



NOTIFICATION

Subject: Revised Terms of Reference (TORs) for the Medical Society, KGMC

It is hereby notified for the information of all concerned that the **Medical Society of Khyber Girls Medical College (KGMC)** has been structured to promote academic excellence, student welfare, community engagement, and professional development. The Society shall operate under the following Terms of Reference (TORs):

1. Organizational Structure

The Medical Society shall comprise the following office bearers:

- President
- Vice President
- General Secretary
- Joint Secretary
- Finance Secretary
- Four Wing Heads
- Executive Members

Society shall function through four dedicated wings:

1. Social Welfare Wing
2. Public Health Wing
3. Academic Wing
4. Media Wing

Each wing shall operate under its respective Wing Head, supervised by the central cabinet.

2. Terms of Reference for Wings

a. Social Welfare Wing

- Facilitate support for financially disadvantaged students (scholarships, donations, fee assistance).
- Organize welfare and charity activities (fundraisers, donation drives).
- Coordinate with NGOs and welfare organizations.
- Ensure transparency in fund utilization.
- Promote student well-being, including mental health initiatives.

b. Public Health Wing

- Conduct health awareness campaigns and community outreach programs.
- Organize medical camps and screening activities.



- Observe international health days.
- Collaborate with healthcare institutions and public health bodies.
- Promote preventive medicine and community-based learning.

c. Academic Wing

- Organize seminars, workshops, and academic sessions.
- Conduct mock examinations, quizzes, and OSCE/OSPE practice.
- Facilitate research activities and journal clubs.
- Provide academic support material to students.
- Invite guest speakers for academic enrichment.

d. Media Wing

- Manage official social media platforms and digital presence.
- Publicize events and activities of the Society.
- Design promotional and educational content.
- Document events through photography and videography.
- Maintain official records and archives.

3. General Responsibilities

- All wings shall ensure coordination with the central cabinet.
- Monthly activity reports shall be submitted.
- Professionalism, discipline, and inclusivity shall be maintained at all times.
- All activities shall comply with institutional policies.

4. Meetings

- Monthly General Body Meetings (GBM) shall be conducted with faculty members as well as cabinet members of medical society.
- Regular wing meetings shall be held as required.

5. Financial Management

- All financial matters shall be managed by the Finance Secretary.
- Proper record-keeping and transparency shall be ensured.
- Prior approval shall be obtained from the competent authority major expenditures.

6. Code of Conduct

All members shall:

- Maintain professional and ethical behavior.
- Avoid conflicts of interest.



- Uphold the dignity and reputation of KGMC.

7. Implementation

These TORs shall come into effect immediately and shall be followed in letter and spirit. Any amendments shall be made with the approval of the competent authority.

Issued by:

(Authorized Signatory)
Administration, KGMC

Prof. Dr. Said Amin

Chairperson Medical Society