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PART-I

SINDH INSTITUTE OF OPHTHALMOLOGY AND VISUAL SCIENCES

Hyderabad dated the 20th September, 2021.

NOTIFICATION

No. 3403/SIOVS/(Reg.)2021:- In exercise of the powers conferred by section 24 read with section 13 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (**as amended from time to time**), the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to make the following regulations, namely:-

1. **Short title and commencement.** (1) These Regulations may be called as the Sindh Institute of Ophthalmology Visual Sciences, Academic Setup Regulations 2021.

(2) They shall come into force on such date as may be notified by the Institute.

2. **Definitions.-** (1) In these regulations, unless the context otherwise requires -

- (i) "Act" means the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (Sindh Act No.XXVI of 2013);
- (ii) "Advance Studies and Research Board" means Advance Studies and Research Board of the Institute;
- (iii) "Board" means the Board of Directors of the Institute constituted under the Act;
- (iv) "Board of Studies" means a separate Board of Studies for each subject or group of subjects, as may be prescribed by the regulations;
- (v) "clinical sub-unit" means a clinical sub-specialty which is headed by a teacher less than a Professor;
- (vi) "clinical unit" means a clinical specialty/sub-specialty with at least four teachers, one against each clinical teaching position;
- (vii) "clinical department" means a combination of one or more clinical units or sub units based in a teaching hospital of a constituent college or institute;

- (viii) "Executive Director" means the Executive Director of the Institute;
- (ix) "Institute" means the Sindh Institute of Ophthalmology and Visual Sciences;
- (x) "Management Board" means a Board based in a constituent college or institute;
- (xi) "Principal" means the head of the affiliated college or institution and constituent college or institution;
- (xii) "subject" shall mean a body of knowledge for which a curriculum has been prescribed and an Institute examination is being held as a part of undergraduate and postgraduate qualification;
- (xiii) "Teachers" include Professors, Associate Professors, Assistant Professor, Senior Registrars and Research Staff engaged whole-time by the Institute for teaching at the Institute and such other persons as may be recognized to be Teachers by the Board;
- (xiv) "teaching department" means a teaching department maintained and administered by the Institute as a unit which holds teaching, training and examination in a single subject;
- (xv) "teaching hospital" means a hospital attached to an undergraduate or postgraduate medical students or trainees, declared as such by the Board;
- (xvi) "Teaching Institute" shall mean a unit, which holds teaching, training and examination in more than one subject;
- (xvii) "University" means the University to which the Institute is affiliated with for rotation of FCPS, M.S. (Ophthalmology), trainees in prescribed clinical subjects.

(2) All other expressions used but not defined in these regulations shall have the same meanings as assigned to them in the Act.

3. Institute as degree awarding Institute. (1) The Institute shall be independent degree awarding Institute as provided under sub-section (3) of section 3 of the Act and is the custodian of medical sciences in the discipline of Ophthalmology and Visual Sciences, learning and research.

(2) The Institute shall provide instruction in such teaching subjects, disciplines or branches of learning at Graduate or Post-Graduate level and shall prescribe or identify courses of studies to be conducted by the Institute itself and its affiliated colleges/ universities as may be approved by the Board on the recommendations of the Academic Council, and shall make provision for research and the advancement and dissemination of knowledge as provided under clause (iv) of section 5 of the Act.

(3) The Institute shall affiliate or make arrangements through accredited MoU/linkage program with any Medical and Health University for mandatory/ optional rotation of FCPS & MS trainees in clinical subjects/sub-specialties as may be prescribed by CPSP.

(4) A certificate testifying the trainee's attendance is obligatory for admittance to the final examination and an entry in the logbook must also appear to this effect. The institute/ trainer shall arrange for the sub-specialty training according facilities available.

4. **Linkage Program.** (1) Linkage program with any Medical and Health Sciences University for mandatory or optional rotation of FCPS; MS trainees in clinical subjects or sub-specialties as may be prescribed by CPSP.

(2) The Institute shall sign accredited MoUs with other recognized institutions / universities of medical sciences which have such accredited units for training in the subspecialties not available at Institute.

(3) A certificate testifying the trainee's attendance is obligatory for admittance to the final examination and an entry in the logbook must also appear to this effect. The institute/ trainer shall arrange for the sub-specialty training according facilities available.

(4) The trainees of FCPS/MS (Ophthalmology) shall have to undergo rotation in the following disciplines to achieve competencies in such a disciplines:-

- (i) Dermatology two weeks;
- (ii) Pathology two weeks;
- (iii) Radiology two weeks;
- (iv) Radiotherapy two weeks;
- (v) Neurology one month;
- (vi) Plastic Surgery two weeks;
- (vii) Community Ophthalmology two weeks.

(5) The Institute shall institute the programs for the exchange of students/trainees and teachers between the Institute and other universities, medical educational institutions and research organizations inside as well as outside country for advance learning and capacity building.

(6) The Institute shall provide career counseling and job search service to its students and alumni.

5. **Honorary degrees.** (1) The Institute shall confer honorary degrees or other distinctions on persons in recognition of person's contributions to society or sustained lifetime achievement in the field of ophthalmology and community service.

(2) Honorary degrees shall be conferred on individuals from all walks of life.

(3) Honorary degree shall be awarded on the basis of person's generous and altruistic actions or lifetime accomplishments that benefit a community, nation, or humanity in general.

(4) Recipients not necessarily have to be an alumnus of the awarding Institute, Beneficiaries of the prized degree may use the title of Doctor that the degree confers, although they have not completed a doctoral program.

(5) For the purpose of admission to the Institute, the Institute shall recognize the examination passed and the periods of study spent by students at other universities and places of learning as equivalent to such examinations and periods of study in the Institute, and to withdraw such recognition in appropriate cases after giving notice to the concerned student.

(6) The Institute shall coordinate with other universities and public authorities in such manner and for such purposes as it may determine.

(7) The Institute shall create posts of Professors, Associate Professors, Assistant Professors and other posts for research, publication, extension, administration and other related purposes and to appoint persons thereto.

(8) The Institute shall confer or award fellowships, scholarships, bursaries, medals and prizes for advancement teaching and learning as it may determine.

(9) The Institute shall establish teaching departments, schools, colleges, museums, centers of excellence and satellite centers including and other centers of learning for the development of teaching and research and to make such arrangements for their maintenance, management and administration.

(10) The Institute shall arrange, administer and maintain hostels for students and trainees of the Institute.

(11) The Institute shall promote and organize recreational and extra-curricular activities for physical and mental growth, health and fitness of the students/trainees.

(12) The Institute shall enforce and maintain discipline amongst the students of the Institute.

(13) The Institute shall demand and receive such fees and other charges with the approval of Board of Directors.

(14) The Institute shall make provisions for research and advisory services and, in relation thereto, enter into arrangements with other institutions or with public bodies as may be deemed necessary.

(15) The Institute shall make, amend, alter, vary or rescind agreements, contracts and leases with the permission of the Board of Directors.

(16) The Institute shall receive grants, bequests, trusts, gifts, donations, endowments and other contributions made to the Institute and to make investment, if any, with the permission of the Board of Directors.

(17) The Institute shall engage and provide for the printing and publications of research papers and other works for the advancement of medical education, expedient in order to further the objectives of the Institute as a place of education learning, and research.

6. The Institute shall offer following program leading to award of under graduate and postgraduate degree:-

(1) Undergraduate:

(i) BS (Visual Sciences) Courses shall be in accordance with the rules and regulation framed by the Higher Education Commission degree program, amended from time to time as approved by the Institute;

(ii) MBBS Program shall provide teaching and training to MBBS students of affiliated Medical Colleges/ Medical Health Sciences universities in the discipline of ophthalmology and its supers specialties;

(iii) Ophthalmic Technician (One Year Diploma): Courses shall be in accordance with the rules and regulations framed by the Sindh Medical Faculty.

(iv) Refractionist Technician (One Year Diploma): Courses shall be in accordance with the rules and regulations framed by the Sindh Medical Faculty.

(2) Postgraduate Degree/Diploma and MCPS/FCPS Training Program:-

(i) 04 years Duration: -

- FCPS II (Ophthalmology)
- MS (Ophthalmology)
- BSc. (Visual Sciences)

(ii) 02 Years Duration: -

- Diploma in Ophthalmology (D.O)
- MCPS (Ophthalmology).

(3) **Five (5) Years Duration M.Phil. Leading to Ph.D. Program in Ophthalmology and Visual Sciences.**

7. **Medium Of Instruction.-** The medium of instruction shall be English in all cases.

8. **Program Execution of all courses.-** (1) The Courses of studies, the number of marks allotted to each paper shall be detailed in the approved prospectus and shall be according to the admission policy of the Institute.

(2) Any candidate passing in all papers (theory and practical being treated as separate heads) and obtaining a minimum cumulative grade point average as prescribed by the Institute shall be declared to have passed the examination.

(3) Course of study may be revised from time to time subject to approval of concerned Academic Council.

(4) Every candidate certified to have fulfilled the requirements of the Examiners' Committee shall be declared to have passed the examination.

9. **Teaching.-** (1) All recognized teaching in various subjects, disciplines or courses shall be conducted by the Institute, in the manner specified under the Rules and may include lectures, tutorials, discussions, seminars, demonstrations as well as practical work in the laboratories, hospitals, workshops and community and other methods of instruction.

(2) The courses and the curricula shall be such as may be prescribed from time to time in accordance with new innovations, modern research and new developments.

AUTHORITIES RESPONSIBLE FOR ORGANIZING TEACHING10. **Academic Council**

(1) The Academic Council shall consist of;

- (i) Executive Director
- (ii) All Professors
- (iii) All Associate Professors
- (iv) All Principals of the constituent Colleges/Institutes/Schools
- (v) Two Assistant Professors
- (vi) All Principals of the affiliated Colleges/Institutes/Schools
- (vii) The Librarian of the Institute
- (viii) The Controller of Examinations of the Institute
- (ix) The Medical Superintendent of the Hospital/Institute
- (x) The Registrar of LUMHS Jamshoro

(2) The Members of the Academic Council, other than ex-officio members, shall hold office for three years and if the office of any such member becomes vacant before the expiry of such term, such vacancy shall be filled by the Board of Directors, and the member appointed to such vacancy shall hold the office for the residual period.

- (3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, a fraction being counted as one.

11. Powers and duties of the Academic Council - (1) The Academic Council shall be the principal Academic Body of the Institute and shall, subject to the provisions of Sindh Institute of Ophthalmology & Visual Sciences Act 2013 and the rules made thereunder have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the Academic Life of the Institute and the constituent Schools/Colleges/Institutions.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of SIOVS Act 2013 and the rules made thereunder, the Academic Council shall have the powers in addition to the powers and duties vested in it under Section 13 of SIOVS Act 2013 amended vide Sindh Act No. XIV 2019.

- (i) to approve the policies and procedures pertaining to the quality of academic programs;
- (ii) to approve academic programs;
- (iii) to approve the policies and procedures pertaining to student related functions including admissions, expulsions, punishments, examinations and certification;
- (iv) to approve the policies and procedures assuring quality of teaching and research;
- (vi) to recommend the policies and procedures for affiliation of other educational institutions;
- (vii) to propose the Board of Directors schemes for the constitution and organization of Teaching Departments and Boards of Studies;
- (viii) to appoint paper setters and examiners for all examinations of the Institute after receiving panels of names from the Examination Department;
- (ix) to institute programs for the continued professional development of Teachers of the Institute at all levels;
- (x) to recognize the examinations of other universities/institutes or examining bodies as equivalent to the corresponding examinations of the Institute;
- (xi) to regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- (xi) to propose, from time to time, Regulations to the Board of Directors on the recommendations of the Board of Studies prescribing the courses of studies, the syllabi and examinations;
- (xii) to arrange short and long term training courses within the country and abroad as prescribed under the rules;
- (xiii) to place all regulations and recommendations of the Academic Council before the Board of Directors of the Institute for endorsement; and
- (xiv) to perform such other functions as may be prescribed by the Rules.

Provided that if the recommendations of the Board of Studies are not received by the prescribed date, the Academic Council may subject to the approval of the Board of Directors permit the existing regulations to continue for the following year;

- (xiii) to prepare an annual report on the academic performance of the Institute: and;
- (xiv) to perform such functions as may be prescribed by these rules and regulations.

Note: The Board of Directors, the Academic Council, and other authorities may, from time to time, appoint such standing, special or advisory committees as it may deem fit and may nominate such persons on these committees other than members of the authorities appointing the aforesaid committees.

12. **Clinical Units.-** (1) There shall be a clinical department comprising of one or more clinical units and sub-units of different clinical specialties and super specialties of Ophthalmology, according to the Teaching and training needs of medical education as prescribed by Pakistan Medical and Dental Council and College of Physicians and Surgeons of Pakistan for the purpose, from time to time, in each teaching hospital of the Constituent Colleges /Institutes.

(2) Each Clinical Unit shall be headed by a Professor, who shall be called the Head of the Unit, similarly any available senior faculty member at the sub-unit shall be called the In charge of that unit.

13. **Board of Studies:-** (1) There shall be a Board of Studies for each subject of Ophthalmology and Visual Sciences . The Board of Studies shall comprise of teachers of the Department, one of whom shall be the Chairperson.

(2) The Chairperson and members shall be appointed for a period of three years and will be eligible for reappointment for further one more term.

(3) The Chairperson and members of the Board of Studies may be terminated by the Board on the recommendation of Academic Council on the basis of unsatisfactory performance, subject to the condition that he shall not be condemned unheard.

(4) One expert to be appointed by the Executive Director as an Ex-Officio member of Board of Studies the term of office of the member of the Board of Studies other than Ex-Officio member shall be three years.

(5) The Board of Studies shall be assisted by the following three sub committees;

- (a) Academic Sub-Committee;
- (b) Research Sub-Committee;
- (c) Patient care and treatment Sub-Committee.

(6) The sub-committees constituted under sub-rule (5) shall regularly review the performance of the department in terms of academics, patient care and treatment and research and make recommendations to the Board of Studies.

(7) The Board of Studies shall in turn recommend the changes in the prescribed syllabi and curricula in their relevant subjects to the Academic Council. The Academic Council shall forward and recommend the changes made by Board of Studies of the concerned Institute Faculty to the Board of Directors.

(8) The Board of studies shall meet at least quarterly or as and when required and shall submit their meeting proceedings to their respective Deans for further necessary action.

(9) The quorum of meeting of the Board of Studies shall be one half of the total number of the member, a fraction be counted one.

14. **Advanced Studies and Research Board.** (1) For the purpose of stimulate, support and sustain quality research, there shall be Advance Studies and Research Board.

(2) The functions of the Advanced Studies and Research board shall be -

- (a) to advise the Authorities on all matters concerned with the promotion of Advanced Studies and Research in the Institute;
- (b) to consider and report to the Authorities on the institution of research degrees in the Institute;
- (c) to propose regulations regarding the awards of research degrees;
- (d) to appoint supervisors for research students and to determine the subjects of their thesis;
- (e) to recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- (f) to perform such other functions as may be prescribed by the Rules;

15. **Powers and Functions of Teachers.**

(1) **Professor:**

- (a) **Teaching:** Undergraduate and postgraduate teaching to deliver the lectures, conduct the practical's, impart clinical teaching, check the assignments and take the periodical unit /ward tests;
- (b) **Research:** to act as supervisor and guide for postgraduate students of diploma and degree programs in their research projects and assists them in thesis/ dissertation writing, and also carry out sponsored and individual research projects;
- (c) **Student Counseling:** to help the students in solving their difficulties in their studies and guide them to overcome their academic and non-academic problems;
- (d) **Committee Work:** to participate in the meetings of Academic Council, Board of Studies department meetings, Board of Directors and other Committees specially constituted by the Executive Director or other bodies of the Institute from time to time, and do the work assigned by these bodies and committees;
- (e) **Examination Work:** to prepare and set the question papers (BCQs and Essay) to evaluate the answer sheets of the courses, conduct practical's (OSPE/Viva-Voce examinations) and to do the invigilation for theory examinations as and when assigned by the Institute authorities;
- (f) **Administrative Work:** to perform the administrative responsibilities viz; Chairperson of the teaching department, **Director of Institute/Provost** of Hostels and Dean of the Faculty as and when assigned to him under the purview of the Act /Rules;
- (g) **Students Discipline:** to report disciplinary action against the students to the Chairperson in accordance with relevant regulations;
- (h) any other responsibility to be assigned by the competent authority from time to time.

(2) Associate Professor:

- (a) **Teaching:** Undergraduate and postgraduate teaching and deliver the lectures, conduct the practicals, impart clinical teaching check the assignments and take the periodical unit / ward tests;
- (b) **Research:** to act as supervisor and guide for postgraduate students of diploma and degrees program in their research projects and assists them in thesis/dissertation writing, and also carry out sponsored and individual research projects as well;
- (c) **Student Counseling:** to help students in solving difficulties in their studies and guide them to overcome academic and non-academic problems face by them;
- (d) **Committee Work:** to participate in the meetings of Academic Council when acting as In-charge of the department, Board of Studies, departmental meetings and other Committees specially constituted by the Executive Director or other bodies of the Institute from time to time, and do the work assigned by these bodies and committees;
- (e) **Examination Work:** to prepare and set the question papers (BCQs and Essay) to evaluate the answer sheets of the courses conduct practical's (OSPE/Viva-Voce examinations) and do the invigilation for theory examinations, as and when, assigned by the Institute authorities;
- (f) **Administrative Work:** to perform the administrative responsibilities viz; Chairman of the teaching Department and **Provost** of Hostels, as and when, assigned to him under the preview of the Act/ Rules;
- (g) **Students Discipline:** to report disciplinary action against the students to the Chairperson as per relevant Regulations;
- (h) any other responsibility to be assigned by the competent authority from time to time.

(3) Assistant Professor:

- (a) **Teaching:** Undergraduate and postgraduate teaching and deliver the lectures, conduct the practical, impart clinical teaching check the assignments and take the periodical unit/ward tests;
- (b) **Research:** to act as supervisor and guide for postgraduate students of diploma and degrees program in their research projects and assists them in thesis/dissertation writing, and also carry out sponsored and individual research projects as well;
- (c) **Student Counseling:** to help students in solving difficulties in their studies and, guide them to overcome academic and non-academic problems face by them;
- (d) **Committee Work:** to participate in the meetings of Academic Council when acting as In-charge of the

department, Board of Studies, departmental meetings and other Committees constituted by the Executive Director or other bodies of the Institute from time to time, and do the work assigned by these bodies and committees;

- (e) **Examination Work:** to prepare and set the question papers (BCQs and Essay) to evaluate the answer sheets of the courses conduct practical's (OSPE/Viva-Voce examinations) and do the invigilation for theory examinations, as and when, assigned by the Institute authorities;
- (f) **Administrative Work:** to perform the administrative responsibilities viz; Chairperson of the teaching Department and **Provost** of Hostels, as and when, assigned to him under the preview of the Act/Rules or Regulations;
- (g) **Students Discipline:** to report disciplinary action against the students to the Chairperson as per relevant rules or regulations;
- (h) any other responsibility to be assigned by the competent authority from time to time.

(4) Senior Registrar:

- (a) **Teaching:** to deliver the lectures, demonstrations impart clinical teaching check the assignments and take periodical unit/ward tests;
- (b) **Research:** to assist the postgraduate students in their research projects and thesis/ dissertation writing and also carry out sponsored and individual research projects as well;
- (c) **Student Counseling:** to help students in solving difficulties in their studies and, guide them to overcome their academic and non-academic problems;
- (d) **Committee Work:** to participate in the departmental meetings and other Committees specially constituted by the Executive Director or other bodies of the Institute from time to time, and to do the work assigned by these bodies and committees;
- (e) **Examination Work:** to prepare and set the question papers (BCQs and Essay) and submit the same to chairperson of the department/Q-Bank to evaluate the answer sheets of the courses, conduct practical's (OSPE/ Viva-Voce examinations) and to do the invigilation for theory examinations, as and when, assigned by the Institute authorities;
- (f) **Administrative Work:** to perform the administrative responsibilities, as and when, assigned to him, under the preview of the Act/Rules;
- (g) **Students Discipline:** to report disciplinary action against the students to the Chairperson as per relevant rules or regulations;
- (h) any other responsibility to be assigned by the competent authority from to time.

EXECUTIVE DIRECTOR