

THE KHYBER MEDICAL UNIVERSITY FACULTY REGULATIONS 2008

Where as it is expedient to regulate Departments, Faculties, and Colleges / Institutions of the University, the following regulations are here by framed;

1. These regulations may be called as "The Khyber Medical University Faculty Regulations 2008".
2. They shall come into force at once.
3. Definitions:
 - (a) Clinical sub-unit: Means a Clinical sub-specialty which is headed by a teacher less than a Professor.
 - (b) Clinical Unit: Clinical Specialty / Sub-specialty with at least four teachers, one against each clinical teaching position as defined in KMU Act 2007 i.e. Senior Registrar, Assistant Professor, Associate Professor and Professor.
 - (c) Clinical Department: Combination of one or more clinical units or sub units based in a teaching hospital of a constituent college or institute.
 - (d) Deans' Committee: as provided under regulation 11.
 - (e) Institutional Department: A department based in a constituent college.
 - (f) University Department: Combination of institutional departments in the disciplines of Basic Medical Sciences in the university.
 - (g) Departmental Council: As provided under Section 18(1) (b) (vii) of the Khyber Medical University Act 2006.
 - (h) Institutional Advisory Council: There shall be an Institutional Advisory Council to assist the head of the College / Institution in the over all management of the College / Institution. The senate of KMU has approved the structure of the council in 1st meeting held on 29-08-2007.
 - (i) Institutional Management Board: As provided under regulation.
 - (j) Institutional Research & Ethical Board: As provided under regulation.
 - (k) Graduate & Research Management Council: As provided under "The Graduate & Research Management Council Statutes 2007".
4. Clinical Department: (i) There shall be a clinical department comprising of one or more clinical units and sub-units of different clinical specialties and sub-specialties, according to the teaching and training needs of medical education as prescribed by Pakistan Medical & Dental Council and College of Physicians & Surgeons of Pakistan for the purpose, from time to time, in each teaching hospital of the Constituent Colleges / Institutes.
 - (ii) Each Clinical Unit shall be headed by a Professor, who shall be called the head of the Unit, similarly any available senior faculty member at the sub-unit shall be called the In charge of that unit and the unit shall be under the administrative and academic control of that very major discipline of clinical sciences.

Provided that when a sub-unit has got all the four teachers against the clinical teaching positions, as explained in regulation 3(a) & (b), it shall become a full fledged unit or department of that sub-specialty and notified as such by the university.

- (iii) Where the clinical department comprises of different units and sub-units, the senior most amongst the in charge/ heads of the units shall be the Chairman of the Department, who shall be responsible for over all management of the Department.

In case where there is more than one Professor in a Department, the senior amongst the Professors shall be appointed first and so on.

5. Institutional Department: (i) There shall be institutional departments of different Basic Medical Sciences with teachers against such teaching positions as defined in the KMU Act 2007 i.e. Demonstrator, Assistant Professor, Associate Professor and Professor or any other designation used by Higher Education Commission of Pakistan or Pakistan Medical & Dental Council, and in such numbers and with such qualifications as may be prescribed by PM&DC and HEC from time to time.

(ii) The senior most Professor of the institutional department shall be the Chairman of the Department.

6. Departmental Council: (i) There shall be a council for each department. The Departmental Council shall comprise of teachers of the department as prescribed in the Khyber Medical University Act 2006. Each departmental council will be headed by a chairman. The chairman shall be selected from amongst the professors on seniority cum fitness basis on the recommendation of Dean of the concerned faculty. He shall be responsible for the over all management of the Department.

(ii) The chairman shall be tenure post of three years and will be renewable for one more term.

(iii) The tenure of the Chairman of the Departmental Council can be terminated by the Syndicate on the recommendation of the Dean of the concerned faculty on the basis of unsatisfactory performance, subject to the condition that he/she shall not be condemned unheard.

(iv) The Departmental Council shall be assisted by the following three sub committees;

- a. Academic sub committee
- b. Research sub committee
- c. Patient care & treatment sub committee

These sub committees will regularly review the performance of the department in terms of academics, patient care & treatment and research and make recommendations to the council. The council will in turn recommend changes in the prescribed syllabi and curricula in their relevant subjects to the Institutional Advisory Council. The institutional Advisory Council will forward and recommend the changes to the Board of Studies of the concerned university Faculty.

(v) The Departmental Council shall meet at least quarterly or as and when required and shall submit their meeting proceedings to their respective Deans for further necessary action.

7. Faculties: (i) In order to sharper focus on different subjects related to medical education and patient care, the Act of Khyber Medical University, 2006 has provided under Section 1 of the First Statutes number of Faculties.

(ii) The faculties for the time being provided in the First Statutes are as under and shall be consisting of the following disciplines.

1. FACULTY OF MEDICINE AND ALLIED SCIENCES;

This faculty will comprise of the following Clinical departments;

- 1) Cardiology.
- 2) Dermatology.
- 3) Endocrinology.
- 4) Gastroenterology.
- 5) General Medicine.
- 6) Nephrology.
- 7) Neurology.
- 8) Oncology.
- 9) Pediatrics.
- 10) Psychiatry.
- 11) Pulmonology.
- 12) Radiology.
- 13) Any other emerging department related to medicine and allied sciences.

2. FACULTY of SURGICAL AND ALLIED SCIENCES;

This faculty will comprise of the following disciplines;

- 1) Anaesthesiology.
- 2) Cardiovascular.
- 3) Cardiothoracic Surgery.
- 4) Neurosurgery.
- 5) ENT.
- 6) General Surgery.
- 7) Gynaecology & Obstetrics.
- 8) Ophthalmology.
- 9) Orthopaedic.
- 10) Paediatric Surgery.
- 11) Plastic Surgery.
- 12) Transplant surgery
- 13) Urology.
- 14) Any other emerging department related to surgical and allied sciences.

3. FACULTY OF BASIC MEDICAL SCIENCES:

This faculty will comprise of the following disciplines;

- 1) Anatomy.
- 2) Biochemistry.
- 3) Physiology.
- 4) Pharmacology.
- 5) Pathology.
- 6) Forensic Science.
- 7) Community Medicine.
- 8) Any other emerging discipline related to basic medical sciences.

4. FACULTY OF DENTISTRY;

This faculty will comprise of the following disciplines;

- 1) Maxillofacial Surgery.

- 2) Prosthetic
- 3) Orthodontics.
- 4) Operative Dentistry.
- 5) Periodontics.
- 6) Paedodontics.
- 7) Oral Medicine.

5. FACULTY OF MEDICAL EDUCATION, HEALTH EDUCATION, AND RESEARCH

6. FACULTY OF NURSING;

7. FACULTY OF ALLIED HEALTH SCIENCES;

8. FACULTY OF BIOMEDICAL ENGINEERING;

9. FACULTY OF PUBLIC HEALTH AND SOCIAL SCIENCES

8. Dean: (i) As provided in Section 2 of the First Statutes of Khyber Medical University Act 2006 (N-W.F.P. Act No. I of 2007), Dean of a faculty shall be the senior most teacher of the faculty.

(ii) The tenure of the Dean shall be three years, extendable for another term.

Provided that a Dean so appointed can be terminated by the Senate on the recommendation of the Deans' Committee (simple majority) on the basis of unsatisfactory performance, subject to the condition that he / she shall not be condemned unheard.

9. Chairman of Deans: (i) There shall be a Deans' Committee and the senior most amongst the Deans shall be the Chairman of that committee and he shall be called the Chairman of Deans, as provided in Section 2 of the First Statute of the Khyber Medical University Act 2006 (N-W.F.P. Act No. I of 2007).

10. Principal of Constituent Colleges / Director of Institute:

(i) The Principal / Director will be the chief executive and academic officer of the college / institute.

(ii) The Principal of the Constituent Colleges / Director of the Institute shall be appointed by the syndicate on the recommendation of the vice chancellor from amongst a panel of three senior most professors/ teachers / research scholars, subject to confirmation by the Senate.

(iii) The following shall be the eligibility criteria for a professor/ teacher/ research scholar to be appointed as principal of the college / director of institute;

a) For the post of principal, he/ she shall be a Professor of at least ten years standing, fulfilling all the criteria of Khyber Medical University, Higher Education Commission and Pakistan Medical & Dental Council.

For the post of director, he or she should be a teacher/ research scholar of at least ten years standing, fulfilling all the criteria of Khyber Medical University, Higher Education Commission and Pakistan Medical & Dental Council.

b) He/she shall have supervised at least 10 postgraduate students toward higher qualifications.

c) He/she shall have completed at least one term as Chairman of a department or shall have at least one tenure as Dean, to his credit.

- (iv) The post of Principal of constituent colleges/ director of institute shall be a tenure post for a period of three academic years renewable for one more term.

Provided that the tenure of a Principal/ director can be terminated by the syndicate on the recommendations of the Deans' Committee on the basis of unsatisfactory performance, subject to the condition that he / She shall not be condemned unheard.

University Teachers/Professors can hold additional academic posts but not additional academic and executive post at the same time.

Institutional Management Board: There shall be an Institutional Management Board to assist the head of the College / Institution in the over all management of the College / Institution, comprising;

1. Vice Chancellor KMU	Chairman
2. Registrar KMU	Member
3. Director Admission, Academics And Administration KMU	Member
4. Controller of Examinations KMU	Member
5. Director Finance KMU	Member
6. Principal of the College / Institution	Vice Chairman
7. Director Academics 1 (Basic sciences)	Member
8. Director Academics 2 (Medicine and allied)	Member
9. Director Academics 3 (Surgery and allied)	Member
10. Director Administration Secretary	Member
11. Director Research & Development	Member
12. Director Student Affairs (Provost)	Member
13. Director Career development and support (Career Counselling)	Member
14. Director Sports	Member
15. Director Works KMU	Member
16. Chief Executive of attached Teaching Hospital	Member

Functions of Institutional Management Board:

Approval of:

- A. Vision & Mission of the Institute
- B. Policies & procedures for development and maintenance of physical infrastructure and physical environment of the Institute.
- C. Policies & procedures for procurement, utilization and maintenance of technological support of the institute including advance IT systems.
- D. Policies & procedures for hiring / recruitment, development, utilization and retention of essential human resource.
- E. Policies & procedures for future growth and development of the institute.
- F. Policies & procedures for efficient management of the institute with special reference to :
 - i. Academic governance including academic audit
 - ii. Research & development governance including R&D audit.
 - iii. Financial management including annual budgetary approval including financial audit.
 - iv. Human resource development & management including performance audit

- v. Patient care & management including clinical audit.
- vi. Sports and recreational activities
- vii. Quality assurance mechanisms
- viii. Regular annual reporting system.

G. Set targets and standards for:

- 1. Academic growth and development
- 2. Research growth and development
- 3. Clinical growth and development
- 4. Quality assurance in academics, research, clinical practice, HRD and HRM and financial management.

14. Institutional Advisory Council: There shall be an Institutional Advisory Council to assist the head of the College / Institution in the over all management of the College / Institution, comprising;

1. Principal	Chairman
2. V.P Administration	Vice Chairman
3. Director Academics 1 (Basic sciences)	Member
4. Director Academics 2 (Medicine and allied)	Member
5. Director Academics 3 (Surgery and allied)	Member
6. Director Administration	Member
7. Director Research	Member
8. Director Student Affairs (Provost)	Member
9. Director Career Development & Support (Career Counselling)	Member
10. Director Sports	Member
11. Heads of Departments & Heads of Units	Member

The following shall be the Functions of the advisory council

- 1. Ensure provision & maintenance of adequate and efficient physical infrastructure and safe, clean and comfortable working environment for faculty, students and other consumers.
- 2. Ensure provision & maintenance of adequate and efficient technology including advance IT systems.
- 3. Ensure availability of adequate, well trained and well motivated faculty.
- 4. Ensure the safety, security, salary and professional development and professional satisfaction of the faculty.
- 5. Ensure an environment for students which should guarantee their physical, intellectual and spiritual growth and development.
- 6. Ensure that the curriculum is relevant, need based, outcome based and dynamic.
- 7. Ensure efficient and effective utilization of budget.
- 8. Ensure career counseling service for students and young faculty members.
- 9. Ensure regular audit to see that the standards and targets set in the following areas are adequately met:
 - i. Academics.

- ii. Research.
 - iii. Clinical practice
 - iv. HRD & HRM
 - v. Finances
 - vi. Ensure a regular system of publishing an annual performance report of the institute.
15. Institutional Research & Ethical Board: In order to stimulate, support & sustain quality research, there shall be an institutional research & ethical board in each College / Institution. All research proposals arising out of each departmental faculty will be examined by the Board for relevance, quality & ethical consideration before submission to institutional advisory council & graduate & research management council and institutional management board.
16. Graduate & Research Management Council. In order to stimulate support, sustain & provide for dissemination of quality research in KMU, the University Act has provided for graduate and research management council (Section 18, KMU Act, 2007). The structure and functions of the council were approved in the 1st meeting of senate of KMU held on 29-08-2007.