

Quaid-e-Azam Medical College (QAMC), Bahawalpur

Policy for Co-Curricular Activities

Policy Number: QAMC/SA/CCA/001

Approved By: Academic Council

Implemented By: Student Affairs Department / Department of Medical Education (DME)

Effective Date: _____

Review Date: Every Three (03) Years

1. Purpose

Quaid-e-Azam Medical College (QAMC) recognizes that co-curricular activities are an integral component of medical education and contribute to the holistic development of future healthcare professionals. This policy aims to provide a structured framework for planning, organizing, monitoring, and evaluating co-curricular activities that promote leadership, professionalism, communication, teamwork, community engagement, and student well-being while ensuring that academic standards remain the primary priority. Medical education literature also emphasizes that co-curricular engagement strengthens leadership, communication, teamwork, and stress management among medical students.

2. Scope

This policy applies to:

- All MBBS students of QAMC
- Student societies and clubs
- Faculty advisors
- Department of Student Affairs
- Department of Medical Education
- Event organizing committees
- External collaborators involved in approved student activities

3. Objectives

The objectives of this policy are to:

- Promote holistic student development.
- Encourage leadership and teamwork.

- Foster communication and interpersonal skills.
- Encourage research and innovation.
- Promote professionalism and ethical conduct.
- Enhance physical and mental well-being.
- Encourage community engagement and social responsibility.
- Provide opportunities for cultural, literary, scientific, and sports participation.
- Maintain a healthy balance between academics and co-curricular involvement.

4. Definitions

Co-Curricular Activities refer to structured educational activities conducted outside the formal curriculum that complement classroom and clinical learning without replacing academic requirements.

Examples include:

- Student societies
- Debate competitions
- Scientific conferences
- Research competitions
- Skills workshops
- Health awareness campaigns
- Community outreach
- Sports
- Literary competitions
- Cultural events
- Medical quizzes
- Volunteer services

5. Guiding Principles

QAMC shall ensure that all co-curricular activities are:

- Student-centered
- Educationally meaningful
- Inclusive
- Safe
- Non-discriminatory
- Academically supportive
- Professionally conducted
- Financially transparent
- Environmentally responsible

6. Types of Approved Activities

Academic Activities

- Journal Clubs
- Research Competitions
- Medical Quiz Competitions
- Scientific Conferences
- Workshops
- CME Sessions
- Poster Competitions
- Clinical Skill Competitions

Leadership Activities

- Student Council
- Class Representatives
- Student Committees
- Event Management Teams

Community Service

- Blood Donation Drives
- Health Education Campaigns
- Medical Camps
- Disaster Relief Activities
- Public Health Awareness Programs

Sports Activities

- Cricket
- Football
- Volleyball
- Badminton
- Athletics
- Indoor Games
- Annual Sports Gala

Literary and Cultural Activities

- Debates
- Poetry
- Essay Writing

- Drama
- Photography
- Painting
- Talent Shows
- Cultural Festivals

Wellness Activities

- Mental Health Awareness
- Yoga
- Stress Management Workshops
- Fitness Programs

7. Eligibility

Students may participate provided they:

- Are officially enrolled at QAMC.
- Maintain satisfactory academic standing.
- Have no serious disciplinary proceedings pending.
- Register through the approved process.
- Obtain permission where required.

8. Student Responsibilities

Participants shall:

- Maintain professional behavior.
- Respect institutional values.
- Follow the College Code of Conduct.
- Protect college property.
- Observe patient confidentiality during community activities.
- Follow safety instructions.
- Represent QAMC with dignity.

9. Faculty Advisor Responsibilities

Faculty Advisors shall:

- Guide student societies.
- Ensure educational value.
- Approve activity plans.
- Supervise implementation.

- Ensure compliance with institutional policies.
- Submit post-event reports.

10. Activity Approval Process

All activities shall be approved before implementation.

The organizing committee shall submit:

- Activity proposal
- Objectives
- Budget
- Program schedule
- Venue
- Risk assessment
- Faculty Advisor approval
- List of organizers

Approval shall be obtained from:

- Student Affairs
- DME (where applicable)
- Principal (major events)

11. Funding

Funding may be obtained through:

- College allocation
- Approved sponsorships
- Alumni contributions
- Registration fees (if applicable)

Financial transparency shall be maintained.

All expenditures shall be documented.

12. Safety and Risk Management

For every activity:

- Risk assessment shall be conducted.
- Emergency contacts shall be available.

- First aid arrangements shall be ensured.
- Transportation shall be approved.
- Faculty supervision shall be mandatory for off-campus activities.
- Written permission shall be obtained for field visits where applicable.

13. Academic Considerations

- Academic activities shall take priority.
- Activities shall not interfere with examinations.
- Clinical duties shall not be compromised.
- Students shall remain responsible for missed academic work.

14. Attendance

Participation is voluntary unless officially designated as mandatory.

Attendance may be recorded for:

- Workshops
- Community programs
- Leadership training
- Professional development sessions

15. Awards and Recognition

Outstanding participation may be recognized through:

- Certificates
- Shields
- Medals
- Appreciation Letters
- Student Leadership Awards
- Best Society Award
- Volunteer Recognition

Participation may be documented in the student's co-curricular portfolio.

16. Student Societies

Each society shall:

- Have a Faculty Advisor.

- Maintain approved office bearers.
- Submit an annual activity plan.
- Submit an annual report.
- Maintain financial records.
- Conduct elections according to institutional rules.

17. Monitoring and Evaluation

The Department of Student Affairs shall annually evaluate:

- Number of activities conducted
- Student participation
- Student satisfaction
- Learning outcomes
- Community impact
- Budget utilization
- Safety compliance

18. Code of Conduct

Students shall not:

- Engage in harassment.
- Practice discrimination.
- Use abusive language.
- Damage institutional property.
- Engage in political or sectarian activities under the name of QAMC.
- Use tobacco, narcotics, or alcohol during college activities.

Violation may result in disciplinary action.

19. Documentation

Each activity shall maintain:

- Approval letter
- Attendance record
- Budget
- Photographs
- Event report
- Feedback forms
- Evaluation summary

Records shall be maintained by Student Affairs for at least **five (05) years**.

20. Key Performance Indicators (KPIs)

QAMC aims to achieve:

- $\geq 70\%$ student participation annually
- At least 20 approved co-curricular activities per academic year
- $\geq 85\%$ participant satisfaction
- Zero major safety incidents
- Annual community outreach programs involving all MBBS classes
- Annual evaluation and reporting of student societies

21. Review of Policy

This policy shall be reviewed every **three years**, or earlier if required by institutional needs or changes in regulatory requirements.