



# CENTRAL PARK MEDICAL COLLEGE

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-10

26<sup>th</sup> of January 2021

## STUDENTS' CO CURRICULAR ACTIVITIES POLICY OF CENTRAL PARK MEDICAL COLLEGE

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### SCOPE

This policy applies to all currently enrolled students of Central Park Medical College.

### POLICY STATEMENT

To outline and explain the college expectations of the Co-curricular Programme in order to provide the student cohort with a holistic educational experience. Every CPMC student has the access to the facilities and opportunities of all extracurricular activities present on campus.

This policy establishes an effective framework for managing extracurricular activities of CPMC, which is organized and monitored by some committees, enabling all students to get involved in any of the following extracurricular activities:

- 1. Patient Welfare Committee**
  - a. Central Park Blood Donor Society
  - b. Patient Welfare Hospice Society
- 2. Sports Committee**
- 3. Arts & Literary Committee**

Each committee contain members from faculty as well as students, who are also actively participate in these committees.

### FUNDING

Funding for cocurricular activities is provided by the CPMC administration but the percentage and amount will be decided by the administration depending upon need and availability of funds.



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## TECHNICAL SUPPORT

Any student needs any assistance regarding extracurricular activities will contact the coordinator of respective committee and the coordinator will discuss the support needed by the students with dean and principal of college. Then they will arrange technical support needed according to funds availability and urgency of that matter. For example, the arrangement of trainer or coach.

## RESPONSIBILITIES

### Compliance, monitoring and review

Committee chairperson will be responsible to manage and arrange the events of that committee throughout the year.

Committee members will choose secretary from students, who will ensure participation of students and manage participants in different events.

Committee coordinator will prepare report about the event at the end and maintain a record of that and also submit a copy of it to Dean's office.

### Reporting

Class representatives of each class will report any issue to committee secretary or committee members. Committee secretary and committee members will report all issue to committee chairperson.

If needed all issues will be conveyed to the Dean by committee chairperson.

### Records management

Each committee secretary will maintain a record of each event of their respective committee.

#### PATIENT WELFARE COMMITTEE

- Central Park Blood Donor Committee
- Patient Welfare Hospice Society



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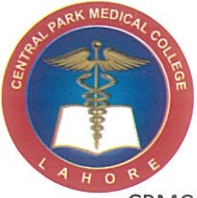
S. No.	Members	Designation
1	Prof. Maryam Richards	Professor Obstetrics & Gynaecology, Chairperson
2	Prof. Fakhar Uz Zaman	Professor Paediatrics
3	Prof. Ishaque	Professor ENT
4	Dr. Wasif Iqbal	Associate Professor of Radiology
5	Dr. Amanullah	Assistant Medical Superintendent

## TORs:

- Coordinate with the blood bank CPTH for a list of blood donors and validate it on an annual basis.
- Monitor and recommend SOPs for CPTH blood bank.
- Organize and arrange for blood drives.
- Arrange for educational talks at local colleges for the awareness of blood drives, handling of blood specimens, phobias and barriers of blood donation and transmission of diseases through blood.
- Provide a yearly report of progress and/or activities.
- Develop SOPs/ Bylaws for the functionality of the society and its funding.
- Create a screening form for each candidate who is provided support.
- Maintain records of patients, type of support given, its amount or duration.
- Provide a yearly report of progress

## SPORTS COMMITTEE

S. No.	Members	Designation
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1	Prof. Ishaque	Professor ENT, Chairperson
2	Prof. Zahid A. Khan	Professor of Radiology
3	Prof. Aqil Razzaq	Professor Surgery
4	Dr. Sabeeha Iqbal	Associate Professor, Physiology
5	Dr. Usman Imtiaz	Assistant Professor- Ophthalmology

## TORs:

- Will arrange sports activities throughout the year.
- Arrange intra and inter college competitions.
- Committee coordinator will be responsible to manage and arrange the events of that committee throughout the year.
- Committee members and coordinator will choose secretary from students.
- Committee secretary will ensure participation of students and manage participants in different events.
- Committee coordinator will prepare report about the event at the end and maintain a record of that and also submit a copy of it to Dean office.

## ARTS & LITERARY COMMITTEE

S. No.	Members	Designation
1	Dr. Akmal Hassan	Chairperson
2	Prof. Atif Fayaz	Professor Community Medicine
3	Dr Irum	Assistant Professor Biochemistry
4	Dr. Mariyah Hidayat	In Charge, Medical Education
5	Mr. Muhammad Burhan	In Charge, Student Affairs

## TORs:



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- Provide a forum to those students of CPMC who have love for literature.
- Develop self-efficacy and confidence among students.
- Help them in channelizing their potentials in the right direction and to help them better understand their capabilities.
- Develop organization skills and persuasive skills.
- Build confidence in students not only professionally but also socially.
- Help students how to express themselves in a better way.
- Give opportunities to participate in writing both prose and poetry and to exhibit their talent in the field of art and drama.
- The ultimate goal of this committee is to help its members in producing their own literary works and to help them publish their work in the college magazine.
- Organize the events of Olympiad every year.







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## APPROVAL AND REVIEW DETAILS

 Central Park Medical College	Department of Medical Education	Policy Number:	
Title: Student's Co-curricular activities Policy and Procedures Document	Issue Date: 27/1/21	Prepared/Revised by:  Date: 27/1/21	10
Due for Revision on 1 <sup>st</sup> of Feb., 22			
Reviewed by:  DR. Mariyah Hidayat. Date: 27/1/21.	Authorized by:  Date: 29/01/21		

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