

# FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 4093 /FJIDS, LHR  
Dated 08/12 /2025



## POLICY ON FACULTY DEVELOPMENT PROGRAMS (FDPS)

**Dr. Muhammad Azeem**  
BDS, FCPS, MCPS-HPE  
**Director DME**  
Fatima Jinnah Institute of Dental Sciences, Lahore

**Prof. Armaghan Israr Mirza**  
FCPS (OMFS), FFD RCS (Ireland)  
**Dean**  
Fatima Jinnah Institute of Dental Sciences, Lahore

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# **Policy on Faculty Development Programs (FDPs)**

## **1. Purpose**

The purpose of this policy is to outline the framework for Faculty Development Programs (FDPs) at Fatima Jinnah Institute of Dental Sciences (FJIDS). This policy aims to promote continuous professional growth and enhance the academic, teaching, and research capabilities of faculty members through participation in various national and international educational training programs.

## **2. Scope**

This policy applies to all full-time faculty members of FJIDS seeking participation in national or international Faculty Development Programs, workshops, seminars, or conferences relevant to their professional and academic roles.

## **3. Training and Development Opportunities**

FJIDS encourages faculty members to actively engage in professional development activities at various levels, including but not limited to:

- National and international conferences.
- Educational workshops and seminars.
- Teaching and learning enhancement courses.
- Leadership and academic management training.
- Research methodology workshops

## **4. Official Leave and Institutional Support**

- a. Faculty members attending national Faculty Development Programs will be granted up to two (02) weeks per year of official leave.
- b. For participation in international conferences or training programs, faculty members will be granted up to one (01) month per year of official leave.
- c. FJIDS will facilitate transportation for faculty members attending approved FDPs within Pakistan.
- d. The institute will not bear the registration or participation fees for any program. Such expenses shall be borne by the faculty member.

## **5. Application Procedure**

- a. Faculty members interested in attending any FDP must submit a formal application to the Dean through the Director of Medical Education (DME) at least one (01) week prior to the scheduled event.
- b. The application must include relevant documents such as an invitation letter, brochure, or registration proof of the program.
- c. Applications for international conferences must be submitted at least one (01) month in advance for administrative processing.

## **6. Responsibilities**

- a. Faculty members are responsible for ensuring that their participation in FDPs does not interfere with their teaching, clinical or administrative duties.
- b. The Director DME shall review and recommend the applications based on relevance and institutional needs.
- c. The Dean will grant the final approval for participation and official leave.

## **7. Policy Review**

This policy shall be reviewed periodically by the Academic Council or as deemed necessary to ensure continued alignment with institutional objectives and faculty development goals.

**Note:** While utmost care has been taken in formulation of these policies to ensure that they are in accordance with the policies of government of Punjab and SHC&ME department. In case of any disparity, the policies laid out by government of Punjab and SHC&ME department shall be considered as final and followed.