Frontier Medical & Dental College, Abbottabad

Phone # 0992-406600-406601; e-MAIL: Info@fm.edu

Public Disclosure Policy
Frontier Medical & Dental College
Terms of Reference (TORs)

1. **Scope:**
    - This policy applies to all stakeholders, including students, parents, faculty, staff, and relevant authorities affiliated with Frontier Medical & Dental College and its affiliated hospital.
2. **Policy Dissemination:**
    - The policy includes but is not limited to academic, administrative, and disciplinary procedures.
    - Information will be disseminated through community notices, the official website, media outlets, and social media platforms.
3. **Frequency of Disclosure:**
    - Community notices and updates will be issued periodically, ensuring stakeholders are informed of any changes or updates to policies and procedures.
4. **Adaptation to Circumstances:**
    - Communication channels and methods may vary based on circumstances, ensuring that information reaches stakeholders promptly.
    - In emergency situations, direct notifications and expedited channels may be employed to ensure timely communication.
5. **Service to the Community:**
    - Frontier Medical & Dental College, being an undergraduate medical and dental institute, commits to actively serving the community.
    - The affiliated hospital will engage in community outreach programs, health education initiatives, and healthcare services to contribute to the well-being of the local community.
6. **Feedback Mechanism:**
    - A designated communication channel will be established to receive feedback, inquiries, concerns, or suggestions from the community regarding policies and procedures.
    - The feedback mechanism aims to foster open dialogue and continuous improvement.
7. **Responsibility and Accountability:**

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- The Chairperson and designated communication officers are responsible for overseeing the implementation of this policy.
- Department heads and relevant staff members are accountable for ensuring that information is accurately conveyed to the community.

8. **Review and Updates:**
    - The policy will undergo periodic reviews to ensure its relevance and effectiveness.
    - Updates to the policy will be communicated to the community through the established channels.

9. **Compliance:**
    - All members of the Frontier Medical & Dental College community are expected to comply with the guidelines outlined in this policy.
10. **Effective Date:**
    - This policy is effective as of [Insert Effective Date].

These terms of reference outline the framework for the implementation and adherence to the Community Disclosure Policy at Frontier Medical & Dental College. It is essential for all stakeholders to familiarize themselves with these terms to ensure a collaborative and informed community.

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Public Disclosure Policy Statement
Frontier Medical & Dental College

Date: 16-02-23

To All Stakeholders of Frontier Medical & Dental College

I, Dr. Shahina Jamil, as the Chairperson of Frontier Medical & Dental College, am committed to transparency and open communication with our valued students, parents, and relevant authorities. In accordance with this commitment, the college hereby establishes the following Community Disclosure Policy:

1- **Sharing Policies and Procedures:**
   - Frontier Medical & Dental College is dedicated to sharing its policies and procedures with utmost clarity.
   - All policies, including academic, administrative, and disciplinary procedures, will be made accessible to students, parents, and relevant authorities.

2- **Communication Channels:**
   - Community notices will be issued periodically to disseminate important information and updates.
   - Our official website will serve as a comprehensive repository of all policies and procedures, easily accessible to all stakeholders.
   - Media outlets will be utilized for broader dissemination, as required.
   - Social media platforms will be actively used to share relevant information and engage with our community.

3- **Circumstantial Adaptation:**
   - The mode of disclosure may vary based on circumstances and the nature of the information to be communicated.
   - In emergency situations or when time-sensitive communication is essential, expedited channels, such as direct notifications, may be employed.

4- **Service to the Community:**
   - As an undergraduate medical and dental institute, Frontier Medical & Dental College and its affiliated hospital remain steadfast in their commitment to serving the community.

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- We will actively engage in community outreach programs, health education initiatives, and healthcare services to contribute to the well-being of the local community.

5- Details of Financial Operations and Budget:

- Comprehensive details of financial operations and the annual budget will be disclosed exclusively to relevant authorities.
- Access to this information will be facilitated through a secure QR code, ensuring controlled dissemination and adherence to privacy standards.

6- Restricted Access:

- The disclosure of financial details is limited to authorized personnel, including regulatory bodies, auditing authorities, and other relevant entities.
- Students, parents, and the broader community will not have direct access to detailed financial information to maintain the confidentiality and integrity of the college's financial affairs.

7- QR Code Accessibility:

- The QR code, providing access to financial information, will be made available to authorized individuals upon request or through designated communication channels with relevant authorities.

8- Security Measures:

- Stringent security measures will be in place to safeguard the confidentiality and integrity of financial data.
- Any request for financial information will undergo a thorough verification process to ensure compliance with privacy regulations.

9- Compliance and Oversight:

- The Chairperson and designated financial officers are responsible for overseeing the implementation of this Financial Disclosure Protocol.
- Compliance with financial disclosure procedures will be regularly audited to ensure adherence to established standards.

10- Feedback Mechanism:

- We encourage open dialogue and welcome feedback from our community.
- A designated communication channel will be established to receive and address inquiries, concerns, or suggestions regarding our policies and procedures.

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This Community Disclosure Policy is a testament to our commitment to transparency, accountability, and active participation in the well-being of our community. We believe that by keeping our community well-informed, we contribute to a collaborative and informed educational and healthcare community.

Thank you for your trust and partnership.

Sincerely,

Dr. Shahina Jamil

Chairperson Frontier Medical & Dental College

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