



# **STATUTES & REGULATIONS**

**MD, MS, MDS, Phd, DIPLOMAS,**

**M.Phil, PhD**

**(SHAHEED ZULFIQAR ALI BHUTTO MEDICAL UNIVERSITY ISLAMABAD)**

**May 2014**

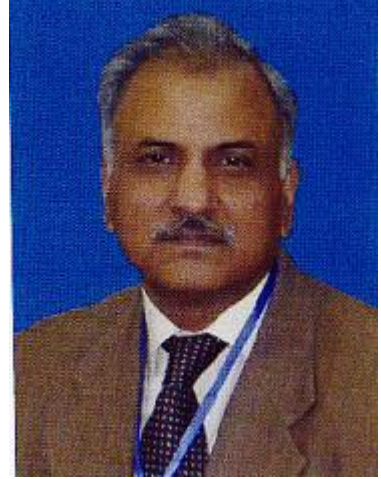
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## Preface

The newly established Shaheed Zulfiqar Ali Bhutto Medical University came into existence through a parliamentary Ordinance in 21<sup>st</sup> March 2013. After the notification of the SZAB Medical University on 7 Jan 2014, the Examination Department of SZABMU Islamabad was established on 15<sup>th</sup> January 2014.

Examination system is an integral component of any learning process. The sanctity and confidentiality of examination department is core attribute to it. The relevant rules and regulations are chalked out by the designated committees and are finalized after wetting from the University Syndicate.



This department had to undertake a heavy responsibility of not only establishing its own self from mere scrap but also organizing the examinations for 21 disciplines in a record period of six weeks. The initial exercise was no doubt a major assignment and a challenge in its own respect but the team deputed to this Department under the dynamic leadership of Controller of Examination was able to carry out transparent and quality examination, for more than 100 candidates, both theory and practical exam for more than 20 varied Disciplines/ Departments.

The department is presently working on makeshift arrangement and the required strength of designated staff needs to be inducted for huge responsibility of conducting quality, transparent and periodic evaluations as per university requirements. We are confident that this department would continue to grow in terms of strength expertise and required integrity.

**Professor Tanwir Khaliq**  
Controller of Examination

## **Introduction**

Examination department of SZABMU was established on 15/01/2014 soon after the appointment of VC of the university and first meeting of the academic council. Examination department is situated in the vicinity of PIMS near MCH training center. The building was renovated in to a comprehensive examination department with all components incorporated. The areas developed are MCQs Bank, paper setting and paper assessment restricted rooms, conference rooms and various offices

Prof. Tanwir Khaliq was given the important responsibility of Controller of Examination. In short period of time department conducted three Examinations, i.e. MPhil Pathology, Final MS examination in the specialty of Orthopedics and final semester of MCCM in critical Care Medicine, for which foreign and local examiners were invited.

The major first annual examination of the university was held in March /April 2014 which included all specialties both intermediate module and finals MS, MD, Masters and diplomas

More than 50 external examiners were invited to take examination in various disciplines.

### **Objectives:**

- i. Develop a uniform calendar of all examinations and strictly follow the dates
- ii. Facilitate both students and Examiners during the Examination process.
- iii. Introduce error free on time system of declaring results.
- iv. On time certification and awarding of Degrees.

### **Vision :**

- i. Developing National level Creditability of University
- ii. Achieving World Wide Ranking
- iii. Establishing a valid and reliable assessment process

### **Future Plans**

- i. Establish an interactive Web Site
- ii. Bringing Paperless culture and almost all corresponded on time
- iii. Launching of online written component of assessment
- iv. Teaching & Training Workshops for Examiners
- v. Training grounds for controllers of examination at various levels

# **STATUTES & REGULATIONS**

## **MD/MS/MDS RESIDENCY TRAINING PROGRAMMES**

The Shaheed Zulfiqar Ali Bhutto Medical University shall offer a programme to the degree “Doctor of Medicine, Maser of Surgery and Master of Dental Surgery” abbreviated as MD/MS/MDS in the subject, provided in Section 31 of Chapter V of Regulations and introduced from time to time. These statutes and regulations leading to terminal clinical Degrees of MD/MS/MDS will come into practice at once after their notification and will be referred as MD/MS/MDS regulations

### **I. DEFINITIONS**

Unless stated otherwise, the following terms in these regulations shall have the meaning defined hereunder:-

- (a) Department shall mean a teaching department of the University or an affiliated college / institute.
- (b) Chairman shall mean the head of a teaching department or the Principal/ Director of an affiliated college/ institute.
- (c) Research Board shall mean the Advanced Studies & Research Board (AS & RB) as constituted under Section 7 of the Schedule ( Section 2/g) of the Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad

### **II. PRE-REQUISITE FOR ADMISSION:**

- (a) To be eligible for admission to MD/MS/MDS, a candidate shall possess an M.B.B.S/BDS or its equivalent from a recognized university and full registration with PMDC.
- (b) The candidate must possess one year house job/foundation year in recognized hospital by PM&DC. Additional experience in speciality or allied discipline shall be preferred.
- (c) Passed GAT (Subject) or MD/MS/MDS/Part-I) whichever is applicable.

### **III. ADMISSION AND REGISTRATION**

- (a) A candidate seeking admission to MD/MS/MDS, programme shall, apply on the prescribed form after advertisement in National Press..
- (b) The application shall be submitted to the Registrar Office after advertisement in press on or before closing date.
- (c) All applications received and who fulfill the criteria shall be considered by the admission committee.
- (d) The admissions committee select candidate and submit to the Registrar Office for approval of Competent Authority.

- (e) The admission shall be approved by the Advanced Studies & Research Board (AS & RB).
- (f) A “notification of admission” for each candidate approved for admission to MD/MS/MDS programme shall be issued by the University.
- (g) Each student so selected shall be required for registration with Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad within 3 months from the date of issuance of the notification of registration after depositing prescribed registration fee, failing which the admission of the selected candidate shall be deemed as cancelled.

#### **IV. PROGRAMME OF STUDIES**

- (a) The minimum period for completion of MD/MS/MDS, shall be four years and some courses are of five to six years duration as follow.

##### **04 year duration:**

MD General Medicine	MS General Surgery	MS Ophthalmology
MS Gynae/Obst.	MD Paediatric Medicine	MS ENT
MD Radiology	MD Histopathology	MD Psychiatry

##### **05 year duration:**

MS Neuro Surgery	MS Orthopaedic Surgery	MS Paeds. Surgery
MS Urology	MS Anaesthesia	MS Plastic Surgery
MD Neonatal Medicine	MD Cardiology	MD Gastroenterology
MD Nephrology	MD Dermatology	MD Neurology
MD Medical Oncology	MD Pulmonology	MD Endocrinology
MD Emergency Medicine		

##### **06 year duration:**

MD Rheumatology	MS Cardiac Surgery	MS Burns Surgery
MD Critical Care Medicine		

- (b) From the date of registration, and the maximum period shall be six years for submission of thesis. Only under exceptional circumstances, to be described in detail by the candidate and supported by the supervisor, the Research Board may allow extension of one year beyond seven years. The candidate shall appear in final examination within eight year of his/her registration.
- (c) The training will be full time and residential.
- (d) The topic of thesis shall be selected by the student in a particular speciality with the approval of the supervisor, Synopsis of the Thesis will be submitted within one year of registration, which has to be approved by Supervisor & AS&RB of the University.

## **Exemption of training for MD/MS/MDS**

1. A candidate already registered with CPSP in FCPS programme will not be simultaneously inducted/ registered in MD/MS/MDS programme as per PM&DC Postgraduate Regulations 2011. .
2. Candidates who have passed FRCS/MRCP/Aerical Boards/MD/MS/FCPS or equivalent examination will be considered for relaxation in training programme or examination as per following scenario.

<b>Scenario</b>	<b>Exemption Recommended</b>	<b>Additional Requirement</b>
Holder of FCPS/ MRCP/ FRCS/ Diplomate American Board or equivalent qualification as recognized by PMDC in the same Specialty.	- 2 – 3 years of training. - Mid Term Assessment (MTA) Part-II -Mandatory Workshops	- 2 years training. - Thesis - Final Examination including written & Clinical.
Holder of FCPS/ MD/MS / MDS/ FRCS/ MRCP or Equivalent qualification in General Medicine/General Surgery and want admission in MD/ MS/ MDS in allied sub-specialty.	- Two years training. - Mid Term Assessment (MTA). Part-II -Mandatory Workshops	- 2-3 years of training. - Thesis - Final examination written & Viva voce, short and long cases OSCE. Including written & Clinicals.
Holder of Diploma / MCPS (level II b) in same specialty	One year training Mandatory Workshop	3-5 years training Thesis Final examination written & Viva voce, short and long cases OSCE. Including written & Clinicals.

## **QUALIFICATION FRAME WORK AND DEGREE AWARDING**

The frame work helps to provide public assurance that qualification bearing these qualifications suitable for academic practioners. The candidates enter in these programmes after completing at least 18 years of Education (F.Sc, 12 Years), M.B.B.S. (05 years), 01 years recognized experience (01 years House Job) and achieve attending outcome for the programmes in minimum period of four years. These clinico research degrees are equivalent to Ph.D programme and in addition undergo professional training as well. Degree awarding after successful completion of the course will reflect specialty.

For Example

M.D. (Gastroenterology)

MS (Urology)

MS. (Neurosurgery) etc.

## **V. SUBJECTS OF SPECIALIZATION**

### **MD (Medicine & Allied Subjects)**

1. Bone Marrow Transplant
2. Cardiology
3. Critical Care Medicine
4. Dermatology
5. Endocrinology
6. Gastroenterology
7. Histopathology
8. Internal Medicine
9. Neonatal Medicine
10. Nephrology
11. Neurology
12. Oncology
13. Paediatric Medicine
14. Physical Medicine & Rehabilitation
15. Psychiatry
16. Emergency Medicine
17. Pulmonology
18. Radiology
19. Rheumatology

### **MS (Surgery & Allied Subjects)**

20. Accident & Emergency
21. Anesthesia
22. Burns Surgery
23. Cardiac Surgery
24. ENT
25. General Surgery
26. Neurosurgery
27. Obstetrics & Gynaecology
28. Ophthalmology
29. Orthopaedics
30. Paediatric Surgery
31. Plastic Surgery
32. Urology



### **MDS 04 year program**

33. Operative Dentistry
34. Oral Maxillofacial Surgery
35. Oral medicine
36. Orthodontics
37. Paediatric Dentistry
38. Prosthodontics

Any other subject with the approval of Advanced Studies and Research Board.

### **VI. SUPERVISOR, SYNOPSIS AND THESIS TITLE**

- (a) The Research Board shall appoint a supervisor (and a co-supervisor, if necessary) from the relevant field of specialization and approved the field of research/ title on the recommendations of the Institute concerned.
- (b) The Supervisor (and a co-supervisor, if necessary) shall be a Professor/ Associate Professor having the qualifications of MD/ MDS/MS/ Ph.D/ FCPS/ FRCS/ MRCP/ MRCOG /M.Phil, (old courses of four years) or any other equivalent terminal qualification with five years experience in the relevant field and Asstt. Professor with five years teaching experience shall stand eligible to become supervisor of the programme.
- (c) Rewards for Supervisor.  
Psychological satisfaction and of giving Education to the candidates. Opportunity to promote sciences and research in the field of interest.
- (d) Number of candidate in each department.  
The Professor / head of the department/ unit can have upto two trainees per year and Associate Professor will have one per year.

### **VII. Longitudinal evaluation (Logbook, Assignments, Assessments)**

- a) Through out the length of the course the performance of the candidate will be recorded on the log book. The log book will reflect the performance of the candidate in the following parameters:
  - a. Record of competence of technical skills.
  - b. Record of the assignments.
  - c. Record of affective and interpersonal behaviours.
  - d. Record of Journal clubs, conferences and lectures attended.

These will be developed by concerned Institute/ Centre/ College, and submitted to university at the end of training by the candidate.

#### **b. Mandatory Workshops**

During training candidate will attend 03 mandatory workshops viz:

- i. Communication skills.
- ii. Research methodology, Biostatics & Medical writing
- iii. Computer and internet skills.
- iv. Surgical skills (Surgery & allied disciplines)

Candidate will submit copy of certificate of attendance of above mentioned workshops to the University.

## **VIII. THESIS**

The thesis submitted by an MD/MS/MDS candidate shall comply with the following conditions:

- (a) It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgement and / or by the invention of new methods of investigation.
- (b) It shall not include research work for which a degree has already been conferred in this or any other university/ college.
- (c) It shall be written in English and the presentation must be satisfactory for publication.
- (d) Any part of the thesis which has been published before submission of the thesis may be appended at the end of the thesis.
- (e) The thesis shall be typed on A4 size (11.69"x8.27") paper with margins of 1-1/2" on the left and 1" to the right, top and bottom of each page. The thesis shall be hard bound with the black cloth cover and golden lettering on the front and the back.

## **IX. THESIS EVALUATION**

- (i) There shall be a standing list of external examiners for each discipline consisting of persons of eminence in the respective field of research. The list shall be suggested from time to time by the Board of Studies of the department/ institute, Board of faculty concerned and approved by the Research Board. The external examiners will be requested to critically examine the thesis for its suitability for acceptance.
- (ii) The candidate shall in the first instance submit four unbound copies of his/her complete thesis along with an application on prescribed form for the evaluation of his/ her thesis, duly forwarded by his/her supervisor and the Dean/ Principal/ Director of the institute/ department, along with prescribed Thesis Evaluation fee. The university will pay to each evaluator for the thesis evaluation.
- (iii) The Vice Chancellor shall appoint three external examiners from the approved list of external examiners.
- (iv) The reports of the examiners shall be placed before the Research Board for consideration.
- (v) If two of the three examiners find that the thesis is wholly inadequate it may be rejected by the Research Board.
- (vi) If any of the examiners suggests modification/ revision of the thesis, the candidate shall be required to resubmit a revised version of the thesis duly certified by the supervisor, within one year.
- (vii) The revised version of the thesis shall be approved by the same examiners (s) who suggested modification/ revision of the thesis.

- (viii) If any examiner finds the thesis adequate but suggests minor modification/ revision, this may be incorporated without referring again to the examiners as required in clause (i).
- (ix) The candidate will submit the research thesis in final year of training six months before completion of the training.

**X. PERIOD OF TRANSITION**

- (a) These Statutes and regulations leading to terminal Clinical Degrees of MD/MS/MDS will come into practice at once after their notification and will be referred as MD/MS/MDS regulations.
- (b) Subsequent to the notification all admission, courses and examination of MD/MS/MDS will be conducted according to statutes and regulations<sup>10</sup>.
- (c) These are applicable to all affiliated institutes/ centers of university.

# STANDARD ASSESSMENT PROTOCOLS SZABMU

## COMPONENT 1: PART I / ENTRY PLACEMENT ASSESSMENT

Components	Domains	Marking
Written	MCQs specialty based medical and allied and surgical allied ,dentistry & allied ,Basic Medical Sciences	100 One best type 50 % Pass marks
Viva voce and aptitude assessment	General concepts ,attitude ,professionalism	50 Marks 50% Pass mark

## EXAMINATION FORM SUBMISSION

<b>March/ April Exam</b>	Start Date 1 <sup>st</sup> January
	Due Date 15 <sup>th</sup> January
	Scrutiny of forms within 3 days of Due Date
	Issuing of Roll Number 5 <sup>th</sup> March
<b>September / October Exam</b>	Start Date 1 <sup>st</sup> July
	Due Date 15 <sup>th</sup> July
	Scrutiny of forms within 3 days of Due Date
	Issuing of Roll Number 5 <sup>th</sup> September

## COMPONENT II: MID TERM ASSESSMENT (MTA)

ASSESSMENT		
<b>Written</b>	01 Paper One Best MCQs 100 Marks Part-A: 50% MCQs from General Principles Part-B: 50% MCQs from Specialty Oriented	Pass Marks 60% Aggregate and Not Less than 55% in any Part(A Or B)
<b>OSCE</b>	100 Marks 8-12 Stations	Pass Marks 60%
Total Marks		200

**COMPONENT III: FINAL EXAMINATION**

MS, MD, DGO, DCH, DCP, M.Phil

		<b>Protocol Description</b>	<b>Marks</b>	<b>Duration</b>
Written	Paper A	One best type MCQ paper	100	03 hours
	Paper B	Short Essay Questions	100	03 hours
Clinical/Skills	Long Case	One case.	100	40 minutes
	Short Case	Four cases.	100	40 minutes, ten for each short case
	OSCE	8-12 stations. Minimum 60 % interactive.	100	open
Thesis			100	30 minutes
<b>Total Marks</b>			<b>600</b>	

<b>Standard Settings / Pass Scores Cutoff</b>	
% Pass	60% Overall
% Pass in Written	60% Aggregate and Not Less than 55% in any Paper
Long Case / Short Cases	60% Aggregate and Not Less than 55% in anyone (long case/short cases)
OSCE	Pass 60%
Thesis	Pass 70%

### Eligibility Criteria of Postgraduate Resident for Examination:

Examination	Eligibility Criteria
<b>MID TERM ASSESSMENT (MTA) MS/MD/MDS  Part II</b>	<ol style="list-style-type: none"> <li>1. Copy of CNIC/ Passport (forgoers only) .</li> <li>2. Copy of MBBS Degree.</li> <li>3. Copy of PMDC valid registration.</li> <li>4. Copy of Letter stating completion of two years satisfactory training with the supervisor.</li> <li>5. Letters of Synopsis Approval</li> <li>6. 4 passport size attested photographs</li> <li>7. All these documents must be attested from faculty member.</li> </ol>
<b>Final Examination (MS/MD/MDS)</b>	<ol style="list-style-type: none"> <li>1. Copy of CNIC/Passport</li> <li>2. Copy of MBBS Degree</li> <li>3. Copy of PMDC valid registration</li> <li>4. Copy of Certificate of completion of required training</li> <li>5. Pass Certificate of Mid Term Assessment (MTA), Part II</li> <li>6. Copy of Certificate of approval of thesis.</li> <li>7. Duly Sign and Verified LOG Book.</li> <li>8. 4 passport size attested photographs</li> <li>9. Attested copies of mandatory workshop certificates.</li> <li>10. All these documents must be attested from faculty member.</li> </ol>
<b>Diplomas (DCH/DGO/DCP etc)</b>	<ol style="list-style-type: none"> <li>1. Copy of CNIC/ Passport.</li> <li>2. Copy of MBBS Degree.</li> <li>3. Copy of PMDC valid registration.</li> <li>4. Copy of Letter of satisfactory completion training from the supervisor.</li> <li>5. Duly Sign and Verified LOG Book.</li> <li>6. 4 passport size attested photographs</li> <li>7. All these documents must be attested from faculty member.</li> </ol>
<b>M.Phil Part I  Examination</b>	<ol style="list-style-type: none"> <li>1. Copy of CNIC/ Passport.</li> <li>2. Copy of MBBS Degree.</li> <li>3. Copy of PMDC valid registration.</li> <li>4. Copy of Letter regarding satisfactory completion of one year training with the supervisor.</li> <li>5. Letter of Synopsis Approval</li> <li>6. 4 passport size attested photographs</li> <li>7. All these documents must be attested from faculty member.</li> </ol>
<b>M. Phil Part II  Examination</b>	<ol style="list-style-type: none"> <li>1. Attested Copy of CNIC/ Passport (foreigners only) .</li> <li>2. Attested Copy of MBBS Degree.</li> <li>3. Attested Copy of PMDC valid registration.</li> <li>4. Attested copy of pass certificate of M.phil Part-I</li> <li>5. Attested copy of Training completion certificate stating completion of required training, issued by Registrar office and duly verified by the supervisor.</li> <li>6. Attested copy of certificate of approval of thesis.</li> <li>7. Attested copies of mandatory workshop certificates.</li> <li>8. 4 passport size coloured attested photographs</li> <li>9. All attestation must be stamped with name and designation of the attester</li> </ol>

## Examination Fee Structure

S.No	Examination Type	Fee in PKR
1.	Part 1 entry placement	4000
2.	Mid Term Assessment (MTA) MS, MD, MDS	4000
3.	M.Phil Part I	16000
4.	M.Phil Part II (Thesis Defense)	16000
5.	MS/MD Final	16000
6.	DCP/DCH/DGO	16000
7.	MCCM Part I	8000
8.	MCCM Thesis Defense	8000
9.	Thesis Evaluation (for all disciplines)	16000
10.	Rechecking of paper	4000

## Examination Calendar

The exam will be conduct twice a year.	
Written assessment	Every March
Clinical assessment	Every April
Written assessment	Every September
Clinical assessment	Every October October

**\*Subject there is no Gazzetted Holiday.**

## Examination Format:

The examination is consisting of three parts	
1	Theory papers
2	Clinical Viva
3	Thesis Evaluation & Defense

## Result Declaration and awarding Certificates/Diploma/Degree:

- ❖ The result will be announced immediately after the examination.
- ❖ Congratulation letters will issued within one week.
- ❖ Transcript / DMC will be issued within one month of result declaration.
- ❖ Degree / Diploma will be awarded in the convocation.

## Human Resource:

S.No.	Name	Designation
1.	Prof. Dr. Tanwir Khaliq	Controller of Examinations
2.	Dr. Sameena Afghan	Additional Controller of Examination
3.	Mr. Hassan Ali Zaidi	Assistant Controller of Examination
4.	Mr. Muhammad Usman	Assistant Controller of Examination
5.	Mr. Muhammad Nadeem Akhtar	Assistant Controller of Examination
6.	Mr. Tahir Mehmood	Assistant Controller of Examination

# **RULES REGULATION**

## **PART I: GENERAL CLAUSES**

1. Shaheed Zulfiqar Ali Bhutto Medical University shall hold bi-annual examinations in March and September of each year. In exceptional circumstances like national calamities, war or accidental loss of solved answer books, Syndicate may allow a special examination.
2. Examination Calendar shall be prepared by the Controller of Examinations in consultation with Each Chairman of the Board of Studies for the subject and the approval of the Vice Chancellor.
3. Controller of Examination shall prepare and notify the Date Sheet for written and practical examination. Date sheet once notified, shall not be changed however the Vice Chancellor, under exceptional circumstances to be recorded in writing, may recommend a change in the date sheet.
4. The Chairman/Director concerned must certify that the candidate have actually attended 75% in case of undergraduate student and 80% in case of post graduate student, of the lectures delivered and practical/clinical sessions conducted during the academic year in each of the subject taught. He/she has also achieved the minimum numbers of credit hours
5. The candidate shall be required to submit their Admission Forms on or before the date notified for the purpose along with prescribed regular fee and with the double the normal fee till seven days before the commencement of the examination. The Examination Department shall not entertain the Incomplete Admission Forms.
6. Examination fee once deposited shall not be refundable.
7. Information provided by the candidates in Admission Forms shall be used to make the list of Examinees (Cut list) and transferred subsequently to Roll Number Slips and Admittance Cards. Any subsequent change, claimed by the candidate after preparation of Admittance Card and Roll Number Slip, shall be made with the approval of the Controller of Examinations on verification by the Chairman/Director concerned along with the prescribed fee.
8. Admittance Cards and Roll Number Slips of the eligible candidates shall be sent to the department concerned at least five days before the commencement of the examination. A copy of Roll Number Slip shall be sent to the Centre Superintendent and a record of Roll Numbers shall be maintained in the office.
9. Admittance Card and Roll Number Slip, shall bear the stamp of the Controller of Examinations, and shall have the particulars of candidate, name of the Examination Centre, candidate's signature and his latest photograph pasted on it.



## **PART II: EXAMINATION CENTRES AND CENTRE SUPERVISORY STAFF**

1. The Supervisory Staff of each centre shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor.
2. The criteria for appointment of the Supervisory Staff shall be in accordance with the regulations made by the University. No person shall claim to be a member of the Supervisory Staff as a matter of right.
3. The regulations relating to the duties of the Supervisory Staff may be framed and amended by the University, as and when required. The Supervisory Staff shall perform their duties according to regulations.
4. Centre Supervisory Staff shall include the Superintendent, Additional Superintendent, Deputy Superintendent and the Invigilators. Additional Superintendent, Deputy Superintendent and Invigilators shall assist the Superintendent.
5. In case of an emergency, owing to the refusal or non-availability of the Superintendent at the examination centre, the Additional/Deputy Superintendent shall take over as the Superintendent and immediately inform and seek approval of the Controller of Examinations, who shall then bring it to the notice of the Vice Chancellor.
6. The Superintendent shall have the power to remove at once from duty any invigilator who is found to assist or aid any candidate in copying or using any unfair means in the examination. The Superintendent shall immediately send a detailed report of such an incidence to the Controller of Examinations.
7. The examination shall be held at centres approved by the Vice Chancellor and notified by the Controller of Examinations.
8. The Superintendent shall, call upon the candidates before the start of the examination, to surrender all the books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in their possession.
9. The Superintendent shall forward to the Controller of Examinations, along with answer books, the balance of question papers, daily attendance sheet and other relevant record.
10. The Supervisory Staff may be paid remunerations as may be prescribed by the University and the rates shall be revised every three years.

## **PART III: INSTRUCTIONS TO THE CANDIDATES**

1. Candidate shall arrive at the notified Examination Centre at least half an hour before the commencement of the examination.
2. No candidate shall be allowed to enter the Examination Centre without Admittance Card, which shall be displayed throughout the examination, and Roll Number Slip, which shall be produced on demand and shall be deposited with the Superintendent on the last day of the examination.
3. No candidate shall be allowed to enter the Examination Centre after the commencement of the examination. However, in exceptional circumstances, the Centre Superintendent

may provisionally allow into the Examination Hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate records a valid reason in Late Arrival Form, and this shall be subject to the subsequent approval of the Controller of Examinations.

4. No compensation time shall be given to the late arriving candidates.
5. In case the examination starts late, for any reasons to be recorded in writing, the Centre Superintendent shall extend the time for the period that has been lost.
6. No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed. In case a candidate has to leave the Examination Centre in emergency situation before this time, for any reasons to be recorded in writing by the Centre Superintendent, he shall not be allowed to take the question paper with him.
7. No candidate shall be allowed to re-enter the Examination Centre if he leaves after handing over the answer book.
8. No candidate shall leave the Examination Centre during the examination without the permission of the Centre Superintendent.
9. No candidate shall be allowed to use toilet facilities until at least half an hour has elapsed after the commencement of the examination.
10. In subjects where Multiple Choice Question (MCQ)/extended match question (EMQ) paper and Short Essay Question paper, are held in the same day, the candidate shall hand over both MCQ / EMQ paper and MCQ/EMQ response sheet to the Supervisory Staff at conclusion of the time for MCQ/EMQ paper, after which essay paper shall start. No candidate shall be allowed to take essay paper if he has not returned MCQ / EMQ paper and MCQ / EMQ response sheet.
11. The candidate shall be strictly forbidden to take MCQ/EMQ Paper out of the Examination Centre.
12. In MCQ/EMQ response sheet, candidate shall write his roll number with blue/black ink before starting the paper.
13. In answer book for essay question, candidate shall fill in the details on the title page of the answer book. Candidate shall not, however, write his name, name of the College, or make any identification marks to disclose his identity.
14. In answer book for essay question, candidate shall write the answer on the answer book printed and specified for a particular question or a group of questions.
15. Candidate shall conclude his answer to questions on the pages provided in the answer book. Continuation sheet shall not be provided.
16. Candidates shall be allowed to take into the Examination Centre pens, pencils, rubbers, slide rulers, transparent stationary cases, non-programmable calculators and any item that is required for the examination.

17. Candidates shall not take into the Examination Centre books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators cases, palmtop computers, programmable watches, tape recorders or other equipments. Anyone found in possession of any of the above articles shall be disqualified from the subject he is appearing.
18. Smoking shall not be allowed in the Examination Centre.
19. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications for misprint / error, is required for any valid reasons, as ascertained by the Centre Superintendent, it shall be done strictly after obtaining permission of the Controller of Examinations.
20. Candidate shall not talk or disturb other candidates after commencement of the examination or borrow anything from other candidates during the examination.
21. Candidate shall not be allowed to use dictionary or spell-checker.
22. Candidate shall not remove a leaf or any part of the answer book.
23. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt according to rules and regulations pertaining to the use of Unfair Means by the candidates.
24. In case answer book of a candidate is lost after having been received by the Centre Superintendent, and the candidate passes in all other subjects of the examination, his result shall be declared on the basis of internal assessment, or he may be required to reappear in that one subject in the next examination/ special examination allowed by the vice chancellor. If on reappearing, he obtains required pass marks he shall be deemed to have passed the examination. Reappearance in these circumstances shall not be counted as an attempt.
25. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the Controller of Examinations, subject to the approval of the Vice Chancellor, shall be final.
26. Candidates shall be required to fill a feedback form at the end of examinations.

**PART IV: WITHDRAWAL OF ADMISSION FORMS**

An Admission Form, once submitted to the University, may be withdrawn under the following conditions only:

- a. When a candidate's admission form has been sent up provisionally for shortage of attendance and that shortage has neither been made up nor condoned in accordance with the Regulations.
- b. When a candidate ceases to be on the rolls of the University for non-payment of dues or any other reason provided that such action has been taken before the commencement of the examination.
- c. When a candidate has been rusticated before the commencement of the examination.

- d. When a candidate has been declared passed after revision of the result on account of rechecking.

## **PART V:            SECRECY OF EXAMINATIONS**

1. The question papers and answer books shall be dispatched and collected from Examination Centre by special arrangements through Staff members of the Department of Examination, appointed by the Controller of Examinations.
2. All the examination material shall be stored in special security lockers provided by the University, wherefrom this material shall be issued for use in the Examination Centre on the day and time of the examination for distribution to the candidates under the direct supervision of the Centre Superintendent.
3. At the Examination Centers, the examination material shall be received by the Centre Superintendent.
4. If Centre Supervisory Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instructions issued by the Controller of the Examination, commits any other irregularity, the University shall take administrative action and/or take any other disciplinary action that may be deemed necessary.
5. Anyone concerned found guilty of any of the following, shall be liable to such action as may be determined by the Vice-Chancellor or a Committee appointed by him:
  - a. Divulgence of information pertaining to the question papers, answer books, Assessors, Examiners, conduct of examination, fictitious roll numbers, examination results or any other additional information.
  - b. Substitution of an answer book or any portion of that.
  - c. Awarding with ulterior motive, either more marks or less marks than actually deserved.
  - d. Recording in any document with dishonest intent, either more marks or less marks than actually awarded by the Assessor or Practical Examiner concerned.
  - e. Providing to a candidate during his examination answer to a question contained in the question paper or a question put at an oral and practical/clinical examination.
  - f. Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any matter using or causing to be used as a certificate, document or record, knowing that it is so mutilated, altered, interpolated or erased.
  - g. Falsification of official examination results by any means including substitution of answer book, mutilation, alteration or falsification of any record of the Examination Department/ University.
  - h. Impeding the progress of examination at any Examination Centre by any means whatsoever.

- i. Assault or threatening to assault by a candidate in or around the Examination Centre any person associated with the process of the examination in any way or any employee of the University or any other person employed in connection with an examination shall be dealt with strictly. In case such an assault is proved, the candidate concerned shall be permanently debarred from taking any examination of the University and his/her registration shall be cancelled.
  - j. Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination.
  - k. Attempting or abetting the commission of the aforesaid acts.
  - l. Attempting or abetting the act of sabotage, omission or commission on the part of any person, which tends to or is likely to impede and hamper the progress of the examination, and tamper with the sanctity, reliability and accuracy of the same.
6. Findings or facts arrived at by the Vice Chancellor or the Committee shall be conclusive and shall not be taken up before-any executive, administrative or judicial forums.

**PART VI:        SECRECYP WORKSHOP**

1. Secrecy Workshop is a high-security area of Secrecy Section that deals with coding of answer books with fictitious roll numbers, paper assessment and result sheet generation.
2. The -workshop is divided into four stations:

**Station 1:**

- ❖        Postgraduate Examinations

**Station 2:**

- ❖        First Professional MBBS
- ❖        First Professional BDS

**Station 3:**

- ❖        2nd and 3'd Professional MBBS
- ❖        2nd and 3rd Professional BDS

**Station 4:**

- ❖        Final Professional MBBS
- ❖        Final Professional BDS

3. These stations shall also handle other examinations as may be assigned to them from time to time.
4. The handling of solved answer books by the Secrecy Workshop shall be as under:
  - a. Receive sealed bags of solved answer books.
  - b. Record delivery and its receipt in the dispatch book.

- c. During office hours these bags shall be received directly in the Workshop. After working hour the bundles shall be received and kept safe in the Conduct Section.
  - d. Sealed bags shall reach relevant Station and recorded accordingly.
  - e. Enter date of receipt and bag number on each bag.
  - f. Prepare a fictitious roll number 'Key' using Cut list.
  - g. Count the Scripts and tally with Superintendent's Memo. Any discrepancy, if found, must immediately be reported to the Assistant Controller (Secrecy) and the Controller of Examinations.
  - h. Prepare absence report of candidates from Memo and send it immediately to the Controller of Examinations.
  - i. Ensure that the bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
  - j. Stamp fictitious roll number on every script using pre-formed 'Key'.
  - k. Submit the 'Key' of fictitious roll numbers to the Controller of Examinations for deposit to safe room of the Vice Chancellor.
  - l. Sort the Scripts question wise.
  - m. Tear the counterfoil of script.
  - n. Staple counterfoils and save these in an envelope.
5. Make a bundle (Lot) containing appropriate number of answer books of each question or a group of questions separately (in case of essay question). Make sure to include the following:
- a. Question paper of that subject.
  - b. Answer 'Key'.
  - c. Blank award list.
6. Write following on the bundle (Lot):
- a. Bundle number/question number/subject
  - b. Maximum marks of the paper/Maximum marks of the question
  - c. Name of the concerned examination
  - d. Fictitious numbers of the answer books in the bundle.
7. Store prepared bundles (Lots) in specified shelves at the Station.
8. Provide bundles (Lots) to Assessors as they arrive.
9. Receive assessed answer books with awards back from the Assessors.

10. Check and verify from the answer books each and every entry of award list carefully. Enter awards in the result sheet question-wise and recheck.
11. Send answer books to store.
12. Send copies of award lists and awards of practical examinations to Tabulation Section. Submit result sheet to the Assistant Controller (Secrecy) for final checking.
13. An amount of Rs 4/- per candidate shall be paid to officials in Secrecy and Tabulation Sections who physically process the results. This shall not apply to any other official/officer dealing with these results in a supervisory capacity.
14. Each official shall be held responsible for any error/omission and leakage of information relating to his Station. A fine of RS.1 000/- for first mistake and RS.2000/- for second mistake shall be levied if the official, during processing of results, commits such mistakes. For three consecutive mistakes he shall forego all remunerations and an inquiry shall be ordered against that official. An official who is prone to make consecutive or repeated mistakes shall be liable to termination. In case it is proven that there has been a deliberate mistake, i.e., an error with mala fide intention, a case shall be registered against that official with the law enforcing authorities in addition to the departmental inquiry.

#### **PART VII: PRESCRIBED LIFE OF RECORDS OF CONFIDENTIAL DOCUMENTS**

The following maximum archived life of records of different documents in the Secrecy Section shall be observed:

1. Question Paper files administered in different examinations shall be kept for 06 months after the conduct of respective examination.
2. Photocopy of bills of Remuneration paid to Paper Setters and Paper Assessors shall be kept for one year after the payment.
3. Solved Answer Books (Theory and Practical) and details of Lots/Perforated Slips, original awards (Theory and Practical), manual tabulation/results shall be kept for one year after the declaration of results.
4. Rechecking Files shall be kept for six months, after the decision of the cases (the date of decision will be reckoned from the date of issue of reply).
5. Unfair means cases files shall be kept for two year, after the decision of the cases (the date of decision shall be reckoned from the date of issue of notification).

#### **PART VIII: INTERNAL ASSESSMENT**

1. The weightage of internal assessment shall be 20% in all subjects.
2. Continuous internal assessment shall consist of evaluation at the end of each assignments, e.g. stages/sub-stages, class tests etc., attitudinal assessment from educational and/or clinical supervisors, clinical skill assessment from clinical supervisors, Year's work books, and thesis.

3. As regards to the latter, all candidates must submit their synopsis in first six months of start of their training and submit their thesis twelve months prior to the completion of their program.
4. Assessment of Knowledge, Skills, Attitude and professionalism shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions/Extended Match Questions of one-best type, Short essay questions, Oral/viva, and Practical/Clinical examinations.
5. Final University examination of each subject shall contribute 80% to total score, and the contribution of score of internal assessment shall be 20% i.e., 10% to the theory and 10% to the practical/viva voce examination.
6. Awards of internal assessment in all the subjects of all the candidates shall be submitted to the Controller of Examinations along with Admission Forms for the annual examination. Internal assessment received after commencement of the final examination shall not be accepted.
7. The marks of internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations. It is further emphasized that fresh assessment or a revision of assessment for supplementary examination shall not be permissible.
8. Proper record of continuous internal assessment shall be maintained by respective departments.

#### **PART IX: TABULATION OF RESULTS**

1. Tabulation Section shall compile the results on computers from the Award Lists.
2. Score of theory paper shall be considered in isolation. Marks from oral and practical/clinical examination or from internal assessment cannot be added to the theory paper. The candidate shall have to pass theory, practical and clinical examination separately.
3. The Department of Examinations shall study and monitor the maintenance of a proper and justifiable balance between theory and practical examination. Any gross disparity shall be brought to the notice of the Vice Chancellor and Syndicate for appropriate action.
4. Any ambiguity arising out of result compilation i.e., distribution of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Assistant Controller (Tabulation) with the approval of the Controller of Examinations. Tabulators shall be responsible for any errors and omissions in the Results, Notifications and Detailed Marks Certificates.
5. Result shall be tabulated question-wise in predetermined format with fictitious roll numbers.
6. After tabulation of data, the result shall be decoded from fictitious roll numbers to original roll numbers. The marks of practical/clinical examination and from internal assessment, if any, shall then be computed by obtaining copy of original award lists.



7. Every detail of previous examination record and roll number shall be reflected accurately in the result of candidates detained in previous classes.
8. Finalised results will be posted on the same day as examination.
- 9. Result of a candidate shall be declared R.L (Result Later) on following accounts:**
  - a. Lack of registration, old record, awards, etc. non-payment of fee, pending decision of unfair means/court case, pending verification of documents or eligibility for the examination concerned or any other inconsistency in the result pending clarification.
  - b. Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
  - c. Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Assistant Controller (Tabulation).
  - d. Final results shall be declared only after a detailed final scrutiny is carried out by Master Checker appointed by the Vice chancellor for this purpose. The Master Checker shall make a detailed comparison with the original award lists eliminating any chances of error/omission in tabulated results and shall authenticate/sign all results.
  - e. All officers/personnel involved in the tabulation of result i.e., Tabulator, Assistant Controller (Tabulation) and Master Checker shall be the signatory to the final result and shall be held responsible for any error/omission.
  - f. Positions/Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.
  - g. Original result shall be kept with the Assistant Controller (Tabulation) in Tabulation Section, who shall make entry of declared result in record register and keep it in safe custody.
  - h. Detailed Marks Certificates shall be prepared, reflecting marks of the subjects in the examination, verified, and signed individually by the tabulator preparing the results, Assistant Controller (Tabulation) and any other person nominated by the Vice Chancellor.
  - i. Detailed Marks Certificates shall be issued to all candidates, passed or failed, after the declaration of the result free of cost. However, a duplicate Detailed Marks Certificate, clearly labeled as 'DUPLICATE', shall be issued on payment of prescribed fee.
  - j. No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
10. The Degree shall be prepared by Tabulation Section duly verified by Assistant Controller (Tabulation), Registration office, and the Controller of Examinations and, duly signed, shall be presented to the candidates at the time of Convocation.
11. In case a candidate is unable to receive the Degree at the time of Convocation, the same shall be issued on completion of prescribed formalities and payment of prescribed fee.

12. A duplicate Degree shall be issued only in case of loss after payment of prescribed fee duly supported by an affidavit and F.I.R.
13. The award of scholarships, medals and merit certificates shall be in accordance with rules and regulations.

**PART X: APPOINTMENT AND DUTIES OF PAPER SETTERS**

1. Initial Paper Setter shall set the initial question paper(s) for a certain subject of an examination conducted by the University.
2. Final Setter shall set the final question paper(s) for a certain Subject of an examination conducted by the University.
3. Note: The nomenclature of Internal Examiner and External examiner with reference to paper setting shall not be used.
4. Paper Setters shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the concerned Board of Studies and Board of Faculties.
5. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
6. Qualifications prescribed for Paper Setters in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council for examiners.
7. Initial Paper Setter shall be the faculty members of the University and shall be appointed at least three months prior to the final examination.
8. Final Paper Setter shall ordinarily be the faculty member of the University. The Vice Chancellor may, however, on the recommendations of the concerned Board of Studies and Board of Faculties appoint Final Paper Setter from other Institutions/Universities provided he fulfils the minimum prescribed criteria.
9. A Retired Professor may be appointed as Final Paper Setters for up to ten years after the date of retirement provided he/she is in good health.
10. In a Subject where teachers with requisite experience are not available, a consultant with recognised, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as a Paper Setter.
11. Final Paper Setter shall be appointed for a particular examination only. However, he may be re-appointed in subsequent examination for a term not exceeding three consecutive years from the first appointment. Final Paper Setter can be re-appointed for further terms.
12. Supervisors of a postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
13. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (Wife, husband, son, daughter, adopted son, adopted daughter, grand-son, granddaughter, full

and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination. A Paper Setter shall decline the appointment if he/she has been appointed inadvertently.

14. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
15. The Vice Chancellor shall have the power to cancel the appointment of a Paper Setter without assigning any reason.
16. No faculty member shall claim an inherent right to be appointed as a Paper Setter. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Setter. Any recommendation for appointment of any senior faculty member shall be considered unethical and an act of impropriety.

### **The paper setting**

1. Initial paper setter shall set three question papers complete with “ Ins” for all questions and shall send these to the Controller of Examinations through special courier in a sealed envelope marked as 'CONFIDENTIAL' before the specified date.
2. The correspondence with Paper Setters shall be made at the residential address.
3. Final Paper Setting shall be carried out in the Department of Examination. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
4. Final Paper Setter, in essay questions, is required to keep not more than 25% of the questions set by the Initial Paper Setters. Final paper Setter shall set finally three question papers complete with the 'Keys' for all questions in the subject for which he/she has been appointed.
5. Paper Setter shall prepare the "Key" (agreed answers/weightage) in the prescribed manner and submit it along with the draft of each question paper.
6. **The Paper Setters are requested to ensure the following:**
  - a. Design the questions with utmost clarity, vague expressions like 'Discuss' or 'Give an account' should not be used.
  - b. The question paper should be written in one's own handwriting using capital letters on the paper provided for this purpose.
  - c. The question paper shall be strictly in accordance with the syllabus. Figures shall be written only in words and not in digits.
  - d. No abbreviations shall be used.
  - e. Questions shall be fairly distributed over the whole course.
  - f. The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.

- g. Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be rewritten.
  - h. Every paper (including continuation sheet) shall be properly signed.
  - i. Sketch or figure, if required shall be drawn on a separate page signed and attached to the question paper.
  - j. Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained.
  - k. The "key" (agreed answers/weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.
  - l. The reference to textbooks and content area of syllabus for every question in the paper shall be provided. This shall be written legibly below each question.
7. All rough work done during the process of Paper Setting shall be sealed in a separate envelope and handed over to the Secrecy Section for shredding.
  8. Paper Setter shall be required to sign an undertaking to the effect that he has carefully studied all the instructions given above and has followed these faithfully.
  9. Paper Setter shall certify vide that he/she has no close relative appearing in the examination in which the paper set by him/her is to be used.
  10. Paper Setter may also be appointed as Practical Examiner and Paper Assessor.
  11. Paper Setter shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
  12. Paper Setter shall promptly communicate any change in his/her residential/official address and telephone numbers to the Controller of Examinations.
  13. All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential and privileged documents not open to inspection, comments and utilization other than the purpose for which required.
  14. The University may frame and amend Regulations from time to time governing the appointment of Paper Setters and the manner in which they shall be required to perform their duties.

### **Multiple Choice Questions& Extended Match Questions**

1. MCQs/EMQs shall be invited from all Initial Paper Setters throughout the year. All initial MCQs/EMQs shall be scrutinized by a panel of subject experts recommended by Board of Faculties concerned and MCQs/EMQs labelled "Satisfactory" shall be deposited in MCQs/EMQs Bank.
2. Final Paper Setter shall select MCQs/EMQs from MCQs/EMQs Bank to set the paper and while setting the final MCQ/EMQs paper, he shall ensure that:
  - a) The Content Validity is in excess of 80%.

- b) The MCQs/EMQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge, data interpretation, and problem-solving skills.
- c) The 'Key' of every question is given.

### **Remunerations**

Paper Setter shall receive such remunerations as may be prescribed by the University from time to time.

### **Disqualification of Paper Setter**

Any Paper Setter who more than twice commits errors of language, course contents or paper pattern, or deliberately distorts, disfigures or deforms the question paper, shall be disqualified as a Paper Setter. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Setter.

## **PART XI: APPOINTMENT/DUTIES OF PAPER ASSESSORS**

1. Paper Assessor shall evaluates or mark the answer books of candidates appearing in the examinations of the University.
2. Convener of Assessment in a subject shall make an audit of the assessment made by Paper Assessor(s) when required.
3. The nomenclature of Internal Examiner and External Examiner with reference to Paper Assessment shall not be used.

### **Criteria for Appointment**

1. Paper Assessors and Convener of Assessment shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the Board of Studies/Board of Faculties concerned
2. Qualifications prescribed for Paper Assessors in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council.
3. Paper Assessor shall be the faculty member of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies/Board of Faculties concerned appoint Paper Assessor from other Institutions/Universities.
4. Retired Professor may be appointed as a Paper Assessor for up to ten years after the date of retirement provided he/she is in good health.
5. In a subject where teachers with requisite experience are not available, a consultant with recognised, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as a Paper Assessor.

6. Paper Assessor shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examination subject to the approval of the Vice Chancellor.
7. Paper Assessor for a subject shall be appointed from amongst the panel duly recommended for the same subject. In Final Professional MBBS, however, the Vice Chancellor may appoint a sub-specialist to mark answer books of respective subspecialty, e.g., dermatology, psychiatry, neurology, urology, anaesthesiology, neurosurgery, orthopaedic surgery, etc.
8. Supervisor of a postgraduate candidate shall not be appointed as a Paper Assessor for his own trainee.
9. Paper-Assessor may also be appointed as a Paper Setter and a Practical/Clinical Examiner in the same examination.
10. No person shall be appointed as Paper Assessor whose close relative (wife, husband, son, daughter; adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
11. No person shall be appointed as a Paper Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
12. The Vice Chancellor shall have the power to cancel the appointment of a Paper Assessor without assigning any reason.
13. No faculty member shall claim an inherent right to be appointed as a Paper Assessor.
14. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Assessor. Any recommendation of senior management of affiliated College for appointment of any faculty member as a Paper Assessor shall be considered unethical and an act of impropriety.

### **Process of Paper Assessment**

1. Paper assessment shall be carried out in the Department of Examination. Under no circumstances shall Paper Assessment be permitted at any place other than that specified above.
2. Paper Assessor shall mark only those answer books that have been labelled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
3. Paper Assessor shall have no right to find out the original roll number of the candidate whose answer book he is marking.
4. Each Paper Assessor shall mark the number of questions of all the candidates as specified by the Controller of Examinations with approval of the Vice Chancellor.

5. Paper Assessor shall mark the questions according to the 'Key' provided with the question paper.
6. In case, the 'Key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.
7. Paper Assessor shall not keep in his possession any copy of the award list or the 'Key'. Paper Assessor shall keep his appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
8. Paper Assessor shall promptly communicate any change in his residential/official address or telephone numbers to the Controller of Examinations.
9. When a Paper Assessor anticipates his inability to complete the work for any valid reasons to be recorded, he shall forthwith return the marked/unmarked answer books to the Assistant Controller (Secrecy).
10. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
11. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.
12. After assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
13. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased and overwritten.
14. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his signature against the cancelled ones.
15. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
16. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red ink.
17. Award of fractional marks is not allowed.
18. Award list shall be filled in with blue/black ink in the handwriting of the Paper Assessor. Each page of the award list shall bear the signature of the Paper Assessor. The blank space must be crossed.
19. The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.
20. The marks of a candidate in the award list shall be the same as written in the answer book. Paper Assessor must endorse correct question number on the script and the award list.

21. The marks entered in the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or overwritten. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his signature against the cancelled ones.
22. In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.
23. Paper Assessor shall report to the Controller of Examinations by roll number, the case of a candidate who;
  - a) Communicates or attempts to communicate with him by any means to influence him in the award of marks and/or persuades him, threatens and uses other unfair means.
  - b) Discloses his name or makes in his answer book particular identification marks, which tend to identify his answer book or help reveal his identity.
  - c) In his opinion has copied the answer or, any part of it from another candidate or from any books, material or other source.
  - d) Has attached to answer book a paper not normally supplied by the Centre Superintendent.
  - e) Uses obscene language in the answer book.
  - f) Has removed a leaf or a part thereof from the main answer book
  - g) Has in the opinion of the Examiner used any other unfair means
24. Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer books.
25. The Vice Chancellor shall have the powers to take take a disciplinary action of such Paper Assessor who declines to attend the assigned duty of Paper Assessment without any valid reasons.
26. Paper Assessor shall not keep in his possession any answer book or a part of it or any copy of the award list prepared by him.
27. The University may frame rules and regulations from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to perform their duties

### **Remunerations**

The Paper Assessors and Convener of Assessment shall receive such remuneration as may be prescribed by the University from time to time.

### **Disqualification of Paper Assessor**

1. Paper Assessor shall be disqualified who commits faults as mentioned below:



- a. Leaves unmarked answers or a part of it.
  - b. Leaves columns of the award list blank.
  - c. Leaves answer book or award list unsigned.
  - d. Allocates more marks than the maximum.
  - e. Makes an incorrect total.
  - f. Counts marks of over attempted questions.
  - g. Transfers erroneous marks to the award list.
  - h. Commits any other mistake which is liable to make the result of the candidates invalid/incorrect.
2. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Assessor

**PART XII: APPOINTMENT / DUTIES OF EXAMINERS FOR ORAL AND PRACTICAL  
AND CLINICAL EXAMINATION**

1. Internal Examiner shall be the one who is teaching (or has taught for at least six months within two years of commencement of concerned examination) candidates for the particular subject (or part of it) of examination for which he is appointed.
2. External Examiner shall be the one who is not teaching (or has not taught during the academic year) candidates for the particular subjects of examination for which he is appointed.
3. Additional Examiner shall also be the one who is not teaching (or has not taught during the academic year) candidates for the particular subject of examination for which he is appointed.
4. Convener Examiner shall be the one who acts as an examiner besides administratively supervising the work of other examiners in an examination for which he is appointed.
5. The nomenclature of Internal Examiner, External Examiner Additional Examiner, Convenor Examiner and Censor shall only be used with reference to Oral/Practical & Clinical examinations.

**Criteria for Appointment of examiners**

1. Examiners shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names recommended by the Board of Studies and Board of Faculties concerned.
2. The Vice Chancellor may appoint a suitable substitute other than those recommended, if necessary, with reasons to be recorded.

3. Qualifications prescribed for Examiners in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the relevant regulations framed by Pakistan Medical and Dental Council.
4. Examiner shall be the faculty members of institutes or Departments of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies and Board of Faculties concerned, appoint Examiner from other Institutions or Universities provided they fulfil the minimum prescribed criteria.
5. Retired Professor may be appointed as Examiner for up to ten years after the date of retirement provided he is in good health.
6. In sub-specialties where teachers with requisite experience are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations, involved in postgraduate training duly approved by relevant authorities may be appointed as Examiner.
7. Supervisor of a postgraduate candidate shall not be appointed as an Examiner for his own trainee and should not take part in final evaluation.
8. Examiner in MD, MS and Diploma examinations shall possess the same qualifications and experience as prescribed for Professors in various subjects.
9. The subject in which there is no Professor, Head of Department shall be eligible to act as Examiner.
10. Additional Examiner shall have the same qualifications as prescribed for other Examiners.
11. An Examiner shall be appointed for a particular examination only. However, he may be reappointed in subsequent examinations subject to the approval of Vice Chancellor.
12. An Examiner may also be appointed as a Paper Setter and Paper Assessor in the same examination.
13. A teacher teaching any dental subject (Clinical or Basic) must possess postgraduate qualification in the subject so as to act as Internal or External Examiner.
14. No person shall be appointed as an Examiner whose close relative (wife, husband, son, daughter; adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
15. No person shall be appointed as an Examiner against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor. The Vice Chancellor may cancel the appointment of an Examiner without assigning any reason.
16. No faculty member of any affiliated College shall claim an inherent right to be appointed as Examiner.
17. The Board of Studies and Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his appointment as an Examiner.

Any recommendation of senior management of affiliated Colleges for appointment of any faculty member as Examiner shall be considered unethical and an act of impropriety.

18. Examiner shall conduct the Oral and Practical/Clinical examination in accordance with the prescribed rules of the University.
19. When an Examiner anticipates his inability to participate in any examination for any valid reasons to be recorded, he shall return the Acceptance Form marked as "Unwilling" without any delay to the Controller of Examinations.
20. Oral and Practical/Clinical examination shall be held at a place approved by the University.
21. The number of External Examiners and Internal Examiners shall be equal.
22. External Examiner shall always be associated with Internal Examiner. In Oral/Clinical examination both Internal Examiner and External Examiner shall always examine the candidate together and no single Examiner shall examine the candidate in Isolation. The marks shall, however, be entered by each Examiner in "separate award list without consulting the other Examiner.
23. A pair of Examiners shall examine a maximum number of fifty undergraduate candidates a day.
24. The Board of Examiners for postgraduate examinations shall at least be four examiners.
25. Supervisor of a postgraduate candidate shall not act as an Examiner for his own trainee in final evaluation.
26. The Vice Chancellor, in case of any reported risk of impropriety in any examination, can appoint an Additional Examiner from the panel of Examiners. Additional Examiner shall be an equal and independent assessor in practical examination.
27. Examiner shall promptly communicate any change in his residential/official address or telephone numbers to the Controller of Examinations.
28. While preparing the award list for Oral and Practical/Clinical examination, the Examiner must ensure that:
29. Award list is prepared separately by both External Examiner and internal examiner.
30. Only prescribed form of the University is used for practical awards.
31. The name of examination, subject and institution should be clearly written on each page.
32. Award list shall be filled in with blue/black ink in the handwriting of the Examiner.
33. Absent candidate shall be marked in red.
34. No candidate should be missed out.
35. Fractional marks are not awarded.
36. Each page of the award list is signed by the Examiner.

37. Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
38. Marks entered on the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or overwritten. The Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks, and put his signatures against the cancelled ones.
39. Immediately after completion of Oral and Practical/Clinical examination, the award lists should be sent through special courier to the Controller of Examinations on the same day in a sealed envelope marked as 'CONFIDENTIAL'.
40. Examiner shall report to the Controller of Examinations, by name, the case of a candidate who, in the opinion of the Examiner, has used any unfair means.
41. Vice Chancellor, on the recommendations of the Controller of Examinations, may disqualify for any specified period an Examiner who violates the conditions as laid down in the Regulations. The University may frame Rules from time to time governing the appointment of Examiners and the manner in which they shall be required to perform their duties.

### **Remunerations**

The Examiners shall receive such remunerations as may be prescribed by the University rules.

### **Disqualification of Examiner**

Any Examiner making a single deliberate error with mala fide intention shall be disqualified as an Examiner. An Examiner, who more than twice makes errors, distorts or deforms the practical results, shall also be disqualified. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Examiner.

## **PART XIII: APPOINTMENT /DUTIES OF MONITOR**

Monitor shall be a person who shall be able to critically observes, analyses, and reports on the organization, conduct and standardization of an examination for which he is appointed.

### **Criteria for Appointment**

1. Monitor shall be appointed by the Controller of Examinations with the approval of Vice Chancellor, as and when required.
2. Monitor shall be an eminent senior person with vast experience in various aspects of examinations to qualify for such an appointment.

### **Duties**

1. Monitor shall appraise and judge organizations, conduct and standard of the examination by personal inspection for which he is appointed.

2. Monitor shall critically observe, evaluate, record his findings and submit an impartial report to the University for the purpose of unprejudiced and fair feedback.
3. Monitor shall submit a report within a period of seven days of completion of inspection on the prescribed proforma duly signed by him.
4. Monitor shall not, in any way, intervene or influence the process of examination of the candidates by the Examiners.
5. Monitor shall not take over any of the duties of Convener, Examiners and Supervisory Staff or of any other official of the university.
6. Monitor shall cooperate with the Convener/Examiners in all matters relating to the conduct of the examination. He shall not himself manage the examination.
7. Monitor may suggest further improvements, if required, in the conduct of Oral and Practical/Clinical examination.

## PROFORMA

Examination:

Centre:

Date:

Number of Candidates:

Examiners:

Observers:

Invigilators:

Instructions: Each of the following items should be answered 'YES', 'NO' or 'DON'T KNOW' (OK). If the answer to any item(s) is 'NO', Monitor should explain Item wise in the 'COMMENTS'.

1	Was the laid down procedure/ program of the examination adhered to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
2	Were the arrangements of premises, facilities and logistics satisfactory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
3	Was secrecy, prevention of unfair means and discipline of the Centre satisfactory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
4	Were visitors discouraged/eliminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
5	Was the content area of course covered reasonably well?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
6	Was the depth of discussion reasonably searching?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
7	Were standardized questions used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
8	Was the proportion of recall, interpretation and problem solving questions satisfactory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
9	During viva voce, were specimens, X-rays, data, etc., used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
10	Were the candidates asked to demonstrate clinical methods/practical skills in additions to verbal interactions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
11	Did the examiners keep a record of candidates' answers for future discussion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
12	Did the examiners award marks jointly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
13	Was the result tabulated immediately after the examination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

COMMENTS, if any.

Signatures

Name:

Address:

#### **PART XIV: RECHECKING OF ANSWER BOOKS/AWARDS**

1. After declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/her results.
2. The candidate shall apply on the prescribed application Form duly recommended by the concerned chairman/director along with prescribed fee and a copy of the Detailed Marks Certificate.
3. The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be non-refundable.
4. Applications for rechecking shall be received in the office of the Controller of Examinations not later than ten days after the date of declaration of the result of the concerned examination.
5. The candidate or anybody on his/her behalf shall have no right to see or examine the answer books for any purpose.
6. The answer books of a candidate in any examination of the University shall not be reassessed after the declaration of the result.
7. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared, that is:
8. No answer in the answer book or part of it has been left unmarked.
9. The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
10. No error is detected in the grand total of marks.
11. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
12. The answer book or any part of it has not been changed or detached.
13. The answer book is in the handwriting of the candidate.
14. The benefit of grant of average marks shall not be given to the candidate in case of rechecking if his/her answer book(s) is/are not traceable at the time of rechecking. In such cases, verification from original award list shall be deemed to be final.
15. The Officer/Rechecking Committee appointed by the Vice Chancellor in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake, the Controller of Examinations shall take necessary steps with the approval of the Vice Chancellor to rectify it and, after such rectification, shall issue a revised Result Notification and Detailed Marks Certificate.

## **PART XV: USE OF UNFAIR MEANS**

1. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent from the Examination Centre and his/her answer book shall be cancelled and case be reported to the Controller of Examinations.
2. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, shall be disqualified from appearing in examination for a period of one year.
3. Any candidate found guilty of impersonation, who impersonates such candidate and is on the rolls of the university, shall be disqualified i.e. both the candidate and impersonator for a period of one year.
4. If the impersonator is not on the rolls of the university, the Controller of Examinations shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor.
5. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
6. Any candidate found guilty of possessing firearms, daggers, knives and other weapons which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University.
7. Any candidate found guilty of instigating others to stage a walk out or resort to a pen down strike shall be liable to expulsion by superintendent or the Controller of Examinations or any officer duly authorized by the Vice-Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University.
8. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her Admission Form" shall be disqualified to appear in that examination.
9. Any candidate found guilty of forging another person's signatures on his/her application or Admission Form shall be disqualified for one year.
10. The answer book of a candidate shall be cancelled if found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the Examiner.
11. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the Controller of Examinations and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for that examination.



12. Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number shall be expelled from the Examination Centre and his/her answer book shall be cancelled.
13. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination. A Committee shall be constituted by the Vice Chancellor to deal with unfair means cases.
14. No punishment shall be imposed, unless a student accused of using unfair means in an examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
15. In case of an emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the university, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre.

## **Rules & Regulations**

**For**

**Two years Postgraduate M.Phil Program in**

**Basic Medical Sciences Subject**

**(Approved Level-II b Qualification by PM&DC)**

Amendments/Addition/Modification)

### **I. DEFINITIONS**

Unless stated otherwise, the following terms in these regulations shall have the meaning defined here under:-

- i- Department shall mean a teaching department of the University or an affiliated college / institute.
- ii- Chairman shall mean the head of a teaching department of the Dean / Principal / Director of an affiliated college / institute.
- iii- Research Board shall mean the Advanced studies & Research Board (AS & RB) constituted by Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU).

### **II. ELIGIBILITY CRITERIA FOR ADMISSION:**

- a. To be eligible for admission a candidate shall possess an M.B.B.S or its equivalent from a recognized university and permanent full registration with PMDC.
- b. The candidate must possess one year house job.
- c. Experience in Pathology from recognized teaching institutions approved by PMDC will be preferred.
- d. Passed NTS entry examination or equivalent and departmental test (Written and Oral).
- e. Should not be more than 50 years on closure date of admission.

### **III. ADMISSION AND REGISTRATION:**

- (a) A candidate seeking admission to M.Phil Pathology program shall apply on the prescribed form through the Registrar/ Dean / Principal / Director of the concerned institute after advertisement in National Press.
- (b) The application shall be submitted to the Registrar/ Dean / Director of institute in which the student wishes to pursue his / her studies, after advertisement once a year.
- (c) All applications received in the Institute shall be annually considered by the institute's admission committee to be constituted by the Registrar of University.
- (d) The admission shall be approved by the Advanced Studies & Research Board (AS&RB)
- (e) A "notification of admission" for each candidate approved for admission to M.Phil Pathology program shall be issued by the University.

- (f) Each student so selected shall be required for registration with Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU), Islamabad within 3 month from the date of admission in program after depositing prescribed registration fee, failing which the admission of the selected candidate shall be deemed as cancelled.

#### **IV. PROGRAM OF STUDIES.**

- (a) The minimum period for completion of program in M.Phil program shall be of two years and maximum period shall be five years for submission of thesis approved by Vice-Chancellor on the recommendations of supervisor through the Registrar SZABMU, Islamabad.
- (b) The candidate may choose a Major subject out of the following subjects in the field of Basic Medical Sciences: i) Histopathology ii) Haematology iii) Microbiology iv) Chemical Pathology v) Biochemistry vi) Physiology vii) Anatomy viii) Pharmacology ix) Immunology x) Molecular Biology xi) Forensic medicine xii) Community medicine xiii) Blood transfusion services xiv) Any other special subject in the field of Basic Medical Sciences.
- (c) The program will comprise of course work of major subject in 1 year and minor subject with thesis work in 2<sup>nd</sup> year. Ist year will be spent in selected major subject and 3 months in 2nd year will be spent in Clinical Pathology / any other subject of Basic medical sciences except major as minor subject by all the M.Phil Candidates.
- (d) Synopsis will be submitted to ASRB of University for approval within 6 months after registration with University.
- (e) The training will be full time and residential

#### **V. SUPERVISOR**

- (a) The Supervisor shall be full time / regular Professor / Associate Professor / Assistant Professor with 5 years teaching experience of relevant specialty of the institute approved by ASRB of University.

#### **VI. LONGITUDINAL EVALUATION (LOGBOOK, ASSIGNMENTS, ASSESSMENTS)**

- (a) Through out the length of the course the performance of the candidate will be recorded on the log book. The log book will reflect the performance of the candidate in the following parameters:
- a. Record of competence of technical skills.
  - b. Record of the assignments.
  - c. Record of the affective and interpersonal behavior.
  - d. Record of Journal clubs, conferences and lectures attended.

These will be developed by concerned Institute / Centre / College, and submitted to university at the end of training by the candidate.

b. **Mandatory Workshops:**

During training candidate will attend 03 mandatory workshops viz:

- i. Communication skills.
- ii. Research methodology, Biostatistics & Medical writing
- iii. Computer and internet skills

**VII. Examination:**

a) The M.Phil Pathology Part I first examination will be held in month of March next year (Approximately 15 months after admission) after the completion of one year course work and passing the assessment tests, send up and MOCK examination conducted by the department.

b) The student will be examined in major and minor subject.

c) Theory Papers:

Paper I	Major subject	MCQs	50 Marks
Paper II	Minor Subject	MCQs	50 Marks

Viva Voce / Practical:

Viva Voce	Major Subject	50 marks
Practical	Major Subject	50 Marks
Total		200 Marks

**Final Examination after completion of 2 years (Thesis defense Examination):**

The student shall submit completion of training certificate, Log Book, mandatory workshop attendance, thesis on research topic approved by supervisor, through the Dean to the Controller of Examinations. If the thesis not approved by supervisor. Application for extension may be recommended by supervisor through Registrar to the AS & RB. The final examination of thesis evaluation and viva voce examination will be conducted by a board of four examiners in major subject. The candidate will be examined in thesis as under: Supervisor will not be paper setter /Examiner of His/Her candidate as per PM & DC regulations 2011

Theory Papers

Paper I	Major subject	MCQs	100 Marks
Paper II	Major subject	SAQs	100 Marks

Viva Voce, Practicale and Thesis defence:

Practical	100 Marks
Viva Voce	100 Marks
Defence of Thesis	100 Marks
Total	500 Marks

- (1) A candidate shall be required to obtain minimum aggregate of 60% marks in written papers separately to pass, a minimum of 50% marks in each paper and each part of practical / viva voce examination is mandatory. The Vice Chancellor shall appoint Board of external examiners in the discipline for two consecutive years.
- (2) A candidate securing 70%-80% marks shall be placed in Grade "A". Those securing 60%-69% marks Grade "B". Those who get marks below 60% marks shall be failed (Grade "F").
- (3) A candidate who has secured more than 80% marks will be declared passed with distinction
- (4) The result of successful candidate shall be notified by the Controller of Examinations.
- (5) If candidate fails in his major subject in the Part I first examination, he will not be allowed to undertake formal research work in 2<sup>nd</sup> year. If candidate fails in minor subject (Clinical Pathology), he may be allowed to continue research work. The examination will be conducted with 6 months interval in each examination.
- (6) Each M.Phil student shall submit four bound copies of thesis approved by supervisor / co-supervisor and examiners to the controller of examination after the viva Voce examination. One copy will be sent to the Library of the concerned college, one copy each to controller, Registrar and supervisor respectively by controller of examinations.
- (7) University shall prescribe examination fee from time to time. Examiner shall have remuneration by the University.

# **PhD PROGRAMME IN THE BASIC MEDICAL SCIENCES , CLINICAL SCIENCES AND ALLIED HEALTH DISCIPLINES**

## **I Qualification For Registration**

(a)

1. All medical graduates (MBBS, BDS) with M.Phil or Terminal Qualifications like MS/MD/FCPS/MDS/FRCS/MRCP/ American Boards in Clinical Disciplines.
2. Non-medical Graduate having M.Phil in relevant allied health discipline.
3. For admission into the Phd minimum CGPA 2.5 (out of 4.0 in the semester system) or first division (in the annual system) in M.Phil or Equivalent is required.
4. A GAT-subject test conducted by the National Testing Service (NTS) / University based test in disciplines not included in NTS schedule should be passed. Minimum 60% score in GAT (subject) OR 70% in University based test.
5. Preference will be given for evidence (at least three published papers) of continued interest in research in the discipline concerned.

(b)

Teaching Faculty of University with 10 years teaching experience i.e. Professor / Associate Professor with ten original papers in relevant specialty published in HEC / PMDC recognized journals, shall be exempted from Entry Test (GAT-Subject) and can be enrolled in program after Vice Chancellor.

## **II Procedure for Application, Admission and Registration:**

- a. All applications for admission to PhD Programme should be made after advertisement in press.
- b. All applications, received in response to advertisement will be scrutinized for eligibility, and admission in committee shall be
  1. Dean of respective discipline
  2. Head of the concerned department & professor of concerned discipline in which the candidate is desirous of obtaining PhD
  3. Two professors to be nominated by the Vice Chancellor
  4. Registrar
- c. The admission committee, when satisfied, will recommend to the Advance Studies & Research Board (ASRB) through the dean and by the approval of Vice Chancellor, the name of the candidate who are found suitable for admission to PhD programme.

- d. A notification of admission by the registrar will be then issued to candidate recommended by ASRB.
- e. Each selected scholar will then be required to get himself registered within 30 days of date of issue of notification of admission, failing which the admission of the selected candidate shall be deemed as cancelled.

### **III PROGRAMME OF STUDIES:**

- a. The period of completion of PhD programme shall be counted from date of registration.
- b. The minimum period of completion of PhD programme shall be two years for holder of level III qualification by PMDC and for other duration will be three years, whereas the maximum period will be six years. The candidate shall have to seek fresh admission to PhD programme on the expiry of six years, in case he/she wishes to continue PhD studies.
- c. Residence requirement are settled with the satisfaction of the supervisor. If the Supervisor and Co-Supervisor are satisfied that research work can also be carried out outside the University, residency requirement may be relaxed.
- d. In certain cases a PhD scholar may be required by the department / supervisor to study one or more specific courses.
- e. All the students will undertake a course work of 18 credit hours under prescribed syllabus equivalent to that of M.Phil, in the first 12 months, followed by examination for the same syllabus. Total numbers of courses will be six. Each course comprise 3 credit hours.
- f. After completion of course work, scholar will appear in Comprehensive examination. The eligibility for appearing in this examination will be set by Supervisor.
- g. Comprehensive examination system will be according to University rules and regulation approved by the syndicate. There will be two papers of each 100 marks (paper I and II will be comprised of 75 MCQ and 25 SAQ) with 100 viva voce. Passing marks will be 60% from each station while 70% as aggregate after summation of each step. Failing in any step will be covered once again in that paper only in next comprehensive examination (March/September).
- h. Paper I will be general for all and paper II will be subject based.
- i. Pattern of SAQs: There will be total 5 scenario based questions with 2-3 short answers and each question will be carrying 5 marks.
- j. Pattern of MCQs: Select one of the best options from statement or scenario given. No negative markings, each statement carries one mark.
- k. The above mentioned examination will be passed in two chances with interval of six months i.e. on 12<sup>th</sup> month or on 18<sup>th</sup> month. The time of six months from 12<sup>th</sup> to 18<sup>th</sup> months so consumed, qualifying the said examination in 2<sup>nd</sup> attempt will not be counted towards meeting the minimum two years period requirement of program.

#### **IV Research Proposal/Synopsis:**

- a. In the first six months candidate in consultation with his/her supervisor(s), will prepare synopsis of the proposed research project for PhD thesis that shall include introduction, objectives and justification of the study, plan of work, methodology and references.
- b. After approval by Ethics committee, synopsis will be submitted to the Advanced Studies & Research Board of University for final approval of proposed synopsis of research.
- c. As soon as Synopsis is approved by AS&RB, the synopsis will be submitted to HEC for approval of Research Grant, if required.

#### **V SUPERVISOR:**

- a. HEC approved supervisor with PhD degree is mandatory.
- b. The Advanced Studies & Research Board shall appoint a Supervisor (and a Co-Supervisor, if necessary) relevant to his / her field and approve the field of research / title on the recommendations of the department concerned.
- c. Adjunct faculty professor / Associate Professor of University in relevant specialty with PhD degree can be appointed as Supervisor.
- d. Three relevant full time PhD / equivalent degree faculty required for conduct of PhD program in department.
- e. The maximum number of students will be 5 students to each full time faculty supervisor. In special circumstances the number can be increased up to 8 students with prior permission from HEC.
- f. HEC approved distinguished professors with cumulative impact factor of 100 or more, can supervise the maximum students as they desire.

#### **VI PROGRESS REPORT:**

The Supervisor of a PhD scholar shall submit a report through the Vice-Chancellor to the Advanced Studies & Research Board by end of each year on the progress of the student in accordance with the prescribed format. In case of two consecutive adverse reports, the Advanced Studies & Research Board may cancel the registration of the candidate.

#### **VII RESEARCH THESIS:**

The thesis submitted by a PhD candidate shall comply with the following conditions:

- a. Plagiarism by software will be checked before submission of Thesis.
- b. It shall not include research work for which a degree has already been conferred in this or any other University.
- c. Any part of the thesis which has been published before submission of the thesis may be appended at the end of the thesis.
- d. A copy of PhD Thesis will be submitted to HEC.



- e. At-least one paper will be published in HEC / PMDC approved journals.

## **VIII EXAMINATION:**

- a. A panel of external examiners shall be suggested by the respective Board of Studies for evaluation of thesis of the candidate and approved by the Advanced Studies & Research Board.
- b. The candidate shall submit four copies of his / her thesis, duly forwarded by his/her supervisor.
- c. Two external examiners from foreign universities shall be appointed by the Vice Chancellor to critically examine the thesis for its suitability for the award of PhD degree.
- d. The reports of the examiners shall be placed before the Advanced Studies & Research Board for consideration.
- e. If the thesis is adjudged as adequate by all the examiners, the Advanced Studies & Research Board shall allow the candidate to appear in the viva-voce (thesis defense) examination.
- f. If any of the examiners suggests modifications/revisions of the thesis, the candidate shall be required to submit a revised version of the thesis, duly certified by the supervisor, within one year.
- g. The revised version of the thesis shall be approved by the same examiner who suggested modification/revision of the thesis.
- h. If any of the examiners find the thesis adequate but suggests minor modification/revision, this may be incorporated without referring again to the examiner as required in clause(g) to the satisfaction of supervisor.
- i. The viva-voce examination shall be conducted by the two local external examiners appointed by the Vice-Chancellor from the panel approved by Advanced Studies & Research Board, the supervisor and the head of the department concerned.
- j. The thesis shall be open for the public defense but the evaluation will be made only by the examiners.
- k. If the candidate fails to satisfy the examiners in the viva-voce examination he/she may be given a chance to defend the thesis for the second time within a period of six months.
- l. A candidate who successfully completes all the requirements shall be awarded, with the approval of the Advanced Studies & Research Board, the degree of PhD under the Seal of the University.

## **IX FEE:**

Various fees and charges will be payable by the scholar as notified by the University from time to time.