



# AYUB MEDICAL COLLEGE

MEDICAL TEACHING INSTITUTION  
ABBOTTABAD

Phone: +92 (992), 9311100 FAX: +92 (992) 9311101, Grams: 'AYUBMED'  
Email: dean



No. F. PS/AMC-2023/Conv./ 9812

Dated 03.10.2023

## NOTIFICATION

In supersession of this Notification No.F. PS/AMC-2023/Conv/9710 Dated 28.09.2023. Ayub Medical College, Abbottabad is holding its convocation to award degrees to MBBS & BDS Graduates of Session 2012 onward. The Convocation will be held on 28<sup>th</sup> October 2023.

In this regard the following committees are hereby re-constituted to organize AMC Convention.

### 1. Steering Committee

- i) Dean & CEO, AMC, MTI Abbottabad. **Chairman**
- ii) Medical Director, ATH, MTI Abbottabad.
- iii) Hospital Director, ATH, MTI Abbottabad.
- iv) Security Officer A.M.C
- v) Administrative Officer, AMC
- vi) Incharge Students Affairs Section, AMC

#### Function:

Overall supervision of the arrangements, security & public protocol to be observe on occasion of the Governor/Chancellor visit to Ayub Medical College, Abbottabad.

### 2. Organizing Committee

- i) Prof. Dr. Umer Farooq Dean & CEO **Chairman**
- ii) Prof. Dr. Ruqia Sultana, Associate Dean (Research)
- iii) Dr. Ashfaq Ahmad Associate Dean (Undergraduate)
- iv) Dr. Syed Yasir Hussain Gillani Associate Dean (Postgraduate)
- v) All Chairpersons of Convocation Committee
- vi) Dr. Sher Shah, Associate Prof. Dentistry/Chairman Proctorial Board
- vii) Incharge SAS AMC

#### Function:

To coordination and working with all the committees.

### 3. Souvenir preparation/printing committee

- i) Prof. Dr. Aftab Alam **Chairman**
- ii) Dr. Shahbaz Ali Khan, Assistant Prof.
- iii) Dr. Faheem Afridi, Lecturer
- iv) Dr. Sobia Ali Lecturer
- v) Dr. Sara Jadoon, Lecturer
- vi) Mr. Waheed Gulzar, Artist.
- vii) Malik Saifullah, Supporting Staff.

#### Function:

- To prepare the draft speeches.
- To prepare manuscript of the Souvenir for printing.
- To prepare the supplement for Daily Newspapers (English and Urdu).
- Printing of invitation cards

### 4. Invitation/Reception committee

- i) Prof. Dr. Haq Nawaz **Chairman**
- ii) Dr. Humaira Imtiaz, Associate Prof. Anatomy Deptt.
- iii) Dr. Shagufta Naeem, Associate Prof. Pathology Deptt.
- iv) Dr. Nadia Daud, Associate Prof. Biochemistry Deptt.
- v) Dr. Adeel Alam, Asstt: Prof. Pharmacology Deptt.
- vi) Dr. Wajid Ali, Asstt: Prof. Pharmacology Deptt.
- vii) Dr. Nisar Ahmed, Asstt: Prof. Pharmacology Deptt.
- viii) Mr. Naseem Shah, Computer Operator
- ix) Miss. Saiqa Aziz Library Assistant
- x) 10 students.



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## Function:

- Dispatch of Cards
- Preparation of list of invitees
- Receiving the Guests
- Protocol to Honourable Guests.

## 5. Rosette/Gown Committee

- Prof. Dr. Hassan Sajid Kazmi
- Dr. Omair Khan, Associate Prof.
- Dr. Nadia Daud, Associate Prof.
- Dr. Sara Jadoon, Assistant Prof.
- Dr. Afsheen Siddiqui, Asso: Prof.
- Dr. Alruba Taimur, Asstt: Prof.
- Dr. Hamid Aman Lecturer

Chairman

### Supporting staff

- Syed Asif Hussain Shah, Senior Clerk
- Hafiz Kamal Ahmad, Senior Clerk
- Five Girls students
- Driver.

## Function:

- Provision of gowns, distribution & collection
- Selection/purchase and placement of rosettes on guests
- The committee chairman will be given rosettes for their respective committees.

## 6. State/Seating Announcement Committee

- Prof. Dr. Arshad Zaffar
- Dr. Irum Sarwar, Associate Prof.
- Dr. Aamir Nazir Associate Prof.
- Dr. Saima Bukhari, Associate Prof.
- Dr. Saima Bibi, Associate Prof. Paeds.
- Dr. Sumaira Javed, Assistant Prof. Anatomy.
- Dr. Maria Shafique, Assistant Prof. Physiology
- Mr. Sajid Hussain Sheikh, Administrative Officer
- Final year students/students organization

Chairman

## Function:

- Arrangement of stage, venue and chairs for the guests
- Seating arrangements.

## 7. Premises/Security & Discipline Committee

- Dr. Sher Shah, Chairperson AMC Proctorial Board
- All Members of Proctorial Board AMC
- Dr. Zainab Nazneen, Assistant Prof. Community Medicine
- Dr. Sahar Farhat, Assistant Prof. Physiology
- Security Officer, Ayub Medical College.
- Security Officer, Ayub Teaching Hospital.
- Proctor 10 Nos.

Chairman

## Function:

- Cleanliness and preparation of premises
- Security arrangements in collaboration with local administration
- Parking arrangements to maintain discipline
- Preparation of lists of staff and students





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## 8. Food Committee

Chairman

- i) Prof. Dr. Adil Nasir
- ii) Dr. Raisa Naz, Associate Prof.
- iii) Dr. Zeeshan Haroon, Assistant Prof.
- iv) Dr. Izhar Ali Banguish, Lecturer Physiology
- v) Mr. Manzoor Qadar, Lecturer Pak. Study
- vi) Mr. Ehsan Khan, Accounts Officer
- vii) All wardens
- viii) Hostel Superintendents

### Function:

- To arrange refreshment etc.

## 9. Audio Visual/photography committee

Chairperson

- i) Prof. Dr. Shehla Noor, Obs/Gyn Department
- ii) Dr. Fayyaz Ahmad, Assistant Prof. Pathology Deptt.
- iii) Dr. Naveed Iqbal, Lecturer, Dentistry Deptt.
- iv) Mr. Amjad Electro Medical Supervisor
- v) Mr. Tariq Mirza, I/C Audio Visual
- vi) Mr. Siddique, Electrical Engineer
- vii) Mr. Ashfaq Raja, Photographer AMC
- viii) Mr. Arshad Photographer ATH
- ix) Mr. Malik Saifullah, Media Manager
- x) Electricians AMC

### Function:

- To Look after Electrical Installations like public address system.
- Lighting arrangements, Photography and video system etc.

## 10. Emergency Medical Team

Chairperson

- a) Prof. Dr. Ghazala Bhatti, Chairperson Surgery & Allied
- b) Dr. Imran Khan, Chairperson medicine & Allied
- c) Dr. Tariq Abbasi, Chairperson Anaesthesia
- d) Dr. Abdul Majid Khan, Assistant Prof. A&E Deptt.
- e) Mr. Shamsul Huda, Nursing Director

### Function:

- To provide emergency medical cover on the occasion and make sure that unit of hospital, OTS and ICU are working to meet the emergency.
- To arrange immediate response team well occupied ambulance.

## 11. Secretarial Committee

Chairman

- a) Administrative Officer AMC
- b) PA to Dean & CEO
- c) Mr. Kamran Javed, Computer Operator
- d) Mr. Mujadid Sami, Computer Operator
- e) Mr. Nadeem Khan, J.S Stenographer
- f) Mr. Muhammad Sajid Senior Clerk
- g) Syed Asif Hussain Shah, Senior Clerk
- h) Mr. Maqsood Qureshi, Artist
- i) Mr. Wajid Hussain, Store Keeper
- j) Mr. Waheed Gul Artist

### Function:

- To provide secretarial assistance to all committees.
- Typing of invitation cards, envelopes, preparation of lists of invitees, guests & distribution of local cards, by Email, Post and other related works.



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**12. Medal Committee**

- a) Prof. Dr. Irum Abbas.
- b) Dr. Zeeshan Haroon, Assistant Prof.
- c) Dr. Shazia Tauqeer, Assistant Prof. Physiology Deptt.
- d) Mr. Muhammad Arif, PS SAS
- e) Mr. Sharafat Office Assistant, SAS

**Chairperson**

**13. Finance Committee**

- a) Dr. Ashfaq Ahmed, Associate Dean (UG)
- b) Dr. Yasir Hussain Gillani, Associate Dean (PG)
- c) Accounts Officer A.M.C
- d) Mr. Hamid Shah, Junior Clerk.

**Chairman**

  
Dean & CEO  
Ayub Medical College  
MTI, Abbottabad

Copy to:

- All concerned committee (Chairman & members).