



KHYBER GIRLS MEDICAL COLLEGE ELECTIVE POLICY  
With MTI-Hayatabad Medical Complex



**KHYBER GIRLS MEDICAL COLLEGE  
ELECTIVE ROTATIONS**

**PROGRAM- 2026**

With MTI Hayatabad Medical  
Complex, Peshawar



**OPERATIONAL GUIDELINES**






KHYBER GIRLS MEDICAL COLLEGE ELECTIVE POLICY  
With MTI-Hayatabad Medical Complex



For,

**KGMC Elective Policy**  
**For**  
**Hayatabad Medical Complex,**  
**Peshawar.**

Prepared By:	Reviewed By:	Approved By:
 ..... Director Electives KGMC	 ..... Chairperson DMER KGMC	 ..... Dean/CEO KGMC
Dated: 21.05.2026		



# KHYBER GIRLS MEDICAL COLLEGE ELECTIVE POLICY With MTI-Hayatatabad Medical Complex



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# KHYBER GIRLS MEDICAL COLLEGE ELECTIVE POLICY With MTI-Hayatabad Medical Complex



## 1. RESPONSIBILITIES

Actor	Roles/Responsibilities
Dean	<ul style="list-style-type: none"><li>• Approval of Internship/ Observer ship/ Clinical Attachment Electives and Social Work applications.</li><li>• Extension of the application after the approval/ recommendation of MD/chairperson DMER/Director Electives.</li><li>• To formulate regulations aligned with existing laws and regulations governing electives programs.</li></ul>
HOD	<ul style="list-style-type: none"><li>• To supervise students in their respective departments.</li><li>• To teach, train and assess students on the basis of their performance.</li><li>• Gives certificate of completion of attachment/electives.</li></ul>
HR Team	<ul style="list-style-type: none"><li>• Verification of the candidate.</li><li>• Maintaining records of the applicants.</li><li>• HRMIS team should generate ID card to the applicants.</li></ul>
Chairperson DMER	<ul style="list-style-type: none"><li>• Overall supervision of elective program.</li><li>• Planning and coordination of undergraduate elective programs.</li></ul>
KGMC Electives Director	<ul style="list-style-type: none"><li>• Receives applications for electives.</li><li>• Allocates seats on merit basis, send the selected list to HR HMC and take feedback on quality of electives.</li></ul>



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## 2. Process Description for Electives

The following requisitions should be made to move an application for electives:

### A) For KGMC Students:

1. Application process for Electives start in May every year.
2. Application forms for Electives are available on KGMC website.
3. Application forms for Electives should be filled and submitted on the KGMC website before the due date.
4. The due date for submission is 1<sup>st</sup> June of each year.
5. The process of Electives allocation shall be on merit basis, done by the Electives Director at KGMC.
6. The Director Electives will communicate the selected list to the HR department HMC
7. The HR department HMC will communicate the elective list to the respective wards.
8. No fees will be charged from KGMC students for Electives
9. Students will only submit RS 500 to HR HMC for ID card and certificate
10. The HOD will sign the certificate of completion at the end of electives.
11. The students will submit a copy of that certificate to Director Electives KGMC.
12. Only students of third year MBBS will be awarded 5 marks in third year internal assessment on basis of Electives.
13. Elective rotations are mandatory for third year and optional for fourth and final year students.
14. Elective placements are open for applications in summer break only
15. They can be pursued for a duration of 4 weeks.



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## **B. Students from other Colleges:**

1. The student from other colleges should have a letter of recommendation from the Dean of the parent Institute.
2. The letter of recommendation should be submitted with Director Electives at KGMC.
3. The last date for receiving this will be 1<sup>st</sup> June of every year.
4. The Elective director will allocate ward/ specialty subject to feasibility and availability of seats, and forward to HR HMC for further action.
5. The students will then report to HR-HMC to receive their official order.
6. The students will then submit the required fees in specified bank in favour of KGMC.
7. Elective fees for students of private medical colleges is PKR 30,500/-while additional PKR. 300/- on account of Hospital identity card and amount of 200/- is for certificate of completion.
8. The fees will be non-refundable.
9. Elective fees for students of public medical colleges is PKR 10,500/.
10. The students shall apply and collect Hospital identity card from HR-MIS section.
11. The students will sign and submit a confidentiality agreement with HR Dept. HMC.  
The agreement is downloadable from KGMC/HMC website.
12. Upon completion of the Electives, the I.D card will be handed over to the HR department
13. The students will then receive a certificate of completion for the Electives from Head of concerned specialty.
14. No application shall be entertained after the deadline as mentioned in the timeline.
15. They can be pursued for a duration of 4 weeks.



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## 3. Code of Conduct for Electives

1. The students must collect their office order from the HR department and shall apply and collect Hospital Identity card from HR-MIS section.
2. Students will not be allowed after their allotted tenure duly mentioned in their office order.
3. Any waiver may be considered upon the approval from the Competent Authority of MTI-HMC.
4. All concerned are required to display their Hospital ID cards while on hospital rounds.
5. All students shall follow a proper attire/ uniform/dress code.
6. Hospital ID card will only be used for identification. Any misuse of Hospital ID card will not be tolerated.
7. Anybody found with a duplicate card/ fake card will be liable for termination and legal action. I.e Policies, rules, and regulations of MTI-HMC will be applied to all students/candidates.
8. Violation of any policy, rule, or regulation of MTI-HMC will lead to strict legal & disciplinary action, and elective/social work will be terminated immediately.
9. All candidates shall follow the orders of their immediate Supervisors.
10. The students will sign and submit a confidentiality agreement with HR dept. HMC.
11. Unauthorized disclosures of patient or Hospital information for personal gain or any purpose is strictly prohibited.
12. The I.D card will be handed over at the time of receiving of certificate to the HR department HMC
13. The Electives review shall be on specific terms and conditions.
14. Details of terms and conditions can be obtained from the House Job Section of the HR department MTI-HMC.



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## 4. FEE STRUCTURE, DURATION AND TIMELINE

S. No	Type	Study Status	Duration	Induction Fee	Application Submission Date
a)	Electives	<b>3<sup>rd</sup> Year</b> (Mandatory)	04 Weeks	Free of charges for KGMC Students	1 <sup>st</sup> June of every year
		<b>4<sup>th</sup> Year &amp; Final Year</b> (by choice)		PKR 10,500 for Public Medical Colleges	
		PKR 30,500 for Private Medical Colleges			

- b) Elective placements are open for applications in summer break only and can be pursued for duration of 4 weeks.
- c) Electives will be for 5 days in a week and timing will be 8 am to 2 pm.
- d) Students of private colleges shall pay a fee of PKR 30,500/- for their placement and students of public colleges will pay a fee of PKR 10,500/- for their placement
- e) KGMC students will avail electives free of cost. Only PKR 500/- for ID card and certificate will be charged.
- f) All fees have to be submitted in **KGMC Student Fund Official Account** in Bank of Khyber.
- g) All applications must be submitted before 1<sup>st</sup> June of that year.



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## 5. SPECIALTIES

S. No	Specialties	KGMC Slots	Other College Slots
1.	General Medicine	9	3
2.	General Surgery	9	3
3.	Obs/Gynae	9	3
4.	Burns and Plastic Surgery	9	3
5.	Paeds	6	2
6.	ENT	6	2
7.	Ophthalmology	6	2
8.	Cardiology	3	1
9.	Cardiac surgery	3	1
10.	Medical ICU	1	1
11.	Pulmonology	3	1
12.	Emergency Medicine	3	1
13.	Endocrinology	3	1
14.	Nephrology	3	1
15.	Gastroenterology	3	1
16.	Dermatology	3	1
17.	Pathology (Hematology+ Chemical Pathology+ Histopathology+ Microbiology)	8	4
18.	Neurosurgery	3	1
19.	Radiology	3	1
20.	Urology	3	1
21.	Psychiatry	3	1
22.	Anesthesia	3	1
23.	Surgical ICU	1	1
24.	Medical Oncology	3	1
25.	Dental and Maxillofacial	3	1
26.	Physiotherapy and Rehabilitation	3	1
27.	Neurology	3	1
28.	Paeds ICU	3	1
29.	Neonatology (Nursery)	3	1
30.	Research	10	4
31.	CCU	1	1
32.	Burns and Plastic	3	2
33.	IKD	3	2
34.	PICO	3	2
35.	Pediatric Orthopedic Surgery	2	1
36.	Spinal Surgery	2	1
37.	Arthroplasty (Joint Replacement)	2	1



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38.	Orthopedic Sports Surgery	2	1
39.	Hand Surgery	2	1
40.	Foot & Ankle Surgery	2	1
41.	Orthopedic Oncology	2	1
42.	Deformity Correction	2	1
43.	Advance Trauma	2	1
<b>Total Slots</b>		<b>159</b>	<b>63</b>