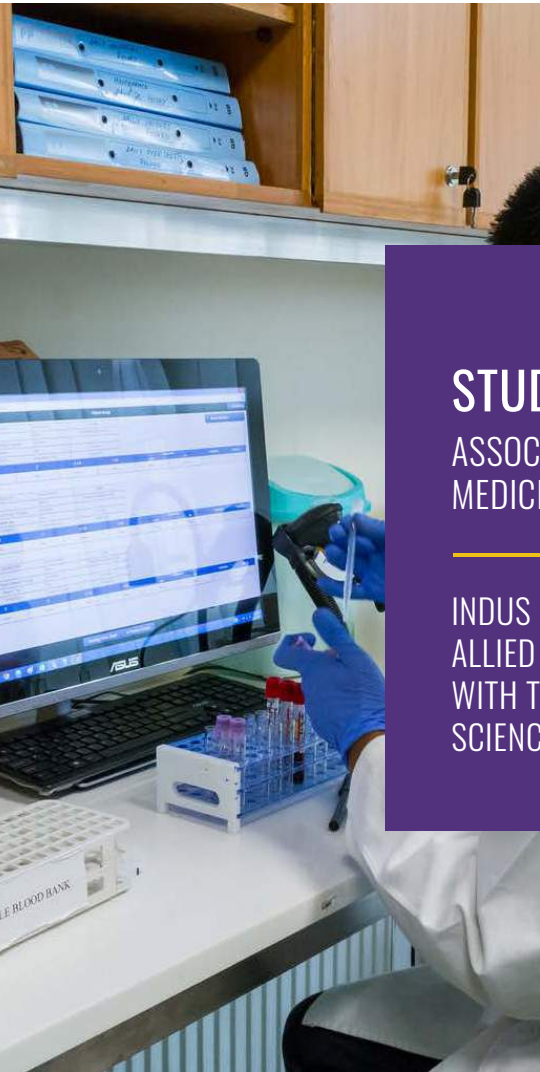




**NUMS**  
NATIONAL UNIVERSITY  
OF MEDICAL SCIENCES



# STUDENT HANDBOOK

ASSOCIATE DEGREE IN BLOOD TRANSFUSION  
MEDICINE (AD-BTM)

INDUS COLLEGE OF MEDICAL TECHNOLOGY AND  
ALLIED HEALTH SCIENCES (ICMTAH) IN AFFILIATION  
WITH THE NATIONAL UNIVERSITY OF MEDICAL  
SCIENCES (NUMS)

A Premier Degree in Blood Transfusion  
Medicine Leading to Better Employment  
and Higher Education Opportunities

Catalyst for Change in Blood  
Transfusion Medicine

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## STUDENT HANDBOOK

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This is an Associate Degree in Blood Transfusion Medicine (AD-BTM) Student Handbook. This handbook aims to share the Policies, their Compliance Procedures, AD-BTM Code of Conduct and other related information. This is your responsibility to read this handbook and ensure relevant compliance throughout your time as an AD-BTM Student at Indus College of Medical Technology and Allied Health Sciences (ICMTAH).

This handbook applies to the academic year 2021-22 and will be revised annually. For the academic year 2021-22, the AD-BTM program office, in consultation with ICMTAH principal office, oversees student matters to ensure students' compliance to the AD-BTM policies and procedures with a particular interest in academics, conduct, welfare, and examinations and other related aspects your student-life at AD-BTM.

For further assistance, you can contact Student Support Services at [adbtm.info@tih.org.pk](mailto:adbtm.info@tih.org.pk)

# MESSAGE FROM DR AAMIR SHAHZAD

DIRECTOR ACADEMICS-CLINICAL, NATIONAL  
UNIVERSITY OF MEDICAL HEALTH SCIENCES

NUMS welcomes AD-BTM students to one of the best professions in the world. Being a healthcare professional and serving ailing humanity is an honor.

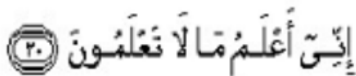
By joining Indus Hospital and Health Network (IHNN), you have joined one of the most prestigious organizations that have set new standards in Pakistan's healthcare system. Indus stands for the highest standards in healthcare, academics, and research.

This 2-year program of Associate Degree in Blood Transfusion is affiliated with NUMS, a prestigious public sector university in Islamabad.

Our students are told to work with dedication and selfless service in their medical career journey as there is no shortcut to hard work and unwavering commitment to learning in any field.

At NUMS and the affiliated AD-BTM program, we strive to push the boundary of knowledge, investing time, emotions, and aptitude in creating a stimulating learning environment to produce well-qualified, goal-oriented, internationally competitive technologists-A Shared Promise by NUMS and IHNN.

**The key inspiration behind the creation of the NUMS' identity**



Allah said,

**"Indeed, I know that which you do not know."**

(Al Quran: Surah Al-Baqarah verse: 30)

Allah The Creator, has announced His faith in and placed, humanity above others. This poses challenges to NUMS in affiliation with IHNN to stimulate 'understanding and improving life' through the right set of knowledge, skills, values, and actions among their students.



# MESSAGE FROM DR ZAFAR ZAIDI

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DEAN-INDUS UNIVERSITY OF HEALTH SCIENCES  
SENIOR EXECUTIVE DIRECTOR, INDUS HOSPITAL AND HEALTH NETWORK

Congratulations! Welcome AD-BTM students to be a part of a globally competitive degree in blood transfusion medicine at ICMTAH campuses educating the future generation for competent, compassionate healthcare providers, and providing frontline patient care.

To benefit from the 21st century's boundless economy, a country has to maximize human capital to ensure growth and progress. To make most of this, we require technologically advanced and innovative healthcare services and system. To fulfil the needs of the national and global job-market of the healthcare system, IHHN, in association with NUMS, aims to play a pivotal role in developing a knowledge-based economy that could invest in its youth and facilitate a holistic healthcare system. At ICMTAH, students receive career-focused and skill-based education in an intellectually-competitive, technologically-advanced and socially-inclusive, stimulating learning environment, not limited to classroom teaching and learning practices, as health and allied health professionals play a vital role in patient care and health management information.

Aiming to promote a holistic healthcare system, widening medical education into Allied Health Sciences has become inevitable. AD-BTM is a step to improve existing knowledge and practices in medical and allied life sciences. The opportunities seem infinite as the scope of medicinal practices and the need for healthcare practitioners continuously expand.



# MESSAGE FROM DR SABA JAMAL

PROGRAM DIRECTOR, BLOOD CENTERS AND CLINICAL LABORATORIES  
INDUS HOSPITAL AND HEALTH NETWORK

Welcome to the students of the first batch of Associate Degree in Blood Transfusion Medicine. You are the torchbearers of this groundbreaking degree program being initiated for the first time in Pakistan in four campuses, Karachi, Jamshoro, Multan, and Bahawalpur, simultaneously. We aspire to facilitate you in well-rounded education and training in Blood Transfusion Medicine and nurture you to become ethical, responsible, and excellence-driven professionals who take pride in delivering unparalleled service to patients.

The AD-BTM is a focused skill-based degree program in the challenging and growing field of Blood Transfusion Medicine. There is a strong emphasis on hands-on practical training sessions in identical skills labs in all four campuses, with state-of-the-art equipment and experienced trainers followed by clinical practicums in the blood banks where you will perform tasks on real-life blood donors and patient samples under close supervision of qualified medical technologists. With hard work, consistency, and perseverance, you will graduate as blood bankers armed with specialized knowledge and skills most sought after by local and international employers.

The rapidly increasing demand for proficient blood bank technologists will ensure your marketability and employability. This degree program aspires to produce the next generation of blood bankers who will play a pivotal role in transforming blood banking practices, ensuring safe blood transfusion in urban and rural areas, saving lives across Pakistan. This first batch's performance will lay down the strong foundation for a bright future for you and all those that come after you.





## ABOUT THE INDUS COLLEGE OF MEDICAL TECHNOLOGY AND ALLIED HEALTH SCIENCES (ICMTAH)

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An emerging field in Medical Sciences, Allied Health Science, gives new dimensions to solve the challenges being faced by health service providers worldwide. Allied Health service deals with all the significant departments of any tertiary care hospital.

Allied Health professionals work as part of the healthcare team to make the healthcare system function smoothly by providing a range of diagnostic, technical, therapeutic, and direct patient care. They also serve as support services critical to the other health professionals they work with and the patients they serve, giving a new dimension to the quality healthcare system.

Indus College of Medical Technology and Allied Health Sciences was established in 2016-17 as a response to the national and international needs in Medical Technology and Allied Health Sciences.





## MISSION

- Promote a conducive learning environment to maximize the graduate potential that is responsive to national and international needs, and bring a positive impact on professional education and practices
- Attain the highest standards in teaching and learning through quality education and evidence-based knowledge, and acquired skills
- Develop human capacity in the Health Sciences equipped with evidence-based in-depth knowledge and acquired skills

### Certificate Program (01-Year)

- Operation Theater Technician
- Laboratory Technician
- X-Ray Technician
- Dialysis Technician
- Pediatric Oncology Technician
- Anesthesia Technician
- Pharmacy Dispenser Technician

### Diploma Program (02-Year)

- Cardiology Technician
- Intensive Care Unit and Anesthesia Technology
- Operation Theater Technology
- Radiology and Imaging Technology  
Critical Care Sciences

### Associate Degree Program (02-Year)

- AD-Blood Transfusion Medicine (BTM)

### Bachelors Program (04-Year)

- BS-Medical Technology (MT) in Anesthesia
- BS-MT in Clinical Laboratory Sciences
- BS-MT in Operation Theater Sciences
- BS-MT in Diagnostic Radiology Imaging Sciences



## AD-BTM (AN OVERVIEW)

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The Indus Hospital and Health Network in affiliation with the National University of Medical Sciences, introduced AD-BTM as a 2-year program in Pakistan. This program aims to fulfil national and global blood banking employment-needs by providing high-quality education and professional development to optimize blood safety. To achieve its aim, AD-BTM will enable students to:

- Provide safe and skilled blood banking services following standard operating procedures.
- Communicate effectively with healthcare professionals, donors, and their relatives in the workplace.
- Demonstrate effective and professional team working skills in healthcare settings.

Initially, the AD-BTM will prepare compassionate, globally competitive, well-trained, ready-to-work graduates in blood transfusion medicine and blood banking in Karachi, Jamshoro, Multan, and Bahawalpur. Given the standardized curriculum, teaching and learning, and assessment practices, at the start of each semester, the students will be provided with clear goals and a plan of action in the form of guide books, module descriptors and semester schedules. Building on standardized intellectual, technological, and physical provisions, need-based academic supervision is central to the program's quality assurance and alumni as the program's outcome.



## FACILITIES AT CAMPUSES



### PHYSICAL AND TECHNOLOGICAL RESOURCES

Each campus is headed by FCPS Hematology qualified physician, with another hematologist (FCPS/MPhil Hematology), at least 4 MBBS qualified lecturers, training and quality assurance teams along with multiple MLT qualified technologists. Each facility has onsite administrative, student affairs, transport, finance,

Information Technology (IT), biomedical engineering, supply chain, and human resource teams. All the facilities are paperless with the availability of failover internet primary and secondary fiber links from two different service providers to maintain 99.9% internet availability.

All sites receive electricity via express feeders with 100% generator back-up and adequate water supply. The offices, classrooms, tutorial rooms, examination office, library, training and computer labs are fully air-conditioned and have adequate space. Entire facilities are monitored closely by CCTV.



### EDUCATIONAL RESOURCES ON-CAMPUS & DIGITAL RESOURCE LIBRARY

Access to information is the key to providing quality education. All the four campuses have access to on-campus and digital libraries comprising updated academic resources, including books, reference books, relevant research journals and

other informative materials. The primary goal is to provide healthcare information to enhance AD-BTM students' academic, research and patient care related knowledge and skills.



## SKILL TRAINING LABORATORY IN BLOOD BANKING

The skill training laboratory at each campus has high-end quality blood banking equipment, including serofuges, agglutination viewers, water baths, pipetting adjusters, and reagent fridges etc. To ensure clinical practicum/internship program, the blood banks have good quality equipment and well-trained technical staff for supervision. For instance,

- Wet lab bench space
- Services include training on all equipment and technical assistance in all equipment operations.



## SMART CLASSROOM

All four campuses have smart classrooms to facilitate technology-enhanced learning that enhances teaching the way of teaching and learning digitally. Each class is equipped with digital displays, tabs, and other audio/visual components that make lectures easier, engaging, and interactive.



## HOSPITAL CANTEEN

Having been situated in the hospital vicinity, all campuses offer Hospital Canteen's healthy food.



## HEALTH SERVICES

As all the campuses are located in the hospital, students will have access to a full spectrum of emergency care and treatment. In addition, students will have access to the First Aid box with standard medicines and tools under well-qualified staff deputed within their academic facilities.



# POLICIES AND PROCEDURES FOR AD-BTM

## GENERAL POLICIES AND COMPLIANCE

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### STUDENT IDENTIFICATION

AD-BTM students are required to display their University ID Card while on campus. They will receive that card on the orientation day of their Program.

Student entry to the library, laboratories, examination hall and other premises is conditioned to her/his displaying the ID Card.



### CODE OF CONDUCT

AD-BTM students will adhere to professional conduct throughout their time at the AD-BTM program, including work placements/clinical practicum. Additionally, students must abide by the following guidelines/principles/codes:

Any conduct that interferes with the AD-BTM POLICIES and CODE of CONDUCT at the individual and group levels will result in disciplinary procedures in accordance with the Program Policies.

Faculty or supervisors should address the student's inappropriate conduct to provide counseling and ensure corrective behavior. Such behavior must be reflected in the student portfolio for further assistance, and necessary actions may lead to conditional permission for final exams.

Students must accept and follow all the legitimate authorities' instructions and institutional rules and regulations.

Students will NOT record audio and video of their time at the Campus. Their mobile phones will be CONFISCATED if they found violating the policy. Students will NOT bring Camera to the Campus unless they seek official permission from the AD-BTM Program Office.

Smoking is strictly prohibited on the college campus. The unlawful use, possession, distribution, and manufacturing of any illegal substance, including alcohol, heroin, cocaine, performance/cognition enhancing drugs, i.e. Marijuana, Ice, Ecstasy and others, will result in IMMEDIATE EXPULSION and related disciplinary actions.

The Institute does not tolerate any form of HARASSMENT/MISCONDUCT, including physical, verbal (using Inappropriate Language or Gesturing or Disobeying etc.), social, and emotional abuse and expects students to treat each other, faculty and staff members with respect, courtesy, and consideration.

Furthermore, if any student is found "participating in any criminal (including Cyber Crimes) or political activity or involvement in any assault or being a part of any criminal cases pending in a Court of law or having any criminal history", or If the student's educational record is found bogus. In that case, he/she will be expelled. The institute reserves without prejudice the right to ask a student to withdraw from the institute at any point at its discretion and without explanation. The Institute's discretionary authority to ask a student to withdraw on any grounds may not be questioned, including but not limited to the reasons listed above.

ICMTAH is duly bound to inform other institutions to which the Student applies about the Student's record while at ICMTAH, including any misdemeanor, suspension, or expulsion.



## DRESS CODE

Students are required to maintain a neat and professional appearance throughout their presence on the campus.

Students whose attire or grooming do not meet the program's standards may be dismissed from the educational activity and appropriate disciplinary action will be taken against her/him.



## ACADEMIC POLICY AND COMPLIANCE

The NUMS academic policies for the AD-BTM program are based on the semester as per HEC policy guidelines.

### TAXONOMY OF SEMESTERS AND COURSE LOAD

- a** There shall be two regular semesters in an academic year, Fall and Spring, of 17 weeks (inclusive of 2 weeks for exams). The fall semester shall start in August, with its examinations in December.
- b** AD-BTM students enroll for 17 credit hours in a regular semester. The extension may be granted in light of the policies of the regulatory authorities.
- c** Course Information: The academic program shall include theory courses and practical and clinical practicum. At the beginning of the semester, each course's teacher will guide the students to complete the course requirements successfully.
- d** Compulsory Courses: English, Introduction to Computers, Mathematics in Clinical Laboratory, Pakistan studies, Islamiyat, and Professional Ethics and Behavior shall be mandatory for AD-BTM.



## STUDENT AFFAIRS

- a Attendance:** A minimum attendance of 75% is mandatory for course work. The instructor shall report a student's absence, if any, to the Program Manager.
- b Leave:** For more than three days, a student may directly or through his/her parents or guardian send a written application to the Head of the Institution, reporting cause of absence. Sick leave will be granted only on the production of a medical certificate from an ICMTAH Medical Officer. In all cases, leave taken will be at the student's own risk so far as the attendance percentage is concerned. Even the medical certificate will not condone a deficiency in attendance. A student, who is absent without leave continuously for four weeks, will be struck off the university roll.
- c Correspondence:** The students are forbidden to address any member or person in authority directly. Joint applications are entirely prohibited and will not receive attention. Any student wishing to make a representation on any subject has the right of direct access to the Program Director during college hours.
- d Student Engagement:** Students shall be required to actively participate in all the curricular activities designed and offered for the AD-BTM program.
- e Conflict of interest:** Faculty and other Staff with a close personal or familial relationship with a student or a student's family should not be involved in decisions about that student's admission, supervision or academic progress, or the award of any studentships, prizes or other grants to the student.
- f Disciplinary matters:** The disciplinary matters shall be investigated as per the Disciplinary policy issued by AD-BTM Program.
- g Regulations relating to Expulsion:** The punishment of expulsion, whenever imposed on a student, shall mean a loss of a specific duration of studies as determined by the AD-BTM Program Office and will mean his being debarred from the AD-BTM examination during the period of his/her expulsion. A student expelled from the AD-BTM program shall not be readmitted before the expiry of his expulsion period. All expulsion cases shall be reported to the Academics Directorate, NUMS, by ICMTAH for registration and notification.
- h Over-riding effect:** Where on any matter, issue or question, there is any conflict or divergence between any of the provisions of this policy instrument and any of the provisions of NUMS' statutes, regulations or rules, the provisions of the statutes, regulations or as the case may be, rules shall prevail.

## AWARD OF DEGREE/DUPLICATE DEGREE

Degrees shall be issued against payment of the prescribed fee. NUMS will generally distribute degrees through formal convocation. The urgent degree can be issued upon a student's request on payment of a special fee (if any). The duplicate degree may be issued (with completion of all requirements) to a student in case the original degree is lost/damaged or in case of a change in the candidate's name. The Controller of Examinations only shall sign the duplicate degree.

## ACADEMIC PROGRAM

AD-BTM Program (An Schematic View)

COURSE GRID										
Semester	Compulsory Courses			Foundation Courses			Major Courses			Credit Hours / Semester
	#	8 courses	Credit Hrs	#	3 Courses	Credit Hrs	#	11 Courses	Credit Hrs	
		20 Credit Hours			7 Credit Hrs			41 Credit Hrs		
		Subjects			Subjects			Subjects		
I	1	English I (Composition & Comprehension I)	3	1	Basic Health Sciences	3	1	Blood Donor Collection	4(2+2)	17
	2	Introduction to Computers	2 (1+1)	2	Biosafety & Basic Life Support	2	2	Clinical Practicum Blood Collection	3	
II	3	English II (Composition & Comprehension II)	3	3	Basic Immunology	2	3	Basic Hematology	3(2+1)	17
	4	Mathematics in Clinical Laboratory	3				4	Basic Blood Banking	3 (2+1)	
III	5	English III (Communication/ Presentation Skills)	3				6	Immunohematology-I	4 (2+2)	17
	6	Islamiat	2				7	Basic Coagulation	3 (2+1)	
	7	Pakistan Studies	2				8	Clinical Practicum Immunohematology	3	
IV	8	Professional Ethics & Behavior	2				9	Immunohematology-II	4 (2+2)	17
							10	Clinical Consideration in Transfusion Practices	4 (2+2)	
							11	Quality Assurance in Blood Banking	4(2+2)	
							12	Clinical Practicum Immunohematology	3	
Total			20			7			41	68

# COURSE OUTLINE

## Syllabus Breakup

### AD-BTM: Semester-I March-July 2021

Course Code	Title of Course	Credit Hours/Week	Contact Hours/Week
EL-301	English I (Composition and Comprehension I)	3	4
IC-302-1	Introduction to Computers (Theory)	1	1
IC-302-2	Introduction to Computers (Practical)	1	3 (1 Practical)
BHS-303	Basic Health Sciences	3	3
BIO-305	Biosafety and Basic Life Support	2	2
BDC-306-1	Blood Donor Collection (Theory)	2	2
BDC-306-2	Blood Donor Collection (Practical)	2	6 (2 Practical)
BDC-306-3	Clinical Practicum Blood Collection	3	9 (3 Clinical Work Placements)
	<b>Total</b>	<b>17</b>	<b>30</b>

\*One Credit Hour means one contact hour of theory class and three contact hours of practical/clinical practicum per week.

### AD-BTM: Semester-II August-December 2021

Course Code	Title of Course	Credit Hours/Week	Contact Hours/Week
EL-307	English II (Composition and Comprehension II)	3	4
MATH-308	Mathematics in Clinical Laboratory	3	3
IY-310	Basic Immunology	2	2
BH-311-1	Basic Hematology (Theory)	2	2
BH-311-2	Basic Hematology (Practical)	1	3
BBB-312-1	Basic Blood Banking (Theory)	2	2
BBB-312-2	Basic Blood Banking (Practical)	2	6 (2 Practical)
BBB-312-3	Clinical Practicum: Blood Processing	3	9 (3 Clinical Work Placements)
	<b>Total</b>	<b>17</b>	<b>31</b>



## ASSESSMENT AND EXAMINATIONS

**“When the cook tastes the soup, that’s formative.  
When the guests taste the soup, that’s summative.”**

Robert E. Stake, Professor Emeritus of Education at the University of Illinois

### POLICIES AND COMPLIANCE

The NUMS assessment and examination policy for the AD-BTM program is based on the semester as per HEC policy guidelines.

AD-BTM students will attempt three types of assessment throughout the program.

### FORMATIVE ASSESSMENT

Formative assessment includes all the tests and assignments used to assess students’ progress and their understanding of the learned lesson. The formative assessment may consist of Quizzes, SAQs, SEQs and home assignments. Teachers use formative assessments to assess the students’ learning needs and modify their lesson plans accordingly. At AD-BTM, formative feedback will be adopted to use formative assessment for enhancing students’ academic performance.

## CONTINUOUS ASSESSMENT

Continuous assessment includes all the tests and assignments used to assess students' learning throughout the semester/teaching and learning process and contribute to a course's final grade. The continuous assessment may include Quizzes, SAQs, SEQs, presentation, and practical.

## EXAMINATIONS

The AD-BTM follows examination under the semester system.

### Examinations Under Semester System

**Semester Examination and Assessment Weightage.** The semester-based AD-BTM program consists of Quizzes, Sessional Tests, Mid-Semester Examination, Presentation(s)/Practical/OSCE/OSPE and Final/End-Semester Examination. The assessment weightage for the semester examination is given below:

Assessments	*Frequency of Assessments	Weightage	Marks	Tools	Duration of Paper (in minutes)
Quizzes	04-05	05%	05	MCQs/SAQs/SEQs	15
Sessional examination/tests	02-03	10%	10	MCQs/SAQs/SEQs	30
Mid-semester examination	01	25%	25	MCQs/SAQs/SEQs	60
Presentations/practical/OSCE/OSPE	01-02	20%	20		60
Final/end-semester examination	01	40%	40	20 x MCQs 04 x SAQs/SEQs (5 marks each)	90
<b>Total</b>		<b>100%</b>	<b>100</b>		

\*Subject to change on course coordinators' feedback

### Objective-Structured Clinical Examination (OSCE)/Objective-Structured Practical

- **Examination (OSPE)-Station.** The AD-BTM, ICMTAH shall prepare the OSCE/OSPE station(s).
- **Bar on Supplementary/Special Examinations.** There will be no supplementary/special examination in a semester system. If a student fails in a course, he/she is required to repeat it whenever it is offered next. The faculty will award an incomplete grade only in exceptional cases beyond a student's control, such as serious accidents, family tragedy, serious health ailments, etc.

- **Grading Policy.** The student's final assessment shall be done by Grade Point Average (GPA). NUMS shall use absolute grading on a scale of 4.00 points for the calculation of GPA. The minimum qualifying CGPA for AD-BTM shall be 2.00. For the convenience of reference, the following detail percentage and letter grade for calculating GPA has been formulated in light of the relevant regulatory authorities' policies.

Fractionalized Tabulation of Grading Policy		
Percentage	GPA	Grade
85 & above	4.00	A
84-80	3.93-3.66	A-
79-75	3.60-3.33	B+
74-71	3.24-3.00	B
70-68	2.88-2.66	B-
67-64	2.58-2.33	C+
63-61	2.22-2.00	C
60-58	1.88-1.66	C-
57-54	1.57-1.30	D+
53-50	1.23-1.00	D
Below 50	0.00	F

- **Computation of Semester GPA/CGPA.**
  - GPA** is a figure ranging from 0.00 to 4.00 and to be used to indicate a student's performance in the semester.
  - Semester Grade Point Average (GPA)** is a sum over all courses in a semester (course credit hours x grade point earned)/total semester credit hours
  - Cumulative Grade Point Averages (CGPA)** is a sum over all semesters' courses (courses credit hours x grade point earned)/total credit hours of all semesters.

## PROMOTION CONDITIONALITY

A student must obtain a minimum cumulative grade point average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.

## ACADEMIC DEFICIENCIES

A student who obtains one or more of the following grades in the semester result shall be considered academically deficient:

- CGPA less than 2.00 for AD-BTM or/and
- F grade in any course or/and
- 'I' (incomplete) grade in any course.

**a Award of Grade 'F'.** 'F' grade is awarded based on:

- Academic failure, i.e., below 50% marks in the course.
- Attendance of less than 75% in the subject.
- The 'F' grade so obtained can only be cleared by repeating the course whenever offered.

**b Award of Grade 'I'.** An incomplete 'I' grade will be awarded by the faculty only in exceptional cases only when things are beyond the control of a student, such as a serious accident, family tragedy, serious health ailment, etc. The Examination Committee will approve the grade provided that a student's attendance is not less than 75%. The student will be given a proper grade after examination as per the NUMS grading policy without prejudice to the previous grade 'I'. In case a student fails to make up the required score, s/he will be awarded an 'F' grade.

## RECOMMENDATIONS FOR ACADEMIC DEFICIENCIES.

The Examination Committee will review the semester results of deficient students and recommend any one of the following actions, namely:

**a Probation.** A student shall be placed on academic probation under the following conditions:

- The students acquiring a GPA of 1.70 or more but less than 2.00 but passing in all papers will be promoted to the next semester on probation (1st probation) on a condition to achieve more than 2.0 GPA in the next semester. If the student does not achieve the desired CGPA of 2.0 but obtains a CGPA greater than or equal to 1.7, s/he will go to 2nd (the last) probation.



- The students acquiring a GPA of 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally.
- Students acquiring a GPA of less than 1.7 in two consecutive semesters and failing in any paper(s) will be dropped from the university roll. However, he/she will be eligible to seek readmission if applied for in the next available admission season. Readmission will be allowed only once after payment of the full admission fee.
- There will be a maximum of two academic probations in AD-BTM. A student on probation in two consecutive semesters can take readmission in that particular academic year once only.

**b Withdrawal.** A student is recommended for withdrawal under the following circumstances/conditions:

- On disciplinary grounds when recommended by the respective Discipline Committee of AD-BTM.
- A student has obtained a GPA of less than 1.7 in two consecutive semesters and failing in any paper(s).
- A student who is on probation for the 2nd time in the first year of AD-BTM.
- A student can seek withdrawal from any program at any stage of her/his degree on her/his request duly recommended by the course instructor.
- If a student has not completed her/his degree requirements within the maximum stipulated time.
- A student who remains absent for more than 45 days in a semester without valid reasons but does not qualify for suspension of registration.

## REPEATING COURSES/IMPROVEMENT OF CGPA

If a student gets an 'F' grade, he/she will be required to repeat the course or its recommended alternate, if any. However, the 'F' grade obtained earlier will also be recorded on the transcript. The AD-BTM students may be allowed to repeat a course in which he/she has obtained a grade below 'C'. In such a case, both the previous and new grade obtained will be recorded on the transcript. However, only a better grade shall be used in the calculation of CGPA. The maximum number of courses students may be allowed to repeat in a four-semester AD-BTM program is less than and equal to three ( $\leq 3$ ).

## RESULTS DISCLOSURE

Result management of sessional/mid-semester examinations is the responsibility of AD-BTM, ICMTAH. The final result shall be prepared by the controller examination and displayed on the NUMS website.

## MEDICAL CERTIFICATE

A medical certificate from a registered medical practitioner duly endorsed by the ICMTAH Medical Officer is acceptable for the university's examination purposes. There shall be no re-sit of the missed examination for the student.

## PERMISSION OF WRITER FOR SPECIAL STUDENTS

Students with injuries disabling writing may apply to the Examination Committee to engage a writer in AD-BTM tests/examinations one week before the start thereof. He/she will be allowed 45 minutes (maximum) extra time to solve the question paper. The qualification of the person who acts as a writer of an injured student must be at least one step lower than that of the student. (e.g. for AD-BTM students, the writer should be an HSC (Higher Secondary Certificate) student or the certificate holder.

## DAMAGED/LOST ANSWER SCRIPT

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- Average marks shall be awarded to the student in that subject/course.
- If the student so desires, he/she shall be given another chance as a special case to take the examination in the relevant subject/course in the next examination.



# STUDENT CONDUCT-THE HONOR CODE

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## STUDENT PROFESSIONAL CONDUCT

AD-BTM students shall adhere to intellectually and socially coherent, respectful and culturally inclusive Professional and Performance Conduct and Codes.

**Integrity:** In carrying out their professional duties, students must be honest, sincere, and trustworthy, acting in a manner that does not bring discredit to the profession.

**Respect:** Students must ensure their actions and conduct demonstrates respect for ALL, including their teaching and non-teaching faculty, fellow-students, patients and other personnel they come across during their time at the AD-BTM program and associated engagements. And, that respect and care **MUST BE** provided at the highest professional standard.

**Competence:** Students shall practice under the supervision of an assigned professional and will not practice skills beyond their level and formal training. It is the student's responsibility to maintain and improve the necessary skills and knowledge at their professional practice level by actively participating in critical reflection, both individually and with their supervisor(s).

**Punctuality:** Punctuality is required for all theory classes and practical, assessments, seminars, group meetings, small and large group collaborations, and for all field-based experiences. Students must comply with all verbal and written deadlines in completing the assigned tasks.

**Consent for patient/donor care:** Wherever possible, students shall ensure that they receive informed consent from their patients/donors before performing their assigned tasks. That includes identifying themselves to the patients as a student.

**Confidentiality:** Students MUST ensure anonymity and confidentiality of any information they obtain in the course of their work placements. They must not disclose any such information to a third party unless there is a legal or professional duty.

## STUDENT PERFORMANCE CONDUCT

### In-Depth Knowledge and Understanding of Blood Transfusion Medicine

- Comprehensive and in-depth knowledge of Blood Transfusion Medicine
- A broad understanding of the field of study with an analytical perspective on how other disciplines relate to Blood Transfusion Medicine-A link between Theory and Practice
- An understanding of technical, social and civic responsibility as a Blood Bank Technologist

### Data Analysis and Critical Judgement-Quality Assurance in Blood Banking

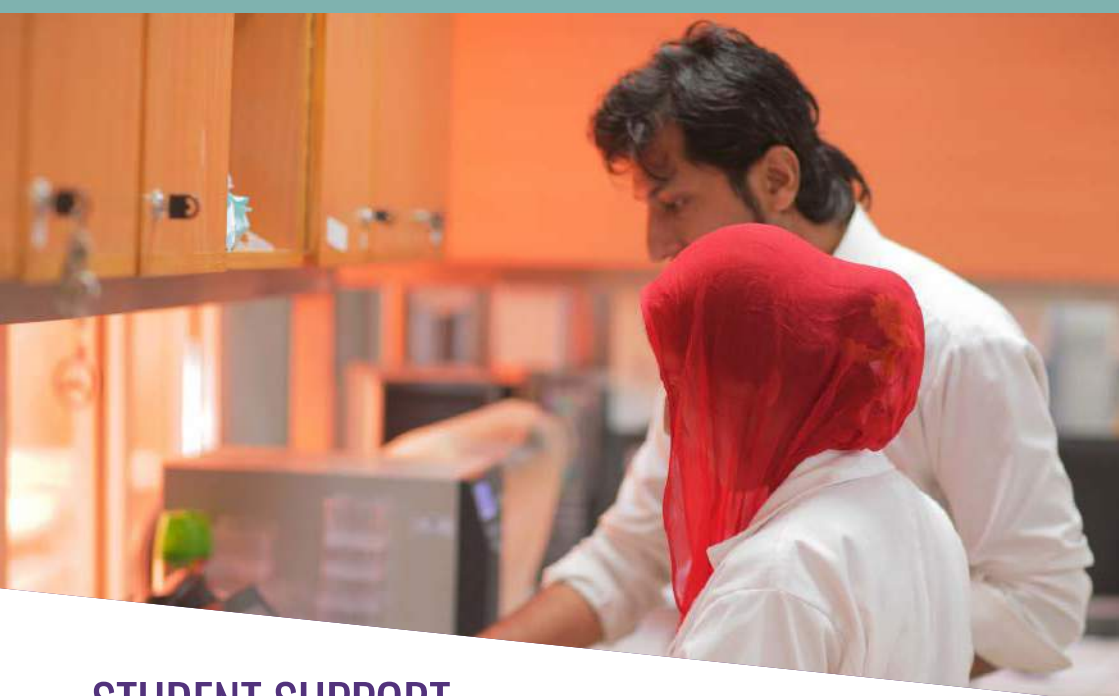
- The ability to collect, analyze and organize information and ideas and convey those ideas clearly and fluently, in both written and spoken forms
- The ability to evaluate expert opinions, make decisions and reflect critically on the justifications for decisions using an evidence-based approach
- The ability to formulate and investigate field-related problems, create solutions, innovate and improve current practices in the blood banking
- The ability to generate ideas and adapt innovatively to changing work-environment(s)

## Effective Communication

- The ability to use the appropriate style and means of communication to convey the information and recommendations/critique as part of an interdisciplinary team
- The ability to use different information and communication technologies to communicate technical, official and general ideas and information

## Professional Skills of Blood Banking

- The ability to apply critical reasoning to issues in-hand through independent thought and informed judgement for authentic decisions
- The ability to process data/different materials related to the field and to critically analyze and integrate information from a wide range of sources
- The ability to work (Patient Care/Tasks in/of the related field, i.e. Blood Banking) effectively and sensitively or with professionalism and efficiency
- The ability to work and learn independently and effectively in a Progressive Career in Blood Banking



## STUDENT SUPPORT

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The AD-BTM program is committed to fostering an intellectually, socially and culturally inclusive learning environment that promotes EQUITY, values DIVERSITY and safeguard the RIGHTS and DIGNITY of all of its Staff and Students as Life-long Learners and Doers.



### COUNSELING

The AD-BTM program aims to provide free, confidential counseling to its students through individual therapy and workshops. The prime motive of that counseling is to assist and facilitate students Positive yet Realistic Self-Concept, Integrity, Compassion, Global Citizenship, and Pride to live as an Agent of Positive Change. To serve the purpose, AD-BTM primarily offers Guidance and Career Counseling Services, as mentioned below.



## GUIDANCE COUNSELING

The AD-BTM program has Guidance Counseling Services to identify, counsel and facilitate its students in:

- Dealing with their educational challenges
- Capitalizing on their individual and institutional resources to enhance their academic performance
- Coping with their emotional, social, and intellectual crises
- Managing study-work-life balance and social wellbeing



## CAREER COUNSELING

The AD-BTM program provides guidance and facilitates the students in:

- Selecting different fields of studies for their higher education
- Finding jobs in the national and international Blood Bank Services
- Developing globally competitive job-skills through MOOC (Massive Open Online Courses)

## ANNEX: I-III

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ANNEXURE-I	Definitions of All the Important Terms
ANNEXURE-II	Student Application Template
ANNEXURE-III	Student Pledge



## ANNEXURE-I: DEFINITIONS

The following definitions have been given for the general understanding and guidance of the students:

S.No.	Term	Definition
1.	Contact Hour	Means an hour spent on academic and research-related activities including instructional lab or other related work etc. during a course of studies;
2.	Credit Hour	Means one contact hour of theory class and three contact hours for practical/research per week throughout a semester;
3.	Cumulative Grade Point Average (CGPA)	Means the summation of grade points of all credit courses as divided by a total number of the credit hours taken and successfully completed by a student for the relevant academic program;
4.	Grade	Means a numerical calculation or expression aimed at measuring or gauging the quality or level of a student's performance in a given subject, course, semester or an academic program;
5.	Grade Point Average (GPA)	Means a weighted average of all grades in a semester or any other specified academic period and where needed GPA may be worked out in respect of any subject or course;
6.	Probation	Means a period-specific position in which a student may be placed in case he is found to be deficient in achieving the specified academic standards to the extent that s/he is likely to be withdrawn or dropped from a semester unless s/he so improves his CGPA that he is allowed, whether conditionally or otherwise, to continue studies for the next semester in the University;
7.	OSCE/OSPE (Objective-Structured Clinical Examination/ Objective-Structured Practical Examination)	The assessment of practical knowledge involves oral, spot, or objective structured practical examinations (OSPE). OSCE is the clinical exam of medical and allied health science students to prepare for the clinical and communication aspects of becoming a Blood Bank Technologist.
8.	MCQs	A multiple-choice question (MCQ) is composed of two parts: a stem that identifies the question or problem, and a set of alternatives or possible answers that contain a key that is the best answer to the question, and a number of distractors that are plausible but incorrect answers to the question. Or MCQ is an objective assessment in which respondents are asked to select only correct answers from the list choices.
9.	SAQs	Short answer questions (SAQs) can be used in examinations or as part of assessment tasks. They are generally open-ended questions that require students to construct a response. Short answer questions require a concise and focused response that may be factual, interpretive or a combination of the two.
10.	SEQs	Short essay questions are the examination or test question that requires an explanation or analytical answer in a sentence, paragraph, or short composition.

# ANNEXURE-II: STUDENT APPLICATION TEMPLATE

## ASSOCIATE DEGREE IN BLOOD TRANSFUSION MEDICINE

Semester: I  /II  /III  /IV  , 2021-23

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Reason for Leave:      Bereavement                      Emergency                      Medical                      Other  
                                                                                                                    

If Other, then Mention here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Days, the Leave requested for: \_\_\_\_\_

Leave Duration:  /  /  to  /  /  or  /  /   
                         DD / MM / YY      DD / MM / YY      DD / MM / YY

Signature of the Student: \_\_\_\_\_

Name and Signature of the Guardian/Parent: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Date the Leave Application received:  /  /   
   DD / MM / YY

Received by: \_\_\_\_\_

Name of the Faculty/Administration Office Personnel

Position/Designation of the Person received the Leave Application: \_\_\_\_\_

Leave Status:      Granted       Denied       Granted with Condition(s)

Condition for granting the Leave: \_\_\_\_\_

\_\_\_\_\_

Name of the Principal/Authority granted the Leave: \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks (If Any): \_\_\_\_\_

\_\_\_\_\_

## ANNEXURE-III: AD-BTM STUDENT PLEDGE

As a ICMTAH student I, \_\_\_\_\_ accept all the POLICIES, CODES OF CONDUCT and ACADEMIC and DISCIPLINARY PROCEDURES and will act with respect and honesty. In making this commitment, I am accountable to the AD-BTM and ICMTAH community and dedicate myself to a life of honor.

Full Name of Student (as it appears on CNIC/Passport/B-Form):

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Signature of Student with date:

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Dear Student:

Please ensure your signature match those on your CNIC/Passport/B-Form.

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<https://www.deakin.edu.au/course/master-international-finance-international>

## Karachi

The Indus Hospital, Korangi  
Crossing, Karachi.

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+92 21 38096661

Ext: 2601, 2604, 2607

## Jamshoro

Regional Blood Center, Near Rufaida Girls  
Nursing Hostel LUMHS, Jamshoro.

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+92 22 2115007, Ext: 103

+92 22 2115008, Ext: 103

## Multan

Regional Blood Center, Adjacent of Kidney  
Diseases (MIKD), Muzaffargarh Road, Multan.

+ 92 61 6354501-3, Ext: 112

## Bahawalpur

Regional Blood Center, Opp. CCU, Bahawal,  
Victoria Hospital, Bahawalpur.

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