



MIU
A Chartered University

ELECTIVE POLICY

FOR

THE YEAR 2026-27

Outcome-Based • Integrated • Student-Centered • Community-Oriented • Value-Driven

MOHI-UD-DIN ISLAMIC MEDICAL COLLEGE

MIRPUR (AJK), PAKISTAN



SERVING HUMANITY
THROUGH
EXCELLENCE IN
MEDICAL
EDUCATION

Rooted in Islamic Values



Approved by the
Academic Council



Aligned with
PMDC MBBS Curriculum 2024
& HEC Standards



Prepared by
Department of
Medical Education

VERSION

1.1

JANUARY 2026

MOHI-UD-DIN ISLAMIC UNIVERSITY

A Chartered University

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Department of Medical Education				
Elective Policy				
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1. INTRODUCTION

Overview

Mohi Ud Din Islamic Medical College, Mirpur, implements this Elective Policy to govern student engagement in curriculum-based elective rotations. Through these opportunities, students can investigate different specialties, strengthen their clinical skills, and gain practical exposure in multiple healthcare environments. The policy ensures uniform delivery of electives while creating a structured, nurturing framework that supports learning and career advancement.

Objectives

The key objectives of the Elective Policy are:

1. **Structured Learning Opportunities**
To deliver structured, purpose-driven elective experiences that enrich the core medical curriculum, enabling students to deepen clinical expertise and expand their knowledge within their chosen areas of interest.
2. **Uniform Standards and Procedures**
To establish standardized protocols for elective applications, placement selection, and performance evaluations, ensuring fairness, impartiality, and transparent processes across all elective programs.
3. **Student Development**
To foster holistic personal and professional growth by offering exposure to diverse medical specialties, facilitating collaboration with healthcare professionals, and enabling meaningful contributions to patient care within the defined curricular framework.
4. **Quality Assurance**
To uphold exemplary standards in both education and patient care by clearly defining the roles, responsibilities, and performance expectations for students, supervising faculty, and elective program administrators.
5. **Compliance and Regulation**
To guarantee that all elective offerings fully adhere to institutional policies and external regulatory requirements, including the accreditation standards and guidelines set forth by relevant medical education bodies.

Scope

This policy governs all medical students undertaking elective rotations at MIMC , and establishes comprehensive guidelines covering eligibility criteria, application procedures, program structure, and evaluation methodologies.

Proposed Electives:

1. Basics of Research
2. IT Skills
3. Residency Prep & Leadership
4. Internal Medicine
5. Obstetrics and Gynecology

2. COURSE OUTLINE OF ELECTIVE:

Elective -I: Basics of Research

Week 1: Foundations of Health Research

This week introduces students to the fundamental concepts of medical and health research. Students will explore the role of research in evidence-based medicine, understand different research paradigms, and learn how scientific inquiry contributes to healthcare improvement. Emphasis will be placed on identifying research problems and formulating answerable research questions.

Topics Covered:

- Introduction to health research
- Types of research designs
- Research ethics and informed consent
- Research questions and problem identification
- Literature search strategies

Week 2: Research Planning and Methodology

During this week, students will develop an understanding of research methodology and study design. They will learn how to formulate objectives and hypotheses, select appropriate methodologies, and understand sampling techniques. Practical exercises will focus on developing a simple research proposal.

Topics Covered:

- Quantitative and qualitative methodologies
- Study designs
- Sampling techniques
- Variables and measurements
- Protocol development

Week 3: Data Collection and Analysis

Students will be introduced to data collection methods and basic statistical concepts. They will gain hands-on experience with data entry, data management, and interpretation of research findings. The importance of data quality and ethical handling of research information will also be discussed.

Topics Covered:

- Data collection tools
- Questionnaire development
- Data entry and management
- Introduction to SPSS
- Descriptive statistics and interpretation

Week 4: Scientific Writing and Research Dissemination

The final week focuses on communicating research findings effectively. Students will learn the structure of scientific manuscripts, referencing techniques, and principles of academic integrity. The elective will conclude with the presentation of a mini research proposal or project.

Topics Covered:

- Scientific writing
- Referencing and citation management
- Abstract writing
- Poster and oral presentations
- Research proposal presentation

Elective-II: IT Skills

Week 1: Digital Literacy and Information Management

This week focuses on developing fundamental digital competencies required in modern medical education and healthcare practice. Students will become familiar with essential computer applications, online resources, and strategies for effective information retrieval. Emphasis will be placed on responsible and professional use of digital technologies.

Topics Covered:

- Computer fundamentals and operating systems
- Internet searching and academic databases
- Digital professionalism
- Data security and cybersecurity awareness
- Cloud storage and file management

Week 2: Data Management and Productivity Tools

Students will learn to organize, analyze, and present information using commonly used productivity software. Practical sessions will focus on creating professional documents, managing datasets, and generating reports relevant to academic and healthcare settings.

Topics Covered:

- Microsoft Word for academic writing
- Microsoft Excel fundamentals
- Data entry and management
- Charts, graphs, and basic calculations
- Document formatting and reporting

Week 3: Communication and Presentation Technologies

Effective communication is an essential skill for healthcare professionals. This week introduces students to digital communication platforms and presentation tools that facilitate collaboration, teaching, and professional interactions.

Topics Covered:

- Microsoft PowerPoint
- Presentation design principles
- Professional email communication
- Virtual meeting platforms
- Collaborative online tools

Week 4: Emerging Technologies in Healthcare

The final week explores the role of technology in contemporary healthcare and medical education. Students will gain insight into digital health innovations and develop a small project demonstrating the application of technology in healthcare practice.

Topics Covered:

- Artificial Intelligence in healthcare
- Telemedicine and digital health
- Electronic Health Records
- Reference management software
- Digital portfolio development

Elective-III: Internal Medicine

Week 1: Clinical Assessment and Diagnostic Approach

This week introduces students to the systematic evaluation of adult patients presenting with common medical conditions. Emphasis will be placed on history taking, physical examination, clinical reasoning, and development of differential diagnoses.

Topics Covered:

- Patient history and examination
- Clinical documentation
- Diagnostic reasoning
- Interpretation of laboratory investigations
- Ward and outpatient clinic exposure

Week 2: Common Medical Disorders

Students will gain exposure to the diagnosis and management of frequently encountered medical illnesses. Clinical discussions and bedside teaching sessions will reinforce the integration of basic sciences with patient care.

Topics Covered:

- Cardiovascular diseases
- Respiratory disorders
- Endocrine and metabolic diseases
- Infectious diseases
- Gastrointestinal disorders

Week 3: Patient Management and Procedural Skills

The focus of this week is the practical application of patient management principles. Students will participate in supervised clinical activities and develop competency in commonly performed procedures and interpretation of diagnostic tests.

Topics Covered:

- Principles of medical management
- ECG interpretation
- Fluid and electrolyte management
- Intravenous access and specimen collection
- Case-based discussions

Week 4: Integrated Patient Care

Students will participate actively in multidisciplinary patient care and demonstrate their clinical learning through case presentations and reflective discussions. The week aims to strengthen professional competencies and readiness for clinical practice.

Topics Covered:

- Ward rounds and patient follow-up
- Multidisciplinary team meetings
- Clinical audit and quality improvement
- Case presentations
- Reflective practice and feedback

Elective-IV: Obstetrics and Gynecology

Week 1: Antenatal Care and Maternal Health

This week provides an introduction to maternal healthcare and antenatal services. Students will observe antenatal clinics and develop an understanding of routine pregnancy care, maternal health promotion, and identification of high-risk pregnancies.

Topics Covered:

- Antenatal assessment
- Physiological changes during pregnancy
- Antenatal investigations
- Risk assessment in pregnancy
- Maternal health counseling

Week 2: Labour and Delivery

Students will observe and participate in the management of normal Labour under supervision. Learning activities will focus on monitoring Labour, understanding obstetric emergencies, and promoting safe maternal and neonatal outcomes.

Topics Covered:

- Stages of labour
- Partograph interpretation
- Normal vaginal delivery
- Obstetric emergencies
- Immediate newborn care

Week 3: Gynecological Practice and Women's Health

This week exposes students to common gynecological conditions and reproductive health services. Clinical encounters will highlight the importance of comprehensive and patient-centered women's healthcare.

Topics Covered:

- Common gynecological disorders
- Menstrual abnormalities
- Family planning services
- Reproductive health counseling
- Gynecology outpatient clinics

Week 4: Integrated Women's Healthcare

The final week emphasizes holistic management of women's health issues across different stages of life. Students will integrate knowledge gained during the elective through case discussions, presentations, and reflective learning activities.

Topics Covered:

- Postnatal care
- High-risk pregnancy management
- Gynecological procedures
- Multidisciplinary patient management
- Case presentations and feedback

Elective-V: Residency Preparation and Leadership

Week 1: Transition from Medical Student to House Officer

This week is designed to facilitate a smooth transition from undergraduate medical education to clinical practice. Students will develop an understanding of the responsibilities, expectations, and professional obligations of a House Officer. Emphasis will be placed on professional conduct, patient safety, effective communication, and workplace ethics.

Topics Covered:

- Roles and responsibilities of House Officers
- Professionalism and medical ethics
- Patient safety principles
- Effective clinical communication
- Time management and workplace organization

Week 2: Leadership, Teamwork, and Conflict Resolution

Healthcare delivery requires effective collaboration among multidisciplinary teams. This week focuses on developing leadership competencies, interpersonal communication skills, and strategies for managing conflicts in clinical settings. Students will learn how to contribute positively within healthcare teams while demonstrating accountability and professionalism.

Topics Covered:

- Leadership styles in healthcare
- Team dynamics and collaboration
- Communication within healthcare teams
- Conflict management and resolution
- Emotional intelligence and professionalism

Week 3: Clinical Documentation and Quality Improvement

Accurate documentation and quality improvement are essential components of modern healthcare practice. Students will gain practical experience in maintaining clinical records, writing patient notes, reporting clinical events, and understanding healthcare quality and patient safety initiatives.

Topics Covered:

- Clinical documentation and record keeping
- Medical note writing
- Handover and referral communication
- Quality improvement principles
- Clinical audit and patient safety

Week 4: Career Planning and Residency Preparation

The final week focuses on preparing students for postgraduate training and future career opportunities. Students will receive guidance on residency applications, curriculum vitae development, interview preparation, and professional networking. The elective concludes with reflective exercises and individual career development planning.

Topics Covered:

- Residency pathways and postgraduate training
- Curriculum vitae and portfolio development
- Personal statement writing
- Interview skills and mock interviews
- Career planning and professional development

3. ELIGIBILITY CRITERIA

2.1 Academic Requirements

- **Current Enrollment:** Students must be currently enrolled in the MBBS program.
- **Year of Study:** Elective opportunities are typically available to students in their clinical years (e.g., Year 3 to Year 5). Eligibility may vary based on specific elective programs.
- **Academic Performance:** Students must have a satisfactory academic record, including a minimum percentage of 75% in recent exam, as specified by the program. Academic performance will be reviewed to ensure students meet the required standards.

2.2 Attendance and Conduct

- **Attendance Records:** Students must demonstrate good attendance records above 75% in their last medical courses. Excessive absences may affect eligibility for elective placements.
- **Conduct Standards:** Students must have a record of professional behavior and conduct. Any previous disciplinary actions or violations of institutional policies may impact eligibility.

2.3 Prerequisites

- **Course Completion:** Some electives may require the completion of specific prerequisite courses or modules relevant to the elective field. Students must provide evidence of completing these prerequisites before applying.
- **Immunizations and Health Clearance:** Students must have up-to-date immunizations and health clearances as required by the elective program. Documentation must be submitted as part of the application process.

2.4 Application Requirements

- **Application Form:** Students must complete and submit the official application form for the elective program, including any required documentation such as transcripts, letters of recommendation, and personal statements.
- **Deadlines:** Applications must be submitted by the specified deadlines. Late applications may not be considered.

2.5 Selection Process

- **Review:** Applications will be reviewed by a designated officer against eligibility criteria. **Availability of Slots:** Eligibility does not guarantee placement. Selection is subject to the availability of elective slots and the number of applicants.

4. APPLICATION PROCESS

3.1 Application Period

- **Timing:** The application window for elective programs will be announced in advance. It typically opens during specific periods, such as before the start of a new academic year or during designated vacation periods.
- **Duration:** The application period will be clearly defined, and students are encouraged to apply within this timeframe to ensure consideration.

3.2 Application Submission

- **Required Documents:** Students must submit a completed application form along with required documents. These may include:
 - Letters of recommendation (if required)
 - Personal statement or statement of interest
- **Submission Method:** Applications can be submitted electronically via the college's application portal or in person at the designated office, as specified in the application guidelines.

3.3 Notification of Acceptance

- **Selection Results:** Students will be notified of their acceptance or non-acceptance via email or official communication channels. This notification will include details about the next steps, including any further documentation or orientation requirements.
- **Confirmation:** Accepted students may be required to confirm their participation by a specified deadline. Failure to confirm may result in the offer being extended to another applicant.

3.4 Pre-Elective Preparation

- **Orientation Details:** Accepted students will receive information about orientation sessions, including dates, times, and required attendance.
- **Health and Safety Requirements:** Students will be provided with instructions regarding health and safety requirements, including immunizations and clearance forms, to be completed before the start of the elective.

5. CONDUCT AND PROFESSIONALISM

4.1 Ethical Standards

- **Adherence to Ethical Principles:** All students must adhere to established ethical standards and guidelines relevant to the elective. This includes maintaining honesty, integrity, and professional behavior in all interactions and activities.
- **Compliance with Institutional Policies:** Students must comply with the MIMC 's policies and procedures, as well as any relevant professional codes of conduct.
- **Handling Ethical Dilemmas:** Students are expected to handle ethical dilemmas responsibly, seeking guidance from supervisors or mentors when faced with complex situations.

4.2 Respect and Confidentiality

- **Respect for Individuals:** Students must demonstrate respect towards patients, colleagues, faculty, and other healthcare professionals. This includes being courteous, respectful, and professional in all communications and interactions.
- **Confidentiality of Patient Information:** Maintaining patient confidentiality is paramount. Students must adhere to all laws and institutional policies regarding the protection of patient information and privacy.
- **Professional Conduct:** Students should maintain a professional demeanor at all times, avoiding behaviors that may be deemed unprofessional or disruptive to the learning environment.

4.3 Patient Interactions

- **Professional Behavior:** During patient interactions, students must exhibit professional behavior, demonstrating empathy, active listening, and respect for patients' autonomy and dignity.
- **Informed Consent:** Students must ensure that they obtain informed consent from patients before participating in any procedures or discussions involving the patient.
- **Communication Skills:** Effective communication skills are essential. Students should communicate clearly and appropriately with patients, explaining procedures and addressing any concerns or questions they may have.

6. PROGRAMS OFFERED, SCHEDULE, AND TIMINGS

5.1 Programs Offered

A. Core Clinical Clerkships

- **Internal Medicine:** Provides experience in diagnosing and managing a wide range of adult medical conditions. Includes rotations in cardiology, endocrinology, and infectious diseases.
- **Obstetrics and Gynecology:** Covers maternal care and women's health issues. Includes rotations in prenatal care, labor and delivery, and gynecologic surgery.

B. Specialized Career-Readiness Electives

These electives are designed to equip students with essential non-clinical competencies required for success in residency and contemporary healthcare systems.

- **Residency Prep & Leadership:** Focused on transitioning from student to intern, this elective covers advanced communication, conflict resolution, team leadership, and practical skills for effectively leading a clinical team.

5.2 Schedule

- **Elective Duration:** Elective programs generally span 4 to 8 weeks, depending on the specialty and specific program goals.
- **Program Structure:** Each program includes a mix of clinical rotations, seminars, workshops, and hands-on training. The detailed schedule will be provided to students upon acceptance into the program.

5.3 Timings

- **Daily Schedule:** Programs typically run from 9:00 AM to 4:00 PM, Monday through Friday. Exact hours may vary by specialty and specific rotation.
- **Attendance Requirements:** Students must adhere to the program schedule and maintain punctuality. Any absences or deviations from the schedule must be communicated to and approved by the program supervisor.

7. EVALUATION AND FEEDBACK

6.1 Evaluation Methods

- **Formative Assessment:** Ongoing assessments throughout the elective, including direct observation of clinical skills, case discussions, and participation in seminars. These assessments provide continuous feedback and help students improve their performance.
- **Summative Assessment:** Includes structured evaluations such as written exams, practical assessments, and presentations. These are conducted at the end of the elective to assess overall learning and competency in the specialty.
- **Clinical Competency Evaluation:** Students are evaluated on their clinical skills, including patient interactions, diagnostic abilities, and procedural competencies. Evaluation is based on feedback from supervising faculty and clinical preceptors.
- **Inclusion in Internal Assessment:** The scores or marks obtained during the elective will be recommended for inclusion in the student's internal assessment. The distribution of marks will be aligned with the duration of the elective and the specialty, ensuring that it correlates with the specific module objectives.

6.2 Feedback Mechanism

- **End-of-Elective Feedback:** At the conclusion of the elective, students receive a comprehensive evaluation report that includes feedback on their performance, strengths, and areas for development.
- **Student Feedback:** Students are encouraged to provide feedback on their elective experience, including program content, supervision, and overall satisfaction. This feedback is collected through surveys or feedback forms.

8. ELECTIVE PROGRAM - APPLICATION FORM

Instructions: Please complete this form in full and submit it along with all required documents by the announced deadline. Incomplete applications will not be considered.

Part A: Personal & Academic Information

Field	Your Response
Full Name	_____
Student ID	_____
Current Year of Study	() Year 3 () Year 4 () Year 5
MBBS Program GPA / Percentage	_____
College Email	_____
Phone Number	_____

Part B: Elective Program Selection

(Please indicate your elective preferences in order of priority)

Preference	Elective Choice
First Choice	☐ Basics of Research
	☐ IT Skills
	☐ Internal Medicine
	☐ Surgery
	☐ Obstetrics and Gynecology
	☐ Residency Prep & Leadership
Preferred Start Date	_____
Preferred Duration (4-8 weeks)	_____ weeks
Second Choice	_____
Third Choice	_____

Part C: Prerequisites & Declarations

#	Declaration	Confirmation
1.	I confirm that I have completed all core curriculum requirements necessary to undertake this elective.	☐ Yes
2.	I confirm that my attendance record in core courses is satisfactory.	☐ Yes
3.	I confirm that I have no pending or active disciplinary actions against me.	☐ Yes
4.	I confirm that my immunizations and health clearances are up-to-date and that I will submit the required documentation upon request.	☐ Yes

Student's Signature: _____
Date: _____

Part D: Required Documents Checklist

Please ensure the following documents are attached to this application.

Document	Attached?
Official Academic Transcripts-RECENT MOST	☐
Letters of Recommendation (If required, number: ____)	☐

For Office Use Only

Item	Details
Application Received	☐ Yes Date: _____
Eligibility Met	☐ Yes ☐ No Reviewed by: _____
Decision	☐ Accepted ☐ Not Accepted
Assigned Elective	_____
Comments	_____

9. FEEDBACK FORM FOR ELECTIVE PROGRAM

Student Information:

- Full Name: _____
- Student ID: _____
- Program: _____
- Elective Specialty: _____
- Duration: _____ weeks
- Dates: From _____ to _____

Feedback on Evaluation and Experience:

Please rate the following aspects on a scale of 1 to 5, with 1 being "Poor" and 5 being "Excellent." Check the box for each aspect that best represents your experience.

Aspect	1	2	3	4	5	Comments/Feedback
Orientation and Introduction	☐	☐	☐	☐	☐	
Clarity of Program Objectives	☐	☐	☐	☐	☐	
Quality of Supervision	☐	☐	☐	☐	☐	
Relevance of Clinical Experience	☐	☐	☐	☐	☐	
Assessment Methods	☐	☐	☐	☐	☐	
Feedback and Evaluation	☐	☐	☐	☐	☐	
Overall Learning Experience	☐	☐	☐	☐	☐	

Additional Feedback:

1. What aspects of the elective program did you find most valuable?

2. Did the elective program meet your expectations? Please explain.

3. Any suggestions for enhancing the elective program in the future?

4. General Comments:

Would you recommend this elective program to other students?

- Yes
- No

Signature: _____

Date: _____