



POLICY FOR ADMISSION / INDUCTION OF POSTGRADUATE TRAINEES

1) Purpose

The purpose of this policy is to provide a fair, transparent, merit-based and documented mechanism for admission / induction of postgraduate trainees in all present and future postgraduate training programs of the institution.

The policy aims to ensure that postgraduate trainees are inducted according to:

- Approved eligibility criteria
- Available training slots
- Supervisor capacity
- Institutional resources
- Relevant regulatory, university or examining body requirements
- Documented institutional merit

2) Scope

This policy shall apply to all postgraduate training programs currently or subsequently offered at Shahida Islam Teaching Hospital / Shahida Islam Medical Complex, including but not limited to:

- FCPS programs
- MCPS programs
- MD programs
- MS programs
- MPhil programs
- PhD programs
- Diploma or certificate-based postgraduate clinical, academic or research programs
- Any other postgraduate program recognized by CPSP, PM&DC, HEC, UHS, another university, affiliating body or competent regulatory authority.

3) Guiding Principles

Admission / induction of postgraduate trainees shall be governed by the following principles:

- Merit and transparency
 - Selection shall be based on documented eligibility and approved merit criteria.
- Regulatory compliance
 - No trainee shall be inducted in violation of CPSP, PM&DC, HEC, UHS, university or relevant regulatory requirements.
- Training capacity
 - Induction shall be limited to available approved training slots, supervisor capacity, patient workload, infrastructure, academic support and institutional resources.
- Fair opportunity
 - All eligible applicants shall be considered according to the approved process without discrimination.
- Documentation
 - Application records, scrutiny, merit calculation, interview record where applicable, approval, offer letter and joining documents shall be maintained.
- Future applicability
 - This policy shall remain applicable to future postgraduate programs, with program-specific amendments or annexures added where required.

4) Eligibility Criteria

Eligibility shall be program-specific and shall follow the relevant regulatory or affiliating body requirements.

- For CPSP-based FCPS/MCPS programs, the candidate shall fulfill CPSP requirements applicable to the relevant specialty, including where applicable:
 - Recognized MBBS/BDS or equivalent qualification



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- ii) Valid PM&DC registration
- iii) Completion of house job / internship
- iv) Passing FCPS-I or relevant CPSP entry requirement
- v) Eligibility for registration with CPSP / RTMC
- vi) Availability of CPSP-approved supervisor and recognized training slot
- vii) Fulfillment of any specialty-specific CPSP requirement.
- b) For future MD/MS/MPhil/PhD programs, eligibility may include, as applicable:
 - i) Recognized basic qualification
 - ii) Valid professional registration where required
 - iii) Relevant entry test or admission test
 - iv) Postgraduate entry qualification
 - v) Previous academic record
 - vi) Research experience or synopsis requirement
 - vii) University / HEC / PM&DC eligibility criteria
 - viii) Availability of approved supervisor and research/training facilities.
- c) No applicant shall be inducted unless minimum eligibility requirements of the concerned program and regulatory body are fulfilled.

5) Announcement of Postgraduate Slots

Postgraduate training slots may be announced through one or more of the following:

- a) Institutional website
- b) Official noticeboard
- c) Departmental circular
- d) Advertisement, where required

6) Application Procedure

Applicants shall submit the prescribed online application form along with required documents within the notified time.

- a) The required documents may include:
 - i) CNIC copy
 - ii) MBBS/BDS or relevant basic qualification certificate
 - iii) Detailed marks certificates / transcripts
 - iv) House job / internship certificate
 - v) Valid PM&DC registration certificate where applicable
 - vi) FCPS-I or relevant entry qualification certificate where applicable
 - vii) Experience certificates
 - viii) Research/publication record where applicable
 - ix) NOC from current employer, if applicable
 - x) Recent photograph
 - xi) Any document required by CPSP, university, HEC, PM&DC or institution.
- b) Incomplete applications may be rejected or kept pending until completion of required documents within the allowed time.
- c) Submission of false, forged or misleading information shall lead to cancellation of application or induction and may be reported to the relevant authority.

7) Merit Calculation

Merit shall be calculated according to the institutional merit criteria approved by the competent authority and/or Postgraduate Training Monitoring Committee.

For future MD, MS, MPhil, PhD or other postgraduate programs, the merit formula may be modified or supplemented according to university, HEC, PM&DC, CPSP or relevant regulatory requirements. Such program-specific merit formula shall be approved separately and attached as an annexure to this policy.



8) Interview

Interview shall remain optional and may be conducted when deemed necessary by the concerned supervisor, Head of Department, Program Director or Postgraduate Training Monitoring Committee.

Where interview is conducted, it shall preferably assess:

- a) Subject knowledge
- b) Clinical reasoning or academic/research aptitude
- c) Communication skills
- d) Professionalism and ethical attitude
- e) Motivation for the program
- f) Understanding of training requirements
- g) Suitability for supervised postgraduate training
- h) Research orientation where applicable.

9) Selection and Approval

- a) Selection shall be made according to:
 - i) Eligibility
 - ii) Merit position
 - iii) Availability of training slot
 - iv) Supervisor capacity
 - v) Specialty/program requirement
 - vi) Institutional and regulatory approval.
- b) The department concerned and/or PGTMC shall recommend selected candidates to the competent authority.
- c) Final approval of induction shall be issued by the Principal / Dean / Head of Institution or notified competent authority.
- d) The institution may maintain a waiting list. If a selected candidate fails to join or becomes ineligible, the next eligible candidate on merit may be offered the slot.

10) Joining Formalities

The selected trainees shall submit a joining report to the department concerned and HR department.

- a) At the time of joining, the trainee shall submit or verify:
 - i) Original educational documents
 - ii) PM&DC registration where applicable
 - iii) FCPS-I / entry qualification where applicable
 - iv) House job / internship certificate
 - v) Experience certificates
 - vi) Undertaking to follow institutional rules
 - vii) Undertaking to complete CPSP / university / regulatory registration
 - viii) Any additional document required by the institution or regulatory body.
- b) Failure to join within the prescribed time without valid reason may lead to cancellation of offer and allotment of the slot to the next candidate on merit.

11) Registration with CPSP / University / Regulatory Body

- a) For CPSP programs, the trainee shall be responsible for timely registration with CPSP / RTMC according to CPSP rules.
- b) The institution and supervisor shall facilitate required documentation, supervisor acceptance and departmental verification.
- c) Delay in CPSP / RTMC registration due to trainee negligence shall be recorded and may affect recognition of training.
- d) For MD, MS, MPhil, PhD or other university programs, registration shall be processed according to university, HEC, PM&DC and affiliating body requirements.
- e) Institutional induction alone shall not be considered equivalent to final registration with CPSP, university or regulatory body.



12) Supervisor Allocation

Each postgraduate trainee shall be allocated to an approved supervisor according to:

- Specialty / program requirement
- Supervisor approval status
- Maximum permissible trainee capacity
- Departmental workload
- Regulatory or university requirement
- Availability of appropriate training or research facilities.

13) Orientation of Trainees

All selected postgraduate trainees shall undergo institutional and departmental orientation.

The orientation shall preferably include:

- Institutional mission and postgraduate outcomes
- Program-specific curriculum and training requirements
- CPSP / university / regulatory requirements
- Role of supervisor and trainee
- Duty hours, attendance and leave
- Ward, OPD, emergency, laboratory, research or academic responsibilities as applicable
- Patient safety and infection control
- Professional conduct and confidentiality
- E-logbook / logbook / portfolio requirements
- Research, synopsis, dissertation, thesis or publication requirements
- Institutional policies including remediation, probation, suspension and dismissal
- Grievance, counselling and appeal mechanisms
- Anti-harassment and code of conduct policies.

14) Relationship with Other Policies

This policy shall be read together with:

- Institutional Autonomy Policy
- Postgraduate Training Monitoring Committee TORs
- Generic Institutional Outcomes for Postgraduate Programs
- CPSP induction, RTMC and e-logbook requirements
- University / HEC / PM&DC regulations where applicable
- Institutional Merit Calculation Criteria
- Policy for Remediation, Probation, Suspension and Dismissal of Postgraduate Trainees
- Institutional Code of Conduct for Postgraduate Trainees
- Leave policy
- Anti-harassment policy
- Research ethics and plagiarism policy.

15) Review of Policy

This policy shall be reviewed every three years or earlier if required due to change in CPSP, PM&DC, HEC, UHS, university, Government of Punjab or institutional regulations.

Dean Academics

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