



# Punjab Medical Faculty

62-A/D New Muslim Town, Wahdat Road, Lahore

Tel: 042-99230506, 042-99231352

Fax: 042-99232127

No. 142318

/ PMF

Dated

24-05-23

## NOTIFICATION


Based on the report of Inspection Team which visited "City Institute of Medical Sciences, Passport Office Road, Rawalakot, Azad Jammu Kashmir" on 2<sup>nd</sup> January, 2023, the Affiliation Committee of Punjab Medical Faculty (PMF) has accorded approval for affiliation of the said institution with PMF. The affiliation of the said institution is for seven (7) courses with number of seats per admission as follows:

SR.#	CATEGORY	NO. OF SEATS APPROVED
1	Dispenser	25
2	Medical Laboratory Technician	25
3	Operation Theater Technician	25
4	Radiography & Imaging Technician	25
5	Dental Technician	25
6	Physiotherapy Technician	25
7	Dialysis Technician	25
TOTAL		175

The institute shall not deviate from the prescribed Affiliation Criteria and shall abide by the following **conditions** essential to maintain its provisional affiliation:

1. That this affiliation is provisionally granted for two academic sessions, current academic session 2022 (still in progress) and academic session 2023, valid till 30<sup>th</sup> June, 2024; the affiliation thus granted shall automatically expire at the end of this period. The head of institution shall be required to apply for renewal/extension in affiliation for the next two years by 15<sup>th</sup> February, 2024.
2. That the institution shall observe the rules, regulations and procedures notified by the PMF from time to time. The PMF may call upon the institution so affiliated to take such action as may appear to be necessary in respect of any matter.
3. That the institution shall provide reports, returns or any other information as the PMF may ask.
4. That it shall follow the admission policy and admission criteria of PMF notified from time to time.
5. The said institute shall not admit students in categories other than specified above and shall not exceed admissions above the allocated seats.
6. Admission shall not be more than once a year in conformity with the examination schedule of PMF and in one shift only.
7. The institution shall undertake teaching programs in accordance with the approved curricula of PMF and shall not seek affiliation with any other organization for the sake of Allied Health Science education.

8. The institution shall get the students registered with PMF within sixty days of their admission. The original documents of candidates will be verified by the PMF at the time of registration.
9. The institution shall submit a detailed Annual Teaching Plan encompassing teaching and training activities at the beginning of academic year. It may be inspected by any member of the Governing Body/Registrar PMF during working hours without any advance notice or information.
10. That the Institution shall maintain the standards of building, furniture, equipment, teaching aids and library according to the criteria prescribed by PMF.
11. That the teaching faculty shall conform to the prescribed standards of PMF regarding qualification, experience and number of teachers for given number of students. Any change in the teaching faculty shall be communicated to the PMF immediately.
12. That all employees shall be employed on a written agreement stating clearly the terms & conditions on which they are engaged. The salary package for staff shall be commensurate with government scales.
13. The institution shall have ownership of a hospital that complies with the standards specified in Section 4 of affiliation criteria or shall have valid Memorandum of Understanding (MoU) with a hospital that fulfills the criteria as prescribed in this section.
14. When the institution desires to add a new course of instruction or to increase the number of students, and wishes to get it recognized, the procedure prescribed for fresh affiliation shall be followed.
15. The Institution shall exhibit accounting transparency by maintaining a bank account in its name and doing all transactions including salary transfers through bank. It shall also arrange annual audit by a reputable firm.
16. The rights conferred on the institution by affiliation may be withdrawn in whole or in part or modified if the institution fails to continue to satisfy the condition of its affiliation or if the institution is conducted in a manner, which is prejudice to the interests of paramedical education or fails to improve its quality of training and results.

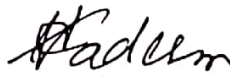
  
Secretary  
Punjab Medical Faculty

No. 142318 / PMF

Dated 24-05-22

Copy forwarded for information to:

1. Vice President PMF/ Additional Secretary (Tech.), Specialized Healthcare & Medical Education Department; Convener of Affiliation Committee of PMF
2. PSO to Secretary to Govt. of the Punjab, Health Department /President PMF
3. Affiliation Section of PMF
4. Budget & Accounts Branch PMF
5. The Chief Executive/ Principal, City Institute of Medical Sciences, Passport Office Road, Rawalakot, Azad Jammu Kashmir

  
Secretary  
Punjab Medical Faculty