



**KHYBER MEDICAL COLLEGE PESHAWAR**  
**OFFICE OF THE CHAIRMAN**  
**INSTITUTIONAL MANAGEMENT COMMITTEE (IMC)**

**MINUTES OF MEETING:**

2<sup>nd</sup> Meeting of the Institutional Management Committee (IMC), Khyber Medical College/KTH/KCD was held on Thursday 08<sup>th</sup> June, 2017 at 1:30 P.M. in the Conference Room of the Khyber Teaching Hospital, under the Chairmanship of Prof. Dr. Noor ul Iman, Dean, Khyber Medical College, Peshawar. The meeting was attended by the following members of the IMC:-

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| 1. The Hospital Director, KTH, Peshawar           | Member |
| 2. The Medical Director, KTH, Peshawar            | Member |
| 3. The Dean, Khyber College of Dentistry Peshawar | Member |
| 4. The Director Finance, KTH/KMC/KCD, Peshawar    | Member |
| 5. The Nursing Director, KTH, Peshawar            | Member |

The meeting started with the recitation from the Holy Quran.

The Dean KMC welcomed and thanked all the respected members for attending the IMC meeting.

The following one item agenda was discussed:-

**Agenda No 1: Progress report on the previous IMC meeting held on 29-04-2017 – minutes of the meeting signed by all members and issued accordingly.**

**Decision:**

a. Minutes of the previous IMC meeting were approved unanimously and progress noticed. It was agreed that as per the Board of Governors decision, in future all new creation of posts of faculty will be referred to the BoG for approval.

b. It was agreed that an exclusive meeting will be convened by the IMC to discuss the IBP in next meeting.

c. The members were informed that PC-I is being prepared for the renovation of Cenna Hall Hostel KMC and consultant is reviewing Razi Hall Hostel and Qasim Hall Hostel. The report of which is awaited.

**Agenda No 2: Secretariat for Associate Dean (Postgraduate)**

**Decision:** It was agreed that Dean's Directorate would be established in KTH as soon as possible. However, currently office at private room shall be used for the purpose. One clerk will be provided straight away and further staff will be provided in due course of time. A purpose built office will be provided to the Dean's Directorate when renovation of KTH is complete. It will be used jointly by Dean KMC and Associate Dean (Postgraduate) to look after the administrative, academics and financial matters of postgraduate students.

**Agenda No 3: Renovation and rehabilitation of Cenna Hall Hostel**

**Decision:** The members were informed that site plan of Cenna Hall Hostel has been prepared and within a few days PC-I will be ready for administrative and technical approval.

