

HITEC



Institute of Medical
Sciences Taxila

Dental College, HITEC-IMS

Prospectus - 2023



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Message From Chairman HIT

HITEC-IMS was established in November 2016 with a mission to produce competent physicians, researchers and healthcare professionals equipped with medical knowledge and professional values & ethics to address community health needs and concerns. We are endeavouring to be a leading private medical institute with the objectives and intentions to provide quality medical education through an outstanding educational program and evidence-based clinical practices. I am privileged to express my satisfaction with the progress made so far by the HITEC-IMS, though much more is still desired to be done. Nevertheless, I'm very optimistic that through continuous hard work and dedication of faculty members and administration, this institute will earn meaningful repute and a distinguished place among the contemporary institutions of the country in foreseeable future. The Board of Governors is fully committed to continuously improving the infrastructural requirements of the institute & its learning environment. Our guiding principle is constant change, motivation, and upgradation, creating state-of-the-art knowledge infrastructure for our students. This will create in them the ability to learn so that they can deal with the upcoming challenges in their practical life. We are yet to travel a long way and I am sure that with Almighty Allah's continuous blessings, this institute will achieve new professional standards with each passing day, month & year.

Lieutenant General
Syed Aamer Raza, HI (M)



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The Principal, Dental College HITEC-IMS



Prof. Dr. Irfan Shah graduated (BDS) from Khyber College of Dentistry, Peshawar University in 1996 and College of Physicians and Surgeons, Pakistan (FCPS) in 2003. He started his professional career as Assistant Professor at Ayub Medical College, Abbottabad in 2004. From 2007 to 2020 he worked at the Armed Forces Institute of Dentistry and Army Medical College, Rawalpindi as a faculty member of NUST and NUMS. He has to his credit, tens of scientific publications in national and international journals and is on the editorial board of the international

journal- 'Cranio-Maxillofacial Trauma and Reconstruction'. He is a Member, Fellow and Faculty of the Switzerland-based International educational and research foundation - AOCMF and represents Pakistan and the MENA region on its Global Education Taskforce and Education Commission. Dr. Irfan Shah joined Dental College HITEC-IMS on 17 November 2020.

Principal's Message

It is my pleasure to welcome you to Dental College HITEC-IMS Taxila, where we take pride in developing exceptional dentists, specialists, and researchers. We are mindful that academic excellence must be matched by compassion, integrity, and professionalism and that our future depends on producing not only competent clinicians but also academicians and leaders.

Our Institute of Dentistry is a vibrant and close-knit family. In a humanistic and respectful way, we focus intensely on the success of our students and the health of the patients we serve. Our community celebrates its core values of humanism, innovation, leadership, reflection, stewardship, collaboration, and philanthropy.

We appreciate your interest and invite you to learn more about our programs, faculty, and other aspects of our institute. We are looking forward to welcoming you to our campus. May Almighty Allah help us in serving you well. Ameen.

Brief History of Taxila & HITEC-IMS



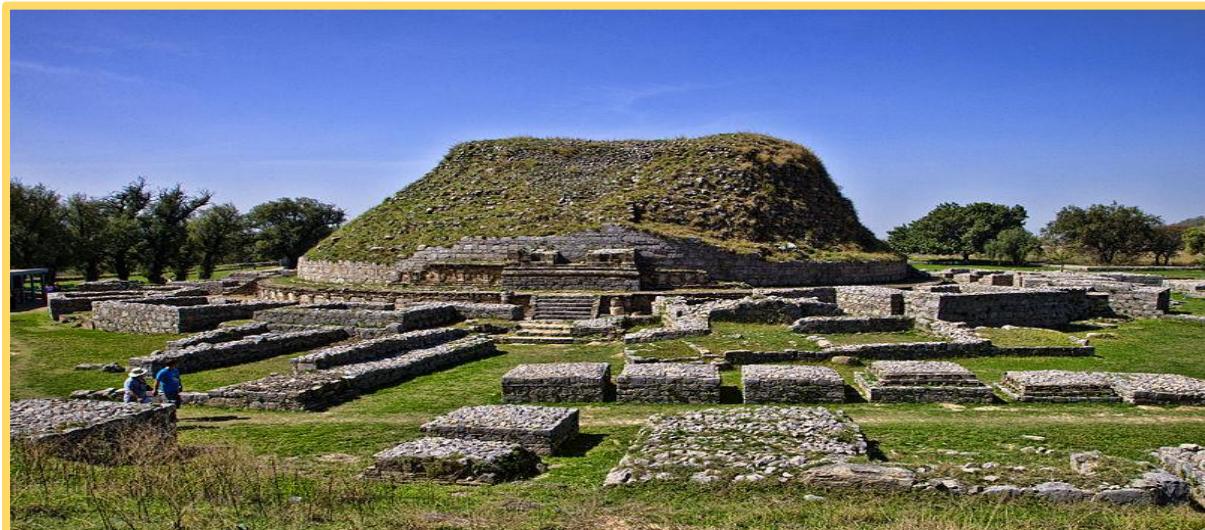
The original name of Taxila was “Takshashila” meaning ‘City of Cut Stone’. Ancient Taxila is a renowned archaeological site with a history dating back to the 6th century, BC. Since then, it has been a hub of different cultures including Gandhara, Buddhism, Greek, Mauryan, Kushan, Huns and Islam. Its affluence in antique times resulted from its location at the intersection of the three great trade routes from eastern India, western Asia, Kashmir, and Central Asia. When these routes ceased to be important, the city sank into insignificance. It was lost to time for

nearly 1000 years and was rediscovered in 1880 by Sir Alexander Cunningham and Sir John Hubert Marshall. The remains of the earliest Taxila are marked by the presence of stupas (Places used by monks to meditate) and statues. The five prominent stupas include Dharmarajika, Glen of Giri, Jaulian, Mohra Moradu and Jandial. Statues of legendary people in history such as Alexander, the Great, and the eminent ruler Asoka was also found in the city of Taxila. It is interesting to note that part of the original Grand Trunk (GT) road also passes through ancient Taxila.

Over a period of time, the present-day Taxila has emerged as a modern city, with all facilities including the establishment of the University of Engineering and Technology and the famous Taxila Museum. It is surrounded by orchids which offer oranges giving an exclusive culinary experience. The establishment of the Mabali resort at Khanpur dam is also an indicator of modernization. The age-old art of stone cutting is still reflected by beautiful marble work, while it also gave birth to modern-day pottery, the skill for which Taxila is still famous till date. The prettiest plume in the hat of Taxila was the establishment of a Cantonment and Heavy Industries Taxila (HIT) in 1971 as a part of Pakistan’s Premier Defence industry. Soon this was followed by the development of Heavy Industries Taxila Education City (HITEC) under HIT, to cater for the educational needs of the local population. HITEC started with a junior and a senior school followed by the establishment of a college and a university offering Master’s and PhD programs. Soon an engineering University was also established. In the perusal of excellence in education, the Institute of Medical Sciences (HITEC-IMS) was established in 2016.



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About Dental College, HITEC-IMS

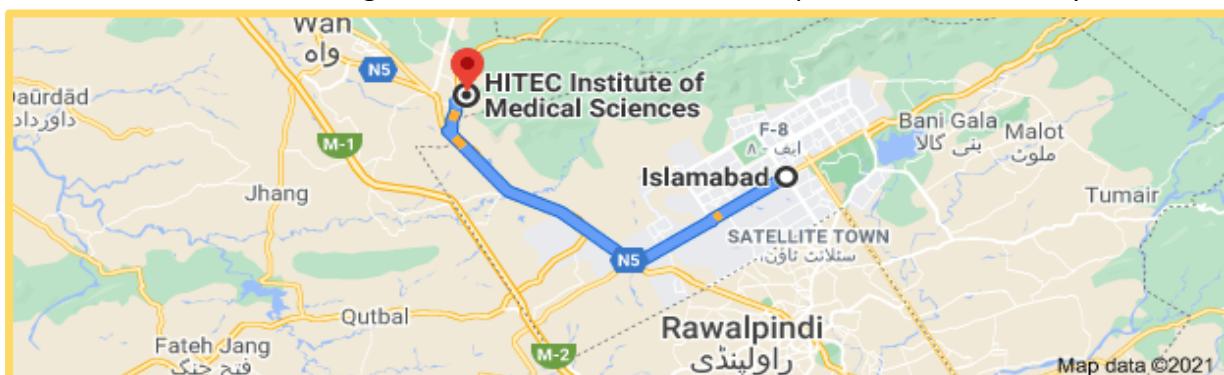
The Dental College offers four year's basics and clinical training leading to the degree of BDS respectively. The Dental colleges are affiliated with the National University of Medical Sciences (NUMS).

The first inspection of HITEC-IMS was carried out by PMDC on 23rd Dec 2018. Dental college was recognized for 50 BDS students in Jan 2019. During the last PMDC inspection in Jul 2019, HITEC- IMS was graded in Category – A. To date, four batches have been enrolled.

How To Reach Dental College, HITEC-IMS

HITEC-IMS is located in Taxila Cantt, on the premises of HIT Education City (HITEC), off the Taxila- Khanpur road. Taxila is situated about 30 Km west of the Islamabad Capital Territory and Rawalpindi, on the border of Punjab and Khyber Pakhtunkhwa, just off the Grand Trunk (GT) Road. From Islamabad/Rawalpindi proceed on the GT road towards Peshawar. Only 10 Km ahead of Sangjani Toll Plaza, is the Taxila bypass.

Those travelling on the motorway may use Tarnol or Jang Bahtar interchange to come on the GT road to reach the Taxila bypass. Turn towards the Taxila museum. At approximately 3 Km, comes Gate-5 of the Taxila Cantonment. After a security check, you will be allowed to enter. About 500 meters straight, HITEC-IMS and HIT hospital will be on your left.





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Institutional Vision & Mission

Vision

- **Leading advancement in oral & dental health through excellence in education, patient care and research**

Mission

- **To serve the local and global communities by producing competent, ethical, socially responsible, research oriented and life long learning oral health care professionals**



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Program Outcomes

The BDS course at Dental College, HITEC-IMS is a four-year program leading to the Degree of Bachelor of Dental Surgery awarded by the National University of Medical Sciences (NUMS). This is followed by one year of internship of clinical training. The program follows the curricular guidelines of NUMS and fulfills all the requirements set by Pakistan Medical Commission (PMC).

At the completion of their four-year BDS program, the graduates of Dental College, HITEC-IMS will be able to apply their knowledge, clinical skills, and professional attitude and values to:

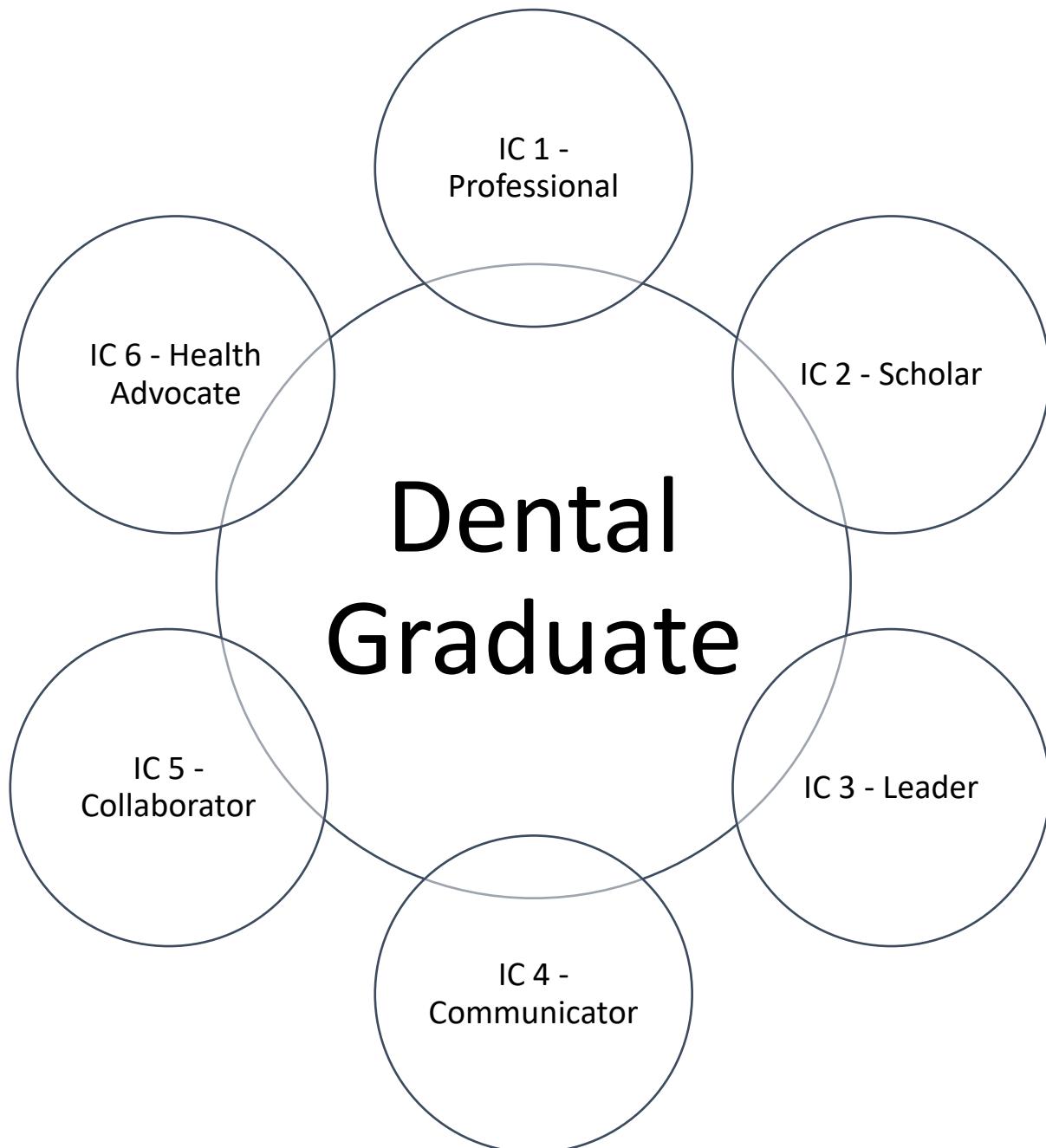
1. Manage patients with common oral and dental diseases.
2. Identify patients for referral requiring specialised oral and dental treatment.
3. Advocate preventive measures against common oral and dental diseases.
4. Demonstrate professional, ethical, and culturally appropriate behaviour.
5. Engage in life-long learning for his/her continuous professional development.
6. Demonstrate good verbal and written communication skills.
7. Demonstrate basic skills to conduct research on common oral and dental issues.
8. Work in health care teams to provide leadership where required.



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Institutional Competency Framework





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Accredited by

**Pakistan Medical Commission
(PMC) - Category A**



**Ministry of National Health
Services, Regulation and
Coordination, Pakistan**



Affiliated with

**National University of Medical
Sciences (NUMS)**



Teaching Hospital

**Dental Hospital HITEC-IMS/
HIT HOSPITAL
Taxila Cantt**



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Facilities & Features

Lecture Halls, Skills Lab, and Auditorium

- HITEC – IMS has several lecture halls, tutorial rooms and laboratories for delivering lectures, organizing small group discussions, performing practical exercises, and demonstrating clinical skills. These are well-furnished, air-conditioned and equipped with state-of-the-art audio-visual equipment for facilitating all types of teaching and learning activities.
- The auditorium can accommodate up to 500 students at a time and will be mainly used for organizing activities such as conferences and convocations.





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Teaching Hospitals

- The **Dental hospital** is a tertiary care facility and has all the sub-specialities of dentistry. The 75 dental operatories are allocated to the sub-specialities as per PMC guidelines and have state-of-the-art instruments and equipment for providing dental treatment to patients as well as training opportunities to students.
- The **HIT hospital** is a tertiary care, 500 bedded general hospital located just across the road. This hospital provides a rich learning experience to the students of the dental college in the disciplines of medicine and surgery.

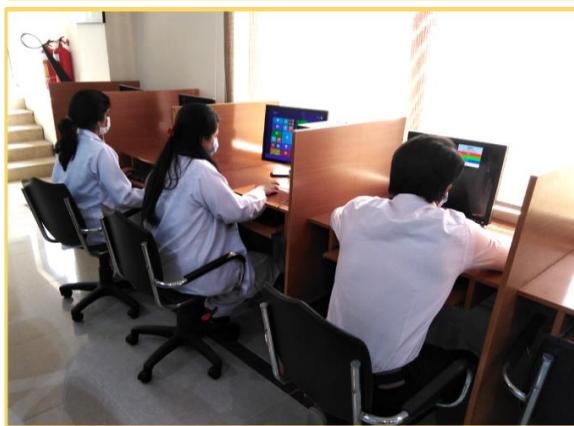
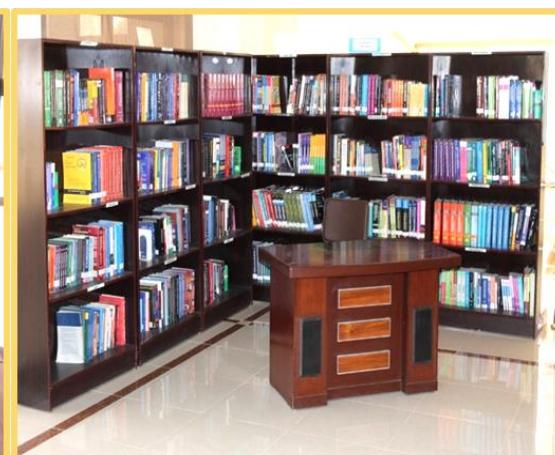


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Library

- Library provides access to current reference materials and provides a quiet, comfortable, and peaceful environment for students. Apart from books on medical, Dental & Paramedical subjects, it has a collection of non-medical books, subscribed medical journals, general magazines, and newspapers.
- The college provides computing and internet facilities within the campus. The computer lab is well equipped with the latest hardware and software systems. The college has an internet facility apart from its own Digital Subscriber Line (DSL) connections.
- HITEC-IMS library is enrolled with Higher Education Commission for digital library resources. HEC provides access to research papers and e-books across a wide range of disciplines. Accesses to nine International Databases are available on HEC Digital Library. HITEC-IMS Library has free access through www.digitallibrary.edu.pk. HEC also provides us access to leading international medical journals. Library also provides the facility for photocopy and printing.





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Hostels

- Separate hostels are available to accommodate male and female students on a first come first serve basis.
- Those needing hostel accommodation have to intimate the college administration at the time of admission. All those availing of the facilities must abide by all hostel rules and regulations.



Cafeteria

- An on-campus student cafeteria offers quality and hygienic food items on cash payment.

Transport

- The Dental College HITEC-IMS has a contractual transport facility. We provide transport to hostel students to and from the campus. Transport facilities are also provided to day scholars on demand from specified locations from Islamabad and Rawalpindi on a 'No Profit, No Loss basis.'
- The transport facility is also used for official educational and recreational trips.



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Academia

Instructional Strategies

Dental College HITEC-IMS follows the curriculum standards of NUMS and PMC and the World Federation of Medical Education. The curriculum is based on the traditional, discipline-based model of educational strategies. However, we have incorporated some elements of the SPICES model, such as its student-centred, integrated, community-oriented, and systematic aspects. In addition, our curriculum has evolved, considering traditional, experiential, behavioural, attributional and constructivist perspectives of curricula.

Learning Methods

At the beginning of the session, students are provided with a study guide containing the necessary details. Each session has specific learning objectives. A list of learning resources is also provided. Teachers prepare the subject to be discussed in the session using advised teaching modalities. Sessions are student centred. Faculty members are present to facilitate and guide the students.

The following learning methods are used to promote better understanding:

- Interactive lectures.
- Tutorials and Small group discussions.
- Problem or case-based learning.
- Skills laboratory practicals.
- Supervised clinical tasks.
- Self-directed study in college.

Curricular Planning & Implementation

The curriculum shall be delivered in blocks. The key details are as follows:

- The academic year is divided into three blocks of approximately 12 weeks duration each.
- There will be horizontal integration between the components of the syllabus.
- Basic themes of Behavioural Sciences, Professionalism and Research Methodology will be incorporated in all three blocks.
- At completion, each block is assessed independently and together these assessments make up the internal assessment part of the final result.



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NUMS Curricular Arrangement of BDS Program

The following courses will be covered in each respective year of the four-year BDS course programme.

Year	Subjects
1st Year	Anatomy Biochemistry Oral Biology Physiology Islamiyat and Pakistan Studies
2nd Year	Community and Preventive Dentistry General Pathology Pharmacology Science of Dental Materials Pre-Clinical Dentistry Behavioural Sciences
3rd Year	General Surgery Oral Pathology Oral Medicine General Medicine Periodontology Behavioural Sciences
4th Year	Operative Dentistry Oral & Maxillofacial Surgery Orthodontics Prosthodontics



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Assessment and Examinations

Summative Assessment

The summative assessment will be at the end of each year as an annual professional examination. This examination is conducted by NUMS and will consist of theory and practical assessments.

Formative Assessment

There will be continuous/formative assessments throughout the academic year. This will comprise scheduled class tests, quizzes, written assignments, end-of-block exams and pre-annual exams.

Internal Assessment

Results of the internal assessment shall be submitted to the university before the professional exam.

There will be a 20% weightage of internal assessment in theory paper as well as in practical exam, in the annual professional examination.

Scheduled block examinations and pre-annual examinations, conducted by the college shall contribute towards internal assessment for the annual professional examination.

Professional Examination

No student will be allowed to sit in the annual examination if his/her attendance is below 75% in theory and clinical/practical work separately. The professional examination schedule shall be provided by NUMS.

The final score/marks of the students will be an aggregate of:

- Professional Exam weightage - 80 %
- Internal Assessment weightage - 20 %

1. The annual theory paper shall be 80 marks. 20 marks of internal assessment of theory papers, conducted throughout the year will be added to it, to make an annual theory assessment of 100 marks.

2. Similarly, the annual practical examination will be for 80 marks. 20 marks of internal evaluation of practical exams, conducted throughout the year will be added to it, to make an annual practical assessment of 100 marks.

3. For all examinations, the passing score shall be 50% in theory and 50 % in practical individually.

4. The students who fail to pass the annual examination will sit in the supplementary exam.



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Academic Achievements

Students of our inaugural session performed very well with a passing percentage of 97.9 % in their First Professional BDS Examination. Eighteen out of fifty students passed with distinctions in different subjects.

Top Students of Dental College, HITEC-IMS

Name	Marks Obtained (Total = 800)	Position	Remarks
1st Professional Exam Session 2018-19			
Arooba Mehmood	700	1st	Distinction
Urwah Qaseem	680	2nd	Distinction
1st Professional Exam Session 2019-20			
Minahil Khurram	738	1st	Distinction
Abdul Nafay Qazi	705	2nd	Distinction
2nd Professional Exam Session 2019-20			
Arooba Mehmood	841	1st	Distinction
Ayesha Siddiqa	830	2nd	Distinction
1st Professional Exam Session 2020-21			
Arshia Shaukat	717	1st	Distinction
Syeda Duaa Abbas	705	2nd	Distinction



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First Batch Students (2018-19)



Arooba Mehmood



Urwa Qaseem



Ayesha Siddiqa

Second Batch Students (2019-20)



Minahil Khurram



Abdul Nafay Qazi

Third Batch Students (2020-21)



Arshia Shaukat



Syeda Duaa Abbas



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Departments of Basic Sciences

The departments of basic sciences are state-of-the-art, spacious, well equipped and staffed with highly qualified faculty and trained staff. The dissection halls, laboratories and museums all contain educational materials required for teaching the basic medical and dental sciences subjects in the first two years of the BDS course. These departments are also engaged in community awareness and oral health programmes. These programmes cater for thousands of schools going children and local communities. The primary goal of these programmes is to create public awareness regarding oral diseases and disorders, their prevention and treatment at the Dental College. The Following are independent basic Medical and Dental sciences disciplines and departments:

- Anatomy Department
- Physiology Department
- Biochemistry Department
- Oral Biology Department
- Community Dentistry Department
- Department of Science of Dental Materials
- General Pathology Department
- Pharmacology Department
- Oral Pathology Department



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Departments of Clinical Sciences

The Department of Clinical Sciences teach clinical subjects to students during their clinical years (third and final years) as well as provides all sorts of high-quality dental treatments to the local communities.

These treatments range from simple dental procedures like dental restorations, scaling and extractions to highly specialized orthodontic, prosthodontic, endodontic periodontics, and oral and maxillofacial treatments. Straightening of mal-aligned teeth with orthodontic braces, replacement of missing teeth with dental implants and surgical procedures for the correction of dentofacial fractures, cancers and other diseases are routinely practised by our highly qualified and trained specialists.

Students first learn clinical skills in Phantom head laboratories before they start treating patients in the clinical areas. In clinical departments, a total of 75 Dental Units provide more than sufficient training opportunities for the 50 students that rotate there at any one time.

We strive to provide excellent patient care along with learning opportunities for undergraduate and postgraduate clinical training. The following are independent clinical sciences disciplines and departments:

- Orthodontics Department
- Prosthodontics Department
- Oral and Maxillofacial Surgery Department
- Oral Medicine Department
- Periodontology Department
- Operative Dentistry Department
- Paediatric Dentistry Department
- General Medicine & General Surgery

The HIT hospital is adjacent to the Dental College and provides facilities for teaching the subjects of medicine and surgery to dentistry students.

Highly qualified subject specialists not only teach their subjects during theory classes, but students also rotate to the medical and surgical wards for learning clinical skills there.

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Faculty List

Discipline	Designation	Names
Basic Sciences		
Anatomy	Professor	Dr. Ayesha Haque
	Demonstrators	Dr. Marium Sohail Dr. Amna Yaseen
Physiology	Professor	Dr. Sadaf Mumtaz
	Demonstrators	Dr. Maryam Ahmad Dr. Ayesha Jabeen
Biochemistry	Associate Professor	Dr. Ambreen Gul
	Demonstrators	Dr. Alina Qamar Dr. M. Naufal Nadeem
Pharmacology	Associate Professor	Dr. Shazana Rana
	Demonstrator	Dr. Khadija Tariq
General Pathology	Assistant Professor	Dr. Sadia Israr
	Demonstrators	Dr. Fareeha Aleem
Oral Biology	Assistant Professor	Dr. Saman Malik
	Demonstrator	Dr. Kiran Rasheed Dr. Rabia Salman
Oral Pathology	Associate Professor	Dr. Sobia Siddiq
	Assistant Professor	Dr. Danial Qasim Butt
	Demonstrators	Dr. Saleha Saeed Dr. Azka Haroon
Science of Dental Materials	Associate Professor	Dr. Shahreen Zahid Khan
	Assistant Professor	Dr. Maryam Saeedullah
	Demonstrator	Dr. Nosheen Ashraf Dr. Zuleikha Malik
Preventive and Dental Public Health	Professor	Dr. Rai Tariq Masood
	Assistant Professor	Dr. Maria Rabbani
	Demonstrator	Dr. Amna Faisal Dr. Fatima Tuz Zahra
Dental Education and Research Cell	Assistant Professor	Dr. Faizan Munir Khan
	Demonstrator	Dr. Zerlis Nawaz



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Discipline	Designation	Names
Clinical Sciences		
Oral & Maxillofacial Surgery	Professor	Dr. Irfan Shah
	Assistant Professor	Dr. Maimoona Siddiq
	Senior Registrar	Dr. Fatima Khattak
	Demonstrator	Dr. Adam Khan Danish
		Dr. Sadia Moin
Operative Dentistry	Professor	Dr. Beenish Qureshi
	Assistant Professor	Dr. Sharaz Ahmad
	Senior Registrar	Dr. Hamza Ulfat
	Demonstrator	Dr. Usman Ashraf Dr. Afshan Bibi
Prosthodontics	Associate Professor	Dr. Aamir Rafiq
	Assistant Professor	Dr. Sameen Zahra
	Senior Registrar	Dr. M. Abdul Moqeet
	Demonstrator	Dr. Uzair Riaz Dr. Naveed Ahmed Dr. Amna Nisar
Periodontology	Associate Professor	Dr. Wajeeha Jabeen
	Assistant Professor	Dr. Sohaib Siddique
	Senior Registrar	Dr. Shahan Haider
	Demonstrator	Dr. Izhar Khan
Oral Medicine	Associate Professor	Dr. Muhammad Mudassar
	Assistant Professor	Dr. Faiqa Hassan
	Demonstrator	Dr. Amna Khan Dr. Hamza Amanat
Orthodontics	Professor	Dr. Waheed Ullah Khan
	Assistant Professor	Dr. Muhammad Hussnain
	Senior Registrar	Dr. Shehzonia Tariq
	Demonstrator	Dr. Haseeb Alam Zaib Dr. Sana Tariq Dr. Ayeman Babar



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Discipline	Designation	Names
Paediatric Dentistry	Assistant Professor	Dr. Amna Riaz
	Demonstrator	Dr. Fatimah Arshad
General Medicine	Professor	Dr. Shahid Saleem
	Registrar	Dr. Abdur Rehman Arshad
General Surgery	Professor	Dr. Zafar Iqbal
	Registrar	Dr. Afshan Jamil
CNE OPD	Demonstrator	Dr. Muhammad Ahmed

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Professional Academic Activities

Poster Competition And Essay Writing

These competitions are held to highlight creativity and interest in students. Essay writing helps improve writing skills. Students can join the essay club to refine their skills and take part in competitions as well. This also helps in writing research papers in their career.



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Basic Life Support (BLS) Certification

A BLS workshop was arranged in collaboration with AFIC for final-year students. Dr Ambreen Gul, Associate Professor, Head of Biochemistry coordinated the session.

It was a two-part session. After hands-on training, students were assessed, and the certificates were distributed at Dental College HITEC-IMS.

The college aims at continuing such activities in future to develop clinical competencies in the students.

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Oral Health Day Awareness Walk

On the 16th of March, Dr. Shahreen Zahid gave a presentation for raising awareness regarding general dentistry, the importance of oral health, disease prevention and the benefits of early treatment.

This was followed by the World Oral Health Day campaign walk organized by Prof. Dr. Waheed Ullah Khan and Dr. Aamir Rafiq. All the faculty members from clinical and basic sciences along with students from dental and medical college took part in the walk. The walk started from the College's main entrance to the HITEWT monument. This campaign aimed to create oral health awareness among school, college, and university students.

Dental College HITEC-IMS aims at continuing such activities in future as well. The observance spreads messages about good oral hygiene practices for adults and children and illustrates the importance of oral health in maintaining general health and well-being.



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Free Dental Health Camps

Dental College, HITEC-IMS is at the forefront of creating awareness regarding oral health amongst the general population. In this regard, frequent Free Dental camps are being organised in the Dental college attracting not only the residents of Taxila but the adjacent cities and villages as well.

The objective is to help people access oral health and hygiene facilities. This is a humanitarian initiative by Dental College, HITEC-IMS for the social welfare of the community. The camps are supervised and conducted by an expert panel of professionals using fully equipped dental units. Oral health services offered during the camp include a dental check-up, tooth extraction, scaling, restorations, and replacement of missing teeth.





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Institutional Publications

HITEC Medical and Dental Journal (HMDJ)

HITEC Medical & Dental Journal (HMDJ) is the journal of the HITEC Institute of Medical Sciences (HITEC-IMS), Taxila. It is an open-access, peer-reviewed, bi-annual journal that aims to keep medical & dental health professionals updated with the latest information relevant to their fields. All publications of HMDJ are peer-reviewed by subject specialists from Pakistan and abroad.

It can be accessed online at: <https://hitec-ims.edu.pk/hmdj/>


HMDJ
HITEC Medical and Dental Journal


HITEC
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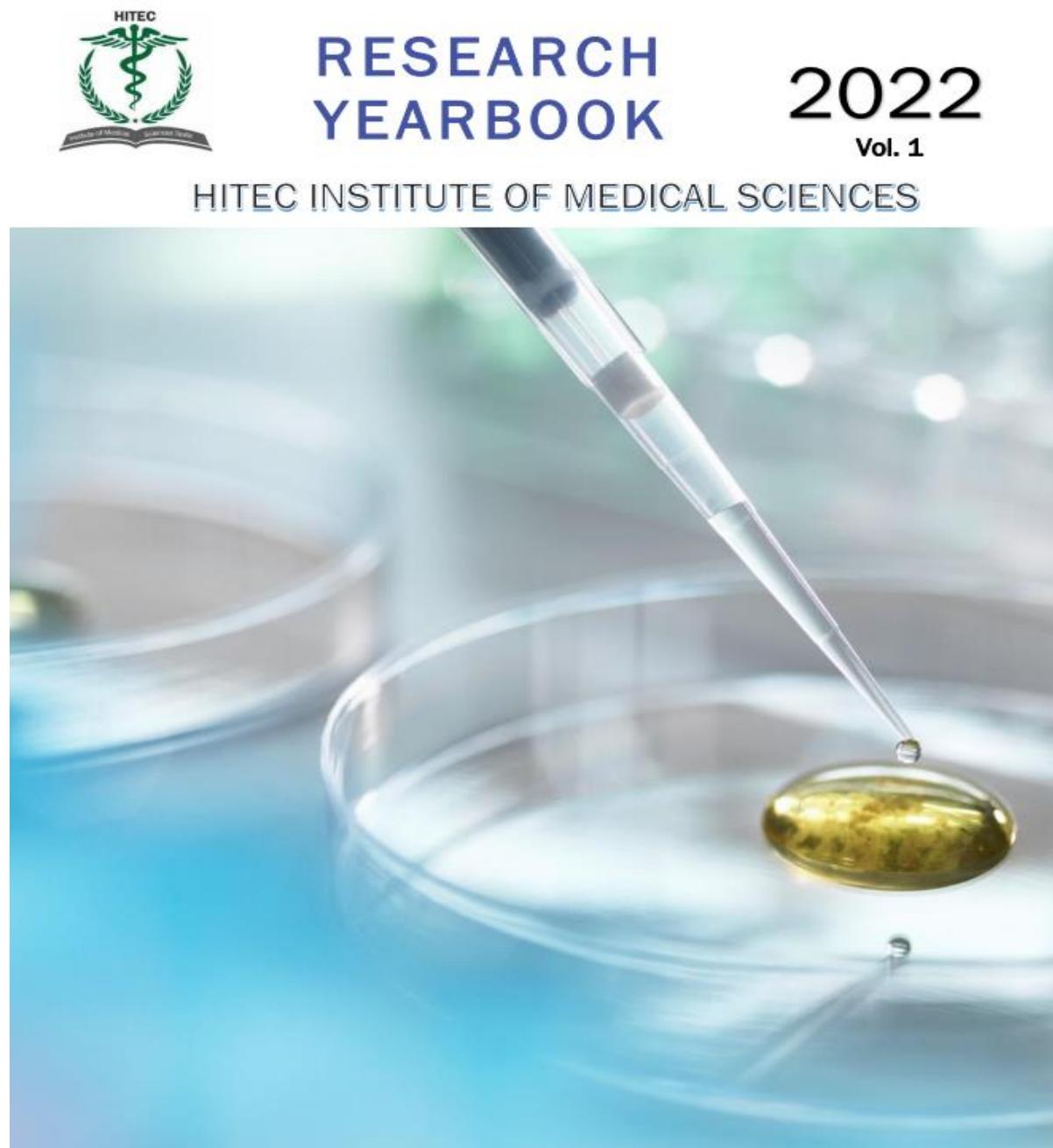


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Research Yearbook Dental College, HITEC-IMS

The research yearbook is an annually published document which highlights all the research-related activities, achievements and updates that take place in the college, including students and faculty.

It is available on the college website, at the following link: <https://dental.hitec-ims.edu.pk/wp-content/uploads/2022/12/Research-yearbook.pdf>





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HITEC-IMS Newsletter

1st Newsletter of HITEC-IMS Medical & Dental Colleges was issued in September 2021.

The Newsletter is a quarterly published document of all the recent events and activities taking place in the HITEC-IMS Medical & Dental Colleges. It is available on the college website, at the following link: <https://dental.hitec-ims.edu.pk/newsletter/>

July-September 2022, ISSUE-1



HITEC-IMS NEWSLETTER



UPCOMING EVENTS

- POSTER COMPETITION
- EXCURSION TRIPS
- MUSICAL CONCERT
- MOTIVATIONAL TALK
- NUMS INSPECTION
- WHITE COAT CEREMONY

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- FACULTY DEVELOPMENT
- CELEBRATIONS
- EVENTS

Committee Members:

Patron

Maj Gen (R). Prof. Hamid Shafiq
Prof. Dr Irfan Shah

Committee

Asst. Prof. Dr Sadia Israr (Incharge)
Prof. Dr Iram Tassaduq
Prof. Dr Ayesha Haque
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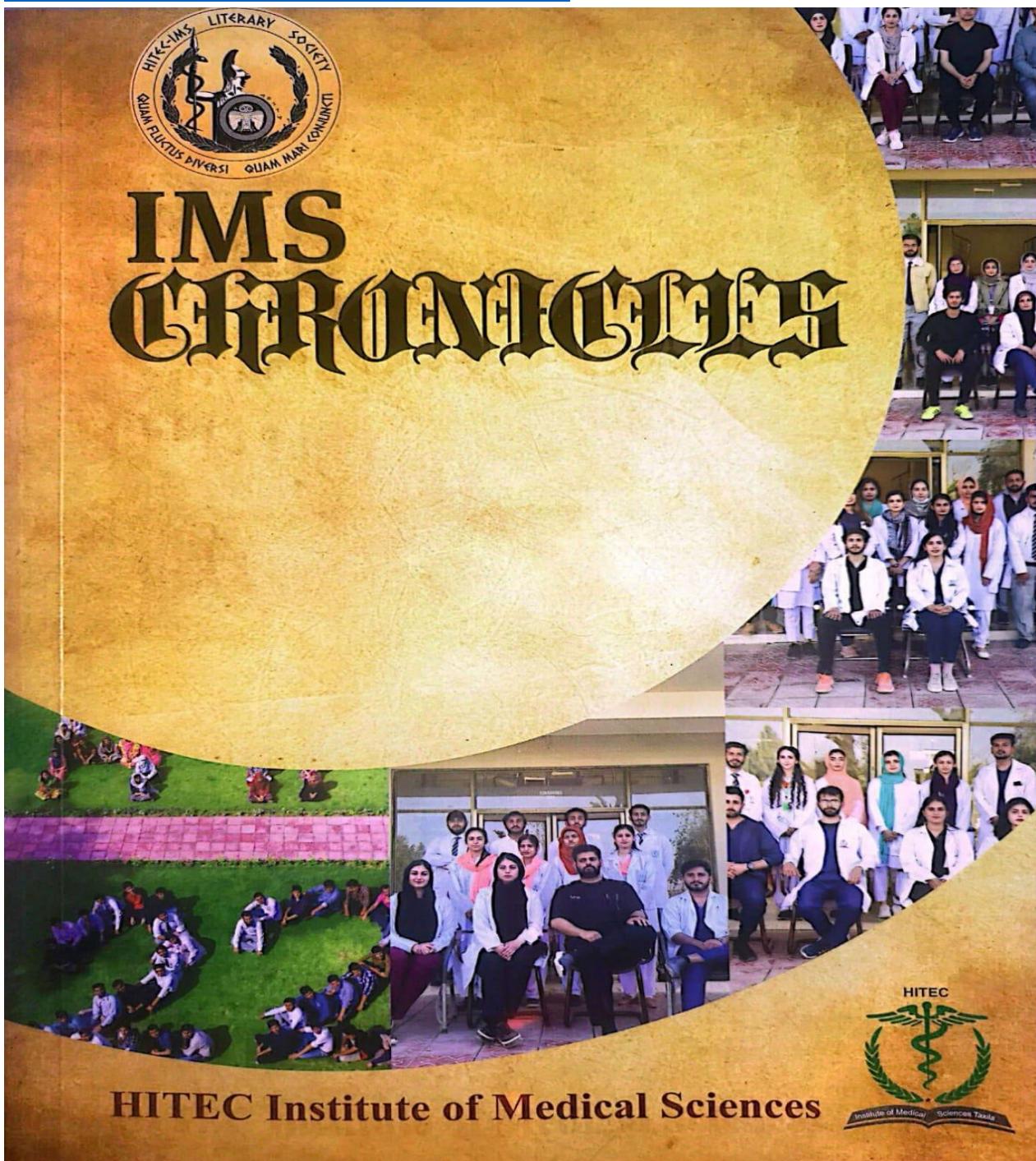


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Institutional Annual Magazine

The institutional magazine is an annually published document which showcases both the student's and faculty members' creative and artistic talents, achievements and updates that take place in the college.

It can be accessed via the college website, at the following link: <https://hitec-ims.edu.pk/wp-content/uploads/2022/09/HITEC-MAGZINE-2022.pdf>



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Extracurricular Activities

Students at the Dental College actively participate in extracurricular activities including sports, debates and arts competitions, publications, and social welfare activities. Following are glimpses of some of the previous extracurricular activities. Extracurricular activities help develop social skills in students and allow them to display their creativity in spheres other than academics. They are organized annually in HITEC-IMS in the month of February/March and students of both the Medical and Dental Colleges actively participate in these activities. The Student Affairs department/ sports committee manages a range of clubs and societies catering to extracurricular activities.

White Coat Ceremony

Dental College and Medical Colleges HITEC-IMS welcomed the new batch of dental and medical students by conducting the white coat ceremony in the auditorium.

Chairman HIT Maj Gen Syed Aamer Raza, HI(M), was the guest of honour. The ceremony was attended by all senior faculty members of medical & dental colleges HITEC-IMS and dignitaries from HITEC University and HITEWT.

The Principal of the Dental College, Professor Dr. Irfan Shah and the Principal Medical College, Maj. Gen (R) Professor Dr. Hamid Shafique delivered the welcome speeches to the students. The Chairman HIT, Maj Gen Syed Aamer Raza, HI(M) addressed the students and congratulated them on getting admission to this prestigious college. He advised the students to avail this learning opportunity and wished them luck in their future endeavours.



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Public Health & Social Welfare Society

The public health society plays role in preventing health-related issues by raising awareness about Oral and Dental health, tuberculosis, oral cancers, and diseases like AIDS/HIV and Hepatitis.

Volunteering students offer services to promote the betterment of the community through supervised community-based camps. Social welfare society aims to serve deserving patients.



The tasks include:

- | |
|--|
| To arrange blood for poor and needy patients. |
| To cover the costs of medicines for dental treatment |
| Financial assistance to deserving patients. |

Sports and Fitness Society

Sports week is held every year to raise the competitive spirit in students besides studies. Inter-class tournaments are held each year.

The society provides an opportunity for students to participate in intra-university competitions at various sports like:

- Badminton
- Table tennis
- Cricket



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14th August - Pakistan Day

14th August 2022 was celebrated with patriotic zeal, a walk was held to commemorate the national occasion.



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Plantation Day

A ceremony of tree plantation took place at Dental College HITEC-IMS on August 10th 2021, as part of the “Green Pakistan, Clean Pakistan Campaign” started by the Prime Minister of Pakistan. This project is expected to improve & preserve atmospheric health.



Student Excursion Trips

Excursion trips are regularly planned for all years of the BDS Program as a part of extra-curricular activities. The students thoroughly enjoy these trips and often take memorable pictures of these events.



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Farewell Ceremony

A farewell dinner was planned for the final year MBBS and Pioneer Batch of BDS by the medical and dental colleges HITEC-IMS on 19th August.

The students presented a colourful program comprising passionate speeches, poetry, gazals, and skits. They also displayed short videos of their experiences during academic years, clinical rotations, excursion trips, sports events, and hostel life. They presented souvenirs to the principals of medical and dental colleges.

The institution also offered souvenirs such as mugs having student photographs. A delicious dinner followed this. Both the faculty and the students enjoyed this lovely and memorable event.





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Administration

The department is headed by the Deputy Director of administration, Maj (R) M. Azhar Iqbal for smooth and efficient administrative support and handling of Student Affairs and all administrative spheres. He has under him, the Administration wing, Student Affairs wing and Faculty Affairs.

Student Affairs

This department works actively to coordinate various aspects of student life and acts as a bridge between the students and the faculty.

Department of Dental Education

The department strives for better resources for students by adopting a multidimensional approach of integration of curriculum, innovative teaching, and educational research. Various faculty development workshops are carried out to uphold the educational standards in the Dental College. Quality assurance of assessment is carried out all year round to ensure optimal learning of students.

Research Cell

Organizes and supervises research-related activities for faculty and students to foster a research culture within the institute. The department conducts research-related workshops and seminars as well as helps researchers with statistical analysis of their projects. Moreover, it reviews the research projects for ethical issues through a series of Ethical Review Committee (ERC) meetings and provides decisions accordingly.

Campus Management System

A centralized network system is under development at Dental College HITEC-IMS. Apart from other modules, this will help students with important announcements and information. In the clinical departments, a centralized health management system (HMIS) is available with the entire patient's record.

Class/ Ward Discipline

Teachers and students maintain a highly professional interaction in the academic sessions which is a very distinct feature of the college, and the same must be continued at all times. Students must switch off their cell phones before they enter the lecture room, laboratory, library, and wards. Punctuality regarding class/ward timings and maintenance of proper discipline in the classrooms, practical demonstrations, tutorials, and the ward is mandatory.



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Policies/SOPs

Admissions Policy

The criteria for merit formulation and admission have been finalized in the light of Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations (amended 2022):

- A. Weightage Formula For Private Sector Affiliated/Administered Colleges
 - a. NUMS MDCAT 50%
 - b. F.Sc. Pre-Medical/HSSC/Equivalent 40%
 - c. Matriculation/SSC/Equivalent 10%
(Biology, Chemistry, Physics/Maths)
- B. Passing National MDCAT with 45% marks shall be mandatory for admission to NUMS colleges as per PMC regulations 2022.
- C. Obtained an HSSC/FSc Pre-Medical, A Level or an equivalent 12th-grade qualification recognized in Pakistan having obtained more than sixty percent (60%) marks therein, or a higher percentage as may be notified by the Medical and Dental Council.
- D. Candidates having foreign qualifications, O/A Level etc. shall have an experience certificate issued by IBCC at the time of admission.
- E. Qualifying for a psychological test is mandatory, however, merit will be based on the subject-based MCQs.

Actions at NUMS Level

Admission will be carried out by the university i.e., NUMS. All desiring students will apply to NUMS. NUMS will forward the list of admitted students to the College.

Admission Process At Dental College HITEC-IMS

- NUMS will display the Merit list on NUMS Portal and NUMS website.
- The college will display the Merit list on its Website.
- On receipt of the merit list from NUMS, Student Affairs Department will share the list of students with the Finance department.
- Student affairs will contact the candidates in order of merit & proper records of email, WhatsApp, Telephone calls and text messages will be maintained.



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- The student affair department will send a list of willing candidates to the finance department for the preparation of fee vouchers.
- Fee vouchers will be then sent to candidates by the student affair department.
- All the students who have accepted the admission will pay the fee in any Askari Branch (College Account) and will report to the Head of the Student Affairs Department with a copy of the submitted voucher.
- After the fee is paid student will be issued a confirmation letter by the Student Affairs department. The head of the Student Affairs Department will update NUMS about the confirmed Students on the NUMS portal as well as to NUMS Admission Department via email as well photocopies.

Documents To Be Provided After Fee Submission

1. Recent Photograph (with a blue background, 1x1 inch): (Four Copies)
2. Recent Photograph (with a blue background, Passport size): (Twelve Copies)
3. Character Certificate: (One Copy)
4. SSC / O – Level: (Six Copies)
5. HSSC / A – Level: (Six Copies)
6. Student's NIC / B Form: (Six Copies)
7. Domicile : (Two Copies) 9.
8. Parent's / Guardian's NIC : (Six Copies) 10.
9. NUMS-MDCAT and Aptitude Test 11.
10. NOC for other Board/Universities and Undertaking on Original Stamp Paper submitted after the admission.
11. Equivalent Certificate form IBCC for O/A Level : (Six Copies)
 - Verification of documents of final admitted candidates will be carried out by the Computer Operator of the Student Affairs Department College.
 - The Head of the Student Affairs Department must update the status of the student's acceptance and rejection of admission on the online portal along with evidence in the form of email and SMS to NUMS.

Cancellation Of Admission

- a. If any document/information provided by the candidate is found false/fake/ fabricated at any stage of BDS admissions and/or during the course of studies, the



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admission of the candidate shall be cancelled, and he/she will be debarred from admission for a period of seven (07) years besides initiation of any action under the law including criminal proceedings against him/her.

- b. If the candidate is found medically unfit at any stage of the BDS course, the admission of the candidate shall be cancelled on the recommendation of the appropriate Medical Board to be constituted by the admitting University on a case-to-case basis.
- c. If a candidate fails to report for admission and/or deposit the fee on the due date, the admission of the candidate shall be cancelled.

Migration Policy

Migration and transfer of students to or from college will be carried out in line with the guidelines issued by NUMS and PMC. In this regard, the following points will be adhered to:

- a. Migration is allowed only in 2nd and 3rd Year BDS.
- b. The student will only be allowed to migrate In/Out if 75% of the academic year is still in the balance.
- c. Applications from Parents or any/relative/guardian will not be accepted. Students will have to apply stating reasons for migration.
- d. The student selected for the W&R seat will have to get NOC from W&R Directorate, GHQ.
- e. The transfer will only be allowed between the institutions recognized by PMC.

Transfer from a Foreign College

- a. As per PMC policy, a student studying in a foreign dental college may apply for a transfer to a Pakistan dental college subject to having completed at least two years of studies in the foreign college and having qualified for the National Equivalence Board (NEB) Examination conducted by the Authority.
- b. A Foreign student may apply for transfer subject to a vacant seat being available in the college to which a transfer is sought.
- c. A foreign student shall only be allowed to transfer to the same program as the student was enrolled in the foreign college and in the year for which the student has qualified the NEB Exam.

Documents Required for Migration

1. NOC of relieving college/university
2. Clearance Certificate of relieving College
3. Attendance record
4. Academic Record
5. CNIC of the student



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Merit-Migration

In case of a greater number of applicants against a seat, merit shall be determined as per NUMS Policy.

Sanction/ Completion of Migration Process

After the issuance of NOC by the College and respective universities, the case will be processed for final sanction by the NUMS. The student will join after the issuance of NOC by NUMS

Discipline & Code Of Conduct

General Conduct and Discipline Matters

The students are required to abide by the rules and regulations of the Dental College HITEC-IMS. The college administration expects and demands absolute integrity and honesty from its students concerning their day-to-day life in the College. Unethical behaviour during any test/examination or anywhere else may lead to fines, penalties and disciplinary actions including, in extreme cases, expulsion from the college. Prolonged absence from academic activities or inability to cope with the curriculum shall also be a cause for removal from the college.

Discipline

The co-education in the institute places a heavy responsibility on the management and the students alike. The students are, therefore, expected to follow a code of conduct/ethics and moral behaviour. A serious view is taken of any misconduct and immoral behaviour both inside and outside the classrooms. Each faculty member, hostel wardens, library staff and administration staff have certain authority to impose discipline and refer the case to Disciplinary Committee. The disciplinary committee will investigate all cases of indiscipline and impose penalties as per the seriousness of the case. Details of the student's code of conduct and disciplinary procedures are available with the student's affairs department and college administration.

Dress Code

Summers

- a. **Boys:** Grey trousers and white shirts. The shirt should have a pocket on left, with the HITEC-IMS emblem. In the clinical years, scrubs will be worn.
- b. **Girls:** White Shalwar Kameez. The kameez should have a pocket on the right lower side with the HITEC-IMS emblem. In the clinical years, scrubs will be worn.



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Winters

Charcoal grey/back sweater and blazer with IMS emblem and scrubs in clinical years.

White Coat

All Dental College HITEC-IMS students will wear knee-length white coats when on Hospital and College premises. The white coat should be of cotton or wash-n-wear cloth.

Attendance

Students are expected to attend all scheduled lectures, tutorials, small group discussions, demonstrations, community study visits, clinical skills lab sessions and all other teaching and learning activities as well as appear in all tests and examinations. Record of attendance will be maintained and absence from any of the above will be communicated to parents/guardians regularly. Students must observe the class timings strictly. Anyone coming after 05 minutes of the start of the class will be not allowed and marked absent.

Leave Policy

Leave is a privilege, **NOT** a right. Leave is granted only in emergency cases, otherwise, it has no bearing on attendance i.e., a minimum of **75% attendance** is a **MUST** to get eligibility for appearing in any professional exam.

Procedure

1. Students will submit their applications to the Year Coordinator.
2. The Year Coordinator will check the application, ascertain the cause of leave and either sanction the One Day leave or give their recommendations.
3. Leave for up to 3 days will be sanctioned by the year coordinator. For leave of more than 3 days, the year coordinator will give his/her recommendation, and forward the case to the vice principal who could sanction leave up to 7 days after discussing the matter with the parent/guardian of the students.
4. Leave for more than 7 days will be sanctioned by the Principal.
5. Sick leave applications must be supported by a medical certificate(s).
6. Leave a record of all students will be maintained, displayed on the college notice board, and communicated to parents /guardians after each term by the student's affairs.
7. Short leaves will be discouraged. Short leave from a lecture/practical must be approved by the concerned faculty and head of the department.



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Discrimination & Sexual Harassment Policy

Medical & Dental Colleges of HITEC-IMS are committed to providing a safe environment for all its employees and students free from discrimination on any ground and harassment at work including sexual harassment. HITEC-IMS will operate at zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment.

1. Any allegation of offensive, discriminatory, or other inappropriate behaviour will be responded to immediately.
2. All such cases will be referred to and investigated by the anti-harassment committee.
3. The facts shall determine the response to each complaint and each situation will be handled discreetly.
4. All harassment /discrimination cases will be dealt with following the college policy (available with the student affairs department and college administration).
5. Retaliation and intimidation directed toward anyone who makes a complaint are prohibited. This practice applies to all faculty, staff, students, and patients.

Policy for Students with Chemical Dependency Problems

The Dental College HITEC-IMS is supportive of the efforts of chemically dependent students to become free of their dependency problems. In dealing with chemically dependent students, the colleges' procedure involves intervention and requiring students to join counselling, treatment, and rehabilitation programs. This procedure is established to ensure the safety of patients that students may come in contact with and to protect the interests of other students, faculty, and remaining staff. Compliance failure can lead to major consequences.

The following steps will be followed as soon as a student has been identified as having chemical dependency problems:

1. The parents of that student will be called by the Deputy Director Admin.
2. The student will have to join the chemical dependency treatment program. On completion of rehabilitation, the student will have to provide evidence of successful completion of the program.
3. The Principal will determine whether to permit the student to resume the program after obtaining evidence regarding the student's progress in the rehabilitation and monitoring programs that show the student has been chemically free for at least ten weeks.
4. Non-compliance can lead to detention or worst, expulsion from the Dental College HITEC-IMS.



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Guidelines for Students Suspected of Chemical and Drugs Abuse

Having a respectful workplace includes providing faculty, staff, and students with a healthy and productive environment. We believe that drug abuse affects the health, safety and well-being of employees and students and restricts their ability to perform adequately. This is particularly critical for those who work with and practice dentistry and treat patients. The Dental College supports and follows the Drug-Free Campus and Workplace policy. The possession and use of drugs in and around the campus are therefore strictly forbidden. Within the Dental College HITEC-IMS, violations of this policy will be dealt with as specified below.

1. Immediately upon detection or suspicion of drug use, the student will immediately be dismissed from class or lab for the remainder of the day. The Student Affairs Department will get feedback from other departments to verify and save the student from the embarrassment on basis of suspicion only.
2. The student will be sent to the Pathology Lab for screening.
3. If the student is determined to be chemically dependent, the Policy for Students with Chemical Dependency Problems will be enforced.
4. If the student is determined not to be chemically dependent, the matter will be referred to the appropriate committee for disposition.

Grievances Policy

The Dental College, HITEC-IMS guarantees that any grievance reported by the student will be taken seriously and will be investigated expeditiously and all students will be treated with respect.

1. Reports/complaints of grievances from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident.
2. The report shall then be submitted to the Vice-Principal's Office.
3. The Vice-Principal in coordination with the respective academic head will review the information provided by the student.
4. Once it has been determined that all the relevant information has been provided, the Vice-Principal will convene an Investigating Committee to consider the case.
5. The student shall be required to appear before the Committee for an interview.
6. The attendance of appropriate individuals may be required before the Committee to provide information pertinent to the case.
7. The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry to the Principal.
8. Appropriate action will be taken by the Principal regarding the grievances of the student according to the finding and recommendations of the committee.