

ARMY MEDICAL COLLEGE



CODE OF CONDUCT

AMCOLIANS UNDERGRADUATE RESEARCH FORUM

11/26/2009

A forum of the students , by the students , for the students under the patronage of undergraduate research and development (R & D) wing of Amcolians alumni association.

This is the written constitution for functioning of forum to be consulted and referred to in all matters.
The decisions in light of constitution will be final and cannot be challenged by the members of AURF.

Section 1;

Regarding constitution

1a. **Introduction**

Any forum without a proper written code of conduct is liable to misuse, less effective, nonfunctional. That difference in opinion gives rise to conflicts. To address these issues and eliminate the element of bias a constitution is made as under.

1b. **Status of the constitution**

Every decision will be taken by any authority of AURF in light of this code of conduct. These decisions may be regarding any element of the forum, our this constitution will work in the domain of AAA under the R&D wing of AAA and the authority of AAA constitution will be final.

1c. **First ever constitution**

Put forward by the organizer, will be discussed in Amcolians alumni association meeting, and put forward to college administration. After approval, copy of finalized version will be kept with AURF, AAA, college administration and the mentor faculty.

1d. **Amendments in constitution**

Only chairman will be able to bring about any amendments (editing in form of addition, deletion, modification). This application will be put forward in writing by the AURF president after having discussed it with the research associates (with their signatures) to the chairman for approval. The chairman/mentor faculty will have the authority to accept or reject keeping in view the best interest of the forum. If the chairman thinks it necessary to discuss the matter with AAA/college administration, the AURF president shall be asked to present the issue in the forthcoming AAA conference.

1e. **In case of bypassing the constitution**

Cases where the constitution is being bypassed, the AURF president have the right to cancel the membership.

SECTION 2:

REGARDING AIMS AND OBJECTIVES OF THE FORUM

Keeping in view the needs, capabilities of the students and resources available, forum has set its aims and objectives and after its approval by AAA and college administration they will be strictly pursued by the members at any forum. Once approved, then any impediment to its aim and objectives will be discussed and overcoming strategy will be made by the members .These are in accordance with constitution of AAA part 1 paragraph 1

- To create an environment suitable for research at undergraduate level in AM College
- To channelize all the research work being done at undergraduate level in AM College.
- To keep a record of all ongoing and completed research work at undergraduate level in AM College
- To inform about the research opportunities, upcoming seminars, conferences, workshops and symposiums
- To promote student Awareness and Orientation regarding Research.
- To arrange meetings with Academics/ Researchers/ Scholars.
- To assess the facilities required for research work and convey them to college administration through AAA.
- To generate new topics for research at undergraduate level.
- To help students in planning and conducting a research study and about writing and publishing an article in a recognized journal.
- To interact with postgraduate research forum.
- To facilitate students for clinical and research electives.
- To claim funds while abiding by the rules and regulations set by the constitution of AAA financial (part 3 paragraph 8) . This will be done by

financial assistance resource committee of AURF as discussed in section 3; para 3i. This financial assistance will be for

- Research projects/ Articles presentation
- Clinical electives (National/ International)

A practical example of which is attached in [annexure no 2.](#)

Any activity being done by AURF shall be first informed to AAA secretariat.

2a.To create environment

The forum will create research oriented environment by holding interactive sessions among themselves and with faculty while abiding by rules and regulations of college administration. No member will attend the activities of AURF by getting absent from the mandatory routine set up by college under the auspices of Pakistan medical and dental council. The research associates and members will not arrange their activities during any mandatory classes. if it happens then college administration can deal it according to their rules. These sessions may be held at any place in college after having permission from the concerned authority. The forum shall not be accountable for any breach of principles of the college by any associate or member. The forum can only take action by canceling his/her membership.

2b. To channelize the research work

To channelize all the research the forum will work at its associate and members level under guidance of the mentoring faculty. The forum will set up an office where members and other students can come and inquire about the research articles being done or available for future research.

2c. Record keeping

The forum will keep record of all the research work done or being done at undergraduate level, the details of the mentor faculty, research associates & members in their office which will be a sub domain of AAA secretariat. Annual report regarding all the work done will be issued by the AURF president to AAA and college administration.

2d. Information

This forum will arrange

- Research orientation program by associates (during free time) at class level.
- Seminars

- Presentations at college level e.g. during clinic pathologic Conference (CPC)
- Announcements of achievements made by members at college Level, AAA level or at any forum / conference.
- Keeping at its office the electronic and printed material regarding forum, research methodology, awareness, biodata for quickly disseminating the information.
- Specifying a separate corner for AURF in college notice board for displaying the upcoming seminars, conferences, workshops.
- The AURF president will also disseminate this material to students and AAA secretariat through sms and emails.

2e. Meetings with researchers /scholars

The president or any research associate can arrange meetings with research scholars both from our college and other national/ international institutes. Through the forum any member can arrange and coordinate a meeting at college with a scholar from other institutes. For this the AURF president will write an application for permission while providing the complete bio data of the scholar, the agenda, the venue, timings of the meeting to the chairman for an official approval, a copy of which will be sent to AAA secretariat. This approval letter will be sent to the invited scholar as a confirmation on behalf of administration, the practical example of which is attached in annexure 1.

2f. Managing participation for research associates in various conferences

The president, research associates or members will inform AAA secretariat through written document to arrange participation/ a short session/ introductory meeting/ special sitting for the research associates. If AAA is unable to do so then it will issue a certificate to all interested members as an official recognition to participate as young research associates of AURF. The AURF president will provide all the necessary data of that conference/workshop. Keeping in view the requirements AAA may /may not extend its financial and accommodative services for such workshops/ conferences, if it can then the number of students will be chosen purely on merit.

2g. Assessing the facilities

The forum will assess the facilities and inform AAA or college administration through written document about needs and further improvements. This will be put forward by the AURF president to the chairman who will further asses and take necessary steps.

2h. Topic generation at undergraduate level

Through collaboration with mentoring faculty the forum will generate, disseminate, and display all those articles which are relevant to the undergraduates. The forum will coordinate with the students during specified timings regarding details of the articles, where to go and how to write an article .

2i. Helping students to plan and conduct study

The president, vice president, research associates and members will help the students regarding selecting, planning and conducting the studies by providing printed and electronic material also by sharing their experience. All this printed and electronic data will be kept at AURF office and any member can access it instantly. This will be done by the literature resource committee.

2j. Interaction with postgraduate forums and Amcolians alumni

AURF president/literature resource committee will coordinate with AAA members directly to keep it abreast of ongoing activities that may be helpful for undergraduates by just mailing the AURF president/ AURF secretariat which will disseminate the information. The AURF president will present an annual report of the forum at annual amcolian alumni association conference. The annual report will be composed of all the activities during that year, achievements and suggestions.

2k. Claiming funds

To facilitate students to carry out research projects the forum will claim funds by following the protocols set and approved by AAA R & D cell. The applicant will fill the research [grant application issued by AAA](#) and submit to the chief administrator AAA who will forward it to chairman R & D for approval and its feedback will be provided to the individual.

Students asking for funds for article presentation (TADA/ accommodation / registration fee) at national level will have to fill an application form issued by AAA before attending the seminar etc. the student will get the funds after approval by the chairman R & D.

Students claiming funds for international presentation will fill the application and put forward to R&D for evaluation and feasibility.

All these application forms will be available at AURF office.

2l. Clinical and research electives

The forum is intended to facilitate the students who can afford or cannot afford the clinical or research electives in the country or abroad in various universities. There will be two categories

1st category: Those who want to apply on merit

They should fill the evaluation form provided by AURF. The applicants should provide all the relevant information including their publications (articles , reviews, case reports in national/ international journals with all its citation) for marking and evaluation for merit. If one has already filled their evaluation form while joining forum, they should update their data with AAA.

2nd category: those who want to apply for national / international electives on "self finance "

These candidates will be issued a performa in which they will be asked to provide the all details of institution in which they want to carry out electives. AURF alongside AAA will assist and coordinate with these institutions and try to arrange it for them.

Section 3

Regarding structure of the forum

3a. **Basic structure of the forum**

- Chairman
- Mentoring faculty
- AURF President
- AURF Vice president
- AURF General Secretary
- AURF Research associates
- AURF Members
- AURF Committees

3b. **Chairman**

The forum will be led by the chairman who can veto any decision or suggestion by the forum keeping in view the needs, resources of AAA and college. The chairman can refer any matter of the forum to any of the mentoring faculty member in case of his absence or his busy routine. It is the responsibility of AAA to appoint the chairman. AURF can suggest names of the chairman.

The chairman shall be the one who

- is readily accessible
- can spare time for the forum
- is student friendly
- raise voice of the forum at any level.

3c. Mentoring faculty

The names of the mentoring faculty members will be suggested both by the AURF and AAA.

The mentoring faculty will

- supervise and judge output of all the research work being done at the forum level
- advise the forum how to improve
- distribute the topics
- inform the president about ongoing activities at various forums

3e. President

The president will represent the forum both at national and international levels and will coordinate all the activities. He will be the person to be contacted instantly regarding any matter of the forum and will be accountable before the AAA.

Research associates meeting will suggest names of the president on the basis of scholastic achievements will put it in front of the chairman who will give his final decision. The decision of the chairman cannot be challenged.

Wherever there is a need of representation of the forum, 1st priority will be the president then vice president then any research associate if both the president and vice president are not available, decision will be taken by chairman.

For national and international conferences, priority will remain the same until and unless any research associate or member is also participating at that forum who along with his presentation will bring all the details of activities and information.

3f. Vice president

Will be selected on same criteria for president, assist the president in all matters of the forum.

3g. Research associates

In order to run the forum smoothly it has been suggested to limit the number of persons dealing directly with the matters of the forum. Therefore all the students who have done research work will submit the application form of AURF where they will mention their work and according to that a merit list

will be made and maximum 20 will be selected as the research associate who will regularly hold meetings and guide other fresh students. The other applicants will still remain as members.

For the research associates it will be compulsory to have a presentation/ article/ case report per year otherwise his designation will be automatically shifted to membership and the next on the merit list will take his place. This is to keep the associates constantly active and provide opportunity to those next on the merit list.

Any research associate who will not attend 3 consecutive AURF meetings then his appointment shall be automatically terminated.

3h. Members

Any student who has ever made any presentation, article, case report, or electives will be enrolled as member of the forum for which he / she has to fill an application form available at AURF office. As soon as any student fill the application form he/she will be enrolled as new member of AURF and after fulfilling the criteria he/she will become research associate/president/vice president.

3i. Committees and its organizer

1. For maximum efficiency and involvement of maximum no of students the forum will be run by forming various committees under the supervision of committee organizer (may be president, vice president, general secretary or any research associate proposed by chairman/ members). The nature of these committees can be temporary or permanent. For example a group of students come up with an idea to arrange a seminar, competition, lecture ,symposium, proposal, awareness campaign , workshop even they may be ordinary members of the forum or the research associates. They will be asked to put forward a complete written program of that to the proposal evaluation committee and committee organizer who will refer them to the chairman for final approval. In this way every member will feel its active participation and involvement in the forum activities and the forum will not be limited to use by certain number of students. The idea thinkers (limited number of students ,maximum 10) will be given that task to arrange , conduct that and AURF (president, vice president, research associates, committee organizer) will just assist, finance and guide them under patronage of AURF and AAA. After completion of their task and idea that committee will be dissolved by itself, only permanent committees will remain at its place. First ever committees are hereby put forward by the pioneer organizer which will be a practical example for future.

Temporary committees

1. Application forms collection committee..... 4 members

Will collect all the filled forms from AURF office and put it up before the chairman AURF to analyze and sort out and arrange in order according to the merit. Marking rules will be decided according to the international rules and regulations under the discretion of the chairman. Each year this committee will be formed so that the results are compiled before the convocation ceremony so that the researcher of the year can be awarded with the "GOLD MEDAL" it will also help to select students as president, vice president and research associates.

The merit is as under:

2. Research workshop committee

Will coordinate and organize the research workshop in march 2010. The task of which is to

- Draw outlines of the workshop
- Whom to be called, in collaboration with chairman/AAA
- When, where, how to arrange the workshop
- Proceedings of the workshops
- Research article presentations
- Prizes

Everything to be written in proper order and put forward to the chairman and give it to advertisement committee for announcement.

3. Research articles competition committee

A proposal was put forward by the following two cadets to arrange intra college research article competition

Asrar Elahi

Waqar Jeelani

4. Information committee

Advertise research opportunities, upcoming seminars, conferences, workshops and symposiums through

- Internet (blog spot, AAA website)
- Class notification (written notices, announcements)
- SMS
- E-mails

(every notice to be delivered to them to advertise)

5. Literature Resource committee

Will collect all the data, lectures, seminars, printed or soft copy regarding research methodology,

Will collect all the data regarding all the work done by undergraduates

Will coordinate with other medical schools and get the literature and information about research at their institution.

Will browse internet and provide all information on the research methodology

Will download the information on using Microsoft office 2007 from internet

Will make a soft copy of all this data on DVDs and CDs and will be distributed by them in the workshop in February, any member can deposit any material regarding research to AURF office for dissemination.

Suggestions and proposals evaluation committee

Will take notice on any proposal and analyze it and make summary of it and put up to chairman R & D.

biodata collection committee

all the data of all classes including BDS by acquiring the forms from AAA office and return it in a WEEK,(mobile no, email, home address)

6.financial assistance resource committee

will analyze and find out ways and means of financial assistance to the forum through any means e.g college, AAA, any national or international organization and will get all the application forms provided for the undergraduates by AAA and read it and tell the associates about the requirements and methods of the AAA for giving grant for research and summer electives and will find out and guide the students on how to get financial assistance through AAA / college. This committee will abide by the laws of AAA.

Section 4:

Incentives for AURF members

- 4a. The forum will also make recommendations to the concerned authorities to issue P.M.D.C / NUST recognized certificates to its members, research associates, vice president and president.
- 4b. Special consolation prize for the students in convocation ceremony and annual AAA conference whose articles have been published in reputed international journal.
- 4c. Appreciation note (verbal / written) by any authority (principal , vice principal , dean, head of department etc) of the college at various forums (CPC , workshops, conferences etc) whenever a member makes presentation, publishes article/case report .

Section 5:

First ever recommendations by AURF

- 5a. Starting biostatistics lectures from the first year MBBS and including 1 bio stat question compulsory in every term if not in professional exams so that a student in final year is able to plan, obtain, analyze, interpret, and present statistically significant data.
- 5b. Subscribing the leading international journals free for AURF members.
- 5c. Involvement of two students with FCPS trainee during his research project.

Section 6:

Miscellaneous

6a. Any member found violating international rules of publications could not continue the membership and the forum will not be responsible for his deeds. However the forum will make sure that such incidents should not occur.

6b. Any of the research associates can put forward a written complain (move of no confidence) to the chairman against any post of the forum which is not working according to the code of conduct or in the best interest of the forum.

6c. Books on research methodology ; by college or NUST or AAA

***NOW** what we need is*

- Approval of this code of conduct by AAA
- Taking this code of conduct to college administration for official approval by honorable principal
- Giving us an office preferably alongside AAA secretariat equipped with a computer ,internet, printer, scanner along with an administrator and staff (computer expert)who will act as staff of AURF under President AURF with the supervision of AAA for notifying students through e-mails, sms, board notices ,face book, blog spot, website etc. The computer expert will be in direct contact with the chairman, president, committee organizer and responsible for every matter.keeping record of every event and looking after every matter of the forum.
- The forum should be given a separate corner on college notice board for displaying any notification attested by chairman and handing over it to college administration, the AURF staff provided to us will do it.
- Subscription of online leading international journals free for the AURF members by NUST and AAA.