall be reviewed every three years, or earlier if changes in teaching strategies or institutional regulations occur.

Sr.	Name	Department	Signature
1	Prof. Dr. Tanzeela Waqar	HOD Physiology	
2	Prof. Dr. Shaista Hussain	Physiology	
3	Dr. Hasan Shoaib	HOD Medical Education	
4	Prof. Dr. Hassan	Biochemistry	
5	Dr. Fouzia Parveen	Pharmacology	
6	Dr. Syed Usama Shayan	Physiology	

Prof. Dr. Shireen Khawar
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