

KING EDWARD MEDICAL UNIVERSITY**ADVANCE STUDIES & RESEARCH BOARD REGULATIONS, 2008**

1. Advance studies shall mean studies carried out after bachelor level, irrespective of whether or not a degree is being awarded in that field.
2. Research Qualifications shall include M.Phil. (4 years), F.C.P.S., or Ph.D. in Basic Sciences, and F.C.P.S., M.S., M.D., M.D.S. or their equivalent terminal postgraduate qualification in Clinical Sciences.
3. Three Professors other than Deans to be appointed by the Syndicate, as members of the Advanced Studies and Research Board shall be from amongst the Professors of the University from the clinical sciences, with F.C.P.S., M.S., M.D., M.D.S., or their equivalent terminal postgraduate qualification and with interest and experience in medical research.
4. Three teachers to be appointed by the Academic Council as members of the Advanced Studies and Research Board (as per Clause (iv) of Sub-Section 1 of Section 7 of the Act) shall include at least one teacher from the basic sciences and shall include one professor, one associate professor and one assistant professor.
5. All research not being carried as a part of degree awarding programme, including the research being carried out by the teachers or any other person so authorized by the Vice Chancellor, shall be organized and regulated by the Research Management Council to be constituted by the Syndicate.

THE KING EDWARD MEDICAL UNIVERSITY
EMPLOYEES (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 2008

In exercise of powers conferred by Section 30 of the King Edward Medical University Lahore Act, 2005, the University has framed the King Edward Medical University Employees (Appointment and Conditions of Service) Rules, 2008 as under:-

PART-I GENERAL

1. Short title, extent and commencement: (1) These rules may be called the King Edward Medical University Employees (Appointment and Conditions of Service) Rules, 2008;

(2) They shall apply to all employees of the University;

(3) They shall come into force with immediate effect.

2. Unless the context otherwise requires, all words and expressions used in these Rules, shall bear the same meaning as they bear in the Act.

3. General Rules for Appointment: (1) All appointments in the University, whether the concerned competent authority is, Chancellor, Vice Chancellor, Senate, Syndicate, Selection Board, or any other Officer, Body or Committee under the administration of University, shall be made by an open merit policy, giving an equal opportunity to all the applicants, save for special posts allocated for women or disabled.

(2) All appointments in the University, where a special pay is prescribed shall also be made by the competent authorities, by an open merit policy, giving an equal opportunity to all the applicants , as outlined in the Regulations and the Schedule, save for special posts allocated for women or disabled , and special posts as outlined in the Act.

(3) All appointments in the University shall be made after proper advertisement and publicity.

(4) There shall be no disparity in the condition of work, facilities, and salaries of different employees of the same rank and status, and different employees working with the same title of the post, as outlined in the rules and regulations, save for the provision of the special pay outlined in the Act.

(5) All qualifications considered equivalent in determining the eligibility for appointment to a post, shall also be considered equivalent for all other purposes as well.

4. Appointments: (1) Appointment shall be made by direct appointment, promotion or transfer as may be prescribed by the University from time to time.

(2) Direct appointment shall be made in accordance with Part II and appointments by promotion or transfer in accordance with Part-III of these Rules, from amongst such persons who fulfil such conditions and possess such qualifications as may be prescribed by the University.

5. Probation, confirmation, etc: (1) A person appointed against a substantive vacancy shall remain on probation:-

(a) for two years, if appointed by direct appointment;

- (b) for one year, if appointed otherwise.

Note: Officiating service or service spent on deputation may be allowed to count towards the period of probation.

(2) No person shall be confirmed unless he has completed such training and passed such examination as may be prescribed;

(3) A probationer shall be confirmed with effect from the date of his appointment against a substantive vacancy on successful completion of probation period.

6. Seniority: (1) Inter se seniority of persons appointed in the same grade/post shall be determined as under:-

- (a) In the case of persons appointed by direct appointment, the seniority shall be in accordance with the order of merit assigned by the authority or officer competent to make the appointment;
- (b) In the case of persons appointed otherwise, with reference to the date of their continuous appointment in the grade. Where the date of continuous appointment of two or more persons is the same, the older shall rank senior to the younger person.

(2) The seniority of persons appointed by direct appointment viz-a-viz those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade. In case the date of appointment is the same, the person appointed otherwise shall rank senior to the person appointed by direct appointment.

(3) Inter se seniority of persons belonging to the same category, however, will not be changed.

7. Relaxation: The competent authority may relax any of these Rules in individual cases of hardship or special reasons to be reduced in writing.

PART-II DIRECT APPOINTMENT

8. All posts reserved for direct appointment in grade 1 and above shall be made on the basis of test/interview by the appropriate Authority after advertisement of the vacancies in newspapers.

9. A candidate for direct appointment to a post should possess such educational qualifications and experience as may be prescribed by the University and must be within the age limit as laid down for each post.

10. A candidate for the direct appointment must be a citizen of Pakistan and is not married to a foreign national, provided that this condition may be relaxed in suitable cases by the appointing authority for reasons to be recorded in writing.

11. A candidate for such appointment should be domiciled in the Punjab Province. He should also be in good mental and bodily health for which he is required to produce medical certificate.

12. Any direct appointment shall be subject to verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

13. Notwithstanding anything contained in any rule to the contrary, whenever an employee of the University dies while in service or is declared invalidated/incapacitated for further service, one of his children may be employed against a post falling under the share of direct appointment subject to fulfilment of conditions and prescribed qualifications and experience.

Such candidate may be given 10 percent additional marks in the aggregate by the Selection Committee/Board.

PART-III PROMOTIONS AND TRANSFERS

14. Appointment by promotion, transfer: (1) Appointment by promotion or transfer to various posts shall be made on the recommendations of the Selection Board or the appropriate Selection Committee;

(2) Promotion, including proforma promotion, shall not be claimed as of right by any employee.

15. Appointment on acting charge basis: (1) Where the appointing authority considers it appropriate to fill in a post reserved for promotion and the most senior employee, who is otherwise eligible for promotion but does not possess the specified length of service, may be appointed on acting charge basis by the Authority.

(2) Where the appointing authority is satisfied that it is necessary to fill in a post reserved to be filled by direct appointment, it may appoint the most senior officer, eligible for promotion to that post, on acting charge basis.

(3) No promotion shall be made on acting charge basis against a post likely to remain vacant for less than six months.

(4) Appointment on acting charge basis shall be made on the recommendations of the Selection Board. Such appointment shall not confer any right for regular appointment nor shall it be deemed to have been made on regular basis.

16. Appointment on current charge basis: (1) Where post is likely to remain vacant for six months or less and appointment on ad hoc basis is not considered expedient, the appointing authority may appoint the senior most employee, who is otherwise eligible and suitable for promotion under relevant rules, on current charge basis.

(2) Such appointment shall come to an end on appointment of a person on regular basis or expiry of six months, whichever is earlier.

17. Appointment by Transfer: Appointment by transfer may be made if it is so prescribed in the relevant service rules as a method of appointment to such posts.

18. Appointment by promotion on officiating basis: (1) Where the post falls vacant as a result of deputation, posting outside cadre, leave, suspension or appointment on acting charge basis of the incumbent of such a post, the appointing authority may fill in the post by promotion on officiating basis of a person who is otherwise eligible and such promotion is approved by the Selection Board.

(2) An officiating promotion shall not confer any right of promotion on regular basis and shall be liable to be terminated as soon as regular incumbent becomes available.

PART-IV ADHOC APPOINTMENT

19. Adhoc appointment: (1) Where the appointing authority is of the view that selection/appointment of a suitable employee against a vacant post is likely to take six months or more, it may fill in such a post on ad hoc basis:

Provided that:-

- (a) vacancy is advertised;
- (b) appointment is made of a person who is otherwise qualified and eligible;
- (c) selection is made on merit; and
- (d) the appointment is subject to revocation at any time.

(2) Ad hoc appointment shall not confer any right in the matter of regular appointment or counting of such period towards seniority.

PART-V DEPUTATION

20. Deputation: (1) A person in service of Government or another autonomous or semi autonomous organization, who possesses minimum educational qualification, experience and other prescribed conditions of service, shall be eligible for appointment on deputation with the University for a period of three years on mutually agreed terms and conditions between the lending and borrowing organizations.

(2) Pension contribution shall be made by the borrowing organization for the period of deputation.

(3) A deputationist shall have the option for absorption in the borrowing organization on completion of term of deputation.

PART-VI BASIC PAY SCALES – 2008

Pay Scale	Minimum	Increment	Maximum
1	2970	90	5670
2	3035	100	6035
3	3140	120	6740
4	3240	140	7440
5	3340	160	8140
6	3430	175	8680
7	3530	190	9230
8	3665	210	9965
9	3820	230	10720
10	3955	260	11755
11	4115	275	12365
12	4355	310	13655
13	4645	340	14845
14	4920	380	16320
15	5220	420	17820
16	6060	470	20160
17	9850	740	24650
18	12910	930	31510
19	19680	970	39080
20	23345	1510	44485
21	25880	1700	49680
22	27680	1985	55470

**THE KING EDWARD MEDICAL UNIVERSITY
EMPLOYEES (LEAVE) RULES, 2008**

In exercise of powers conferred by Section 30 of the King Edward Medical University Lahore Act, 2005, the University has framed the King Edward Medical University Employees (Leave) Rules, 2008 as under:-

1. **Short title, commencement and extent of application:** (1) These rules shall be called the King Edward Medical University Employees (Leave) Rules, 2008.

(2) These Rules shall come into force with immediate effect.

(3) These Rules shall apply to all employees of the King Edward Medical University.

2. **Leave earned:** (1) All service rendered by an employee qualifies him to earn leave under these Rules except during the period(s) of leave.

(2) While on Foreign Service, the leave account of an employee will remain closed. He shall earn and enjoy leave for such period as is admissible under the rules of foreign employment. Similarly, employees of government in other organizations while on deputation with the University will earn and enjoy leave in accordance with these Rules for the period of deputation.

3. **Earning and accumulation of leave:** (1) An employee shall earn leave on full pay at the rate of 4 days for every calendar month of duty.

(2) Duty period of 15 days or less in a calendar month shall be ignored and that of more than 15 days shall be treated as full calendar month.

(3) If a university employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(4) The accumulation of leave shall be unlimited.

4. **Earning and accumulation of leave by employees of vacation department:** (1) An employee of a vacation department shall earn leave on full pay at the rate of one day for every calendar month of duty rendered while he avails full vacation in a calendar year.

(2) In case an employee of the vacation department is prevented from availing full vacation, he will earn leave at the rate of four days for the duty rendered in each calendar month.

5. **Leave on full pay:** (1) The maximum period of leave on full pay that may be granted at one time may be 120 days.

(2) The maximum period of leave on medical grounds (with medical certificate) may be 180 days at one time. However, leave on medical grounds may be granted upto 365 days once in entire service.

6. **Leave on half pay:** (1) An employee may opt for conversion of leave on full pay into leave on half pay, in the manner that one day of full pay will be counted as two days on half pay.

(2) There shall be no limit on the grant of leave on half pay subject to leave account.

7. **Leave to be applied in terms of days:** The leave of any kind shall be applied for, expressed, and sanctioned in terms of days.

8. **Extraordinary leave (leave without pay):** (1) Extraordinary leave may be granted on any ground for a maximum period of five years at a time subject to the condition that an employee has been in continuous service for 10 years.

(2) An employee who has not completed 10 years of continuous service may be granted extraordinary leave for a maximum period of two years; provided he has been in continuous service for a period of two years.

9. **Leave not due:** (1) The leave not due may be granted on full pay or half pay, as per option of an employee, in the entire period of service, as under:-

- (a) for a maximum period of 90 days during first five years of service;
- (b) for a maximum period of 365 days for having rendered more than five years' service:

Provided that such leave is sanctioned sparingly and to the satisfaction of the sanctioning authority that there are reasonable chances of the employee resuming duty on expiry of leave.

10. **Special leave:** (1) A female employee may be granted special leave on full pay for a period of 130 days on the event of death of her husband. Such leave shall not be debited to her leave account.

(2) A male employee may be granted special leave on full pay for a period of 40 days on the event of death of his wife. Such leave shall not be debited to her leave account.

11. **Maternity leave:** (1) Maternity leave may be granted on full pay for a maximum period of 90 days (from the date of commencement or 45 days from the date of confinement, whichever is earlier.) Such leave shall not be debited to her leave account.

(2) Maternity leave may not be granted for more than three times in the entire service.

(3) Maternity leave may be combined with any other kind of leave due to a female employee.

12. **Disability leave:** (1) Disability leave may be granted for a maximum period of 720 days on such medical advice as the leave sanctioning authority may consider necessary, to a whole-time employee subject to the condition that disability is caused by injury, ailment or disease, contracted in course or in consequence of duty or official position.

(2) Leave salary during such leave shall be equal to full pay for the first 180 days and on half pay for the remaining period.

(3) Disability leave will not be debited to the leave account.

13. **Leave Ex-Pakistan:** Leave Ex-Pakistan may be granted, when specifically applied for, subject to the same limits and conditions as prescribed above.

14. **Leave preparatory to retirement (LPR):** Leave preparatory to retirement may be granted for 365 days on full pay or half pay or partly on full pay and partly on half pay at the discretion of an employee.

15. **Encashment of leave preparatory to retirement:** (1) In case leave preparatory to retirement either on superannuation or on voluntary retirement or otherwise on completion of 25 years qualifying service is duly applied and is refused to an employee, he may be granted leave salary, in addition to pay, for half of the period, i.e., a maximum period of 180 days for which LPR is refused. The leave salary for this purpose can be granted lump sum or on monthly instalment basis as per option of the employee.

(2) In case of death of an employee while on leave preparatory to retirement, his family shall be paid lumpsum payment equal to leave salary for the period falling short due to death.

16. In-service death: In case an employee dies while in service or is declared permanently incapacitated by a medical board, lump sum payment equal to leave salary upto 180 days out of the leave account shall be made to his family, as defined for the purpose of family pension.

17. Reasons not to be specified: (1) It shall not be necessary to specify the reasons for which leave has been applied in case leave is due and admissible to an employee.

(2) Leave applied for on medical certificate shall not be refused. However, the sanctioning authority may secure a second medical opinion in case of doubt.

18. Recall from leave: If an employee is recalled to duty while on leave, he will be entitled to one journey fare and daily allowance as admissible on tour.

19. Overstay after sanctioned leave: If an employee remains absent on expiry of leave, he shall not be entitled to any remuneration for the period of absence. Double the period of such absence shall be debited against his leave account without prejudice of any disciplinary action.

20. Combination of different types of leave: Any type of leave may be combined with joining time or with any other type of leave otherwise admissible to an employee. However, leave preparatory to retirement shall not be combined with any other kind of leave.

21. Leave due may be granted on abolition of post: In case of termination of services of an employee due to abolition of the post, he shall be entitled to leave due to him and shall be granted without regard to the availability of the post.

22. Maintenance of Leave Account: Leave Account of each employee of the University shall be maintained by the Accounts Office as part of the service books.

23. Causal Leave: (1) Casual leave may be granted to an employee for short period; provided that:-

- (a) Casual leave may be sanctioned for 25 days to an employee during a calendar year.
- (b) Casual leave may not exceed 10 days at a time except special circumstances under which it may be sanctioned up to 15 days. An employee may not leave the headquarters during casual leave or public holidays without prior permission of the leave sanctioning authority.
- (c) Casual leave may not be combined with any other kind of leave or joining time and training period.

(2) Casual leave account of each employee shall be properly maintained.

24. Quarantine Leave: (1) Quarantine leave is in the nature of extra casual leave. It may be granted outside the casual leave account of an employee to the extent that Authorised Medical Attendant recommends.

(2) Period of quarantine leave shall be treated on duty with full pay and allowances.

**THE KING EDWARD MEDICAL UNIVERSITY
EMPLOYEES (PENSION) RULES, 2008**

In exercise of powers conferred by Section 30 of the King Edward Medical University Lahore Act, 2005, the University has framed the King Edward Medical University Employees (Pension) Rules, 2008 under:

1. Short title, Commencement and Extent of Application: (1) These rules shall be called the King Edward Medical University Employees Pension Rules, 2008.

(2) These Rules shall come into force with effect from the date notified by the University.

(3) These Rules shall apply to all employees of the King Edward Medical University subject to the provisions of rule 1(4) and expressly provided otherwise in any case.

(4) These Rules shall not be applicable to:-

- (a) employees paid from contingencies or born on work-charge establishment or hired on part time basis;
- (b) employees engaged on contract under which there is no provision for pension;
- (c) any employees or class of employees excluded from the application of these rules under a specific order; and
- (d) any employees whose appointment and conditions of service provide or holds a post declared as non-pensionable.

2. Definitions: Unless expressly specified otherwise, the terms defined in the King Edward Medical University, Lahore Act, 2005 shall have the same meaning under these rules.

3. Eligibility or Entitlement to pension: (1) Good conduct is an essential condition for eligibility to pension. The University may withhold or withdraw pension or any part thereof if the pensioner is convicted of a serious crime or found guilty of grave misconduct either during or after the completion of service. The pensioner shall be given full opportunity of defence before passing such an order.

(2) The University reserves the right of recovery from any pensioner on account of loss/losses found in departmental or judicial proceedings caused by the negligence or fraud during the service. Such proceedings shall not be instituted after a period of more than one year from the date of retirement.

Note: In case departmental proceedings are not completed within one year after retirement of a University employee, he may be allowed to draw upto 80% of the pension, to keep a reserve to recover loss, if any. In case of judicial proceedings, the final orders may be awaited. However, reduced pension may be allowed as in the case of departmental proceedings, if judicial proceedings are delayed beyond one year after retirement.

(3) The University reserves the right to recover any amount of pension found to be in excess of the entitlement and such an employee/pensioner shall be liable to refund the excess amount.

4. Service qualifying for pension: (1) Subject to any rule, the service of an employee qualifies for pension from the date of taking over charge of the post.

(2) Temporary or officiating service rendered for more than five years or followed by confirmation shall count for pension.

(3) The service of a probationer subsequently confirmed in a permanent post without interruption shall count for pension.

(4) The time spent in a training course shall count for pension.

(5) All types of leave except extraordinary leave shall count for pension.

(6) One half of the period of apprenticeship of the employee shall count for pension.

5. Military pension: (1) Military pensionable service rendered after attaining the age of 20 years, which terminates before a pension has been earned in respect of it, when followed by civil pensionable service, counts as part of such service, provided that any bonus or gratuity received in lieu of pension on or since discharge from military service shall be refunded in lumpsum or in monthly instalments not exceeding 36. The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

(2) Service rendered in the Armed Forces by an officer inducted in Basic Pay Scale 17 on regular basis shall count towards civil pension.

(3) Service rendered in the Armed Forces by an officer of the rank of Major and equivalent inducted in Basic Pay Scale 18 after retiring from the Armed Forces on completion of the prescribed age or service shall not count towards civil pension. Such officer shall continue to draw his military pension and his service in the civil post shall count towards gratuity or pension, as the case may be.

6. Deputation: The time spent by an employee of the University, holding pensionable post on deputation to government or foreign service counts for pension as if it was the time spent under the University service.

Note: If any government servant serves in the University on deputation, the period so served count for pension. The University shall pay pension contribution as per policy of the Government.

7. Suspension: If any employee of the University is placed under suspension, the period of suspension counts for pension if it is followed by his reinstatement. In case of punishment, such period is to be treated as extraordinary leave not counted for pension.

8. Condonation of interruption and deficiency: (1) The Syndicate may condone all gaps between the period of service of a university employee for the purposes of pension; provided such a gap is not due to any fault or wilful act of the employee himself, viz., unauthorised absence or resignation, etc.

Note: Condonation of interruptions in temporary or officiating service would be permissible only where the broken period of officiating and temporary service exceeds five year or is followed by confirmation.

(2) The deficiency of six months or less in qualifying service shall be deemed to have been condoned.

(3) The deficiency of more than six months but less than one year may be condoned by the Syndicate subject to the following conditions:-

(a) the employee dies while in service;

(b) he retires under circumstances beyond his control, such as becomes invalidated or abolition of the post; and

- (c) service rendered was meritoriously satisfactory.

Explanation.—Deficiency in service can be condoned under the above rule at any stage during service upto the thirtieth (30th) year.

9. Classifications of pension: The pensions are divided into following classes:-

- (1) **Compensatory Pension:** If a permanent employee is discharged from service owing to the abolition of the post or otherwise, he shall have the option:

- (i) to take compensatory pension or gratuity to which he may be entitled for the service he rendered; or
- (ii) to accept another post in the same or another establishment in the same or lower pay scale and continue to count as previous service for pension.

- (2) **Invalid Pension:** If an employee is permanently incapacitated for further service by bodily or mental infirmity on production of prescribed medical certificate may be awarded invalid pension on his retirement as such before superannuation. Such an employee would apply to the competent authority in this behalf.

- (3) **Retiring Pension:** An employee can be granted retiring pension before reaching the age of superannuation as under:-

- (a) He opts to retire on completion of 25 years qualifying service;
- (b) he is compulsorily retired by the competent authority after 25 years qualifying service; or
- (c) he is compulsorily retired from service by the authority competent to remove him from service on the ground of inefficiency, misconduct or corruption.

Note 1: Any employee who intends to retire after 25 years qualifying service and applies at least three months before the date on which he intends to retire. Such an option shall be treated as final; provided that it may be withdrawn before passing an order by the authority.

Note 2: Any Employee proceeding on retiring pension (unless retired as a punishment) has the right to avail Leave Preparatory to Retirement (LPR) which would be admissible on completion of 25 years service and not earlier.

- (4) **Superannuation Pension:** A superannuation pension shall be granted to a university employee who retires on attaining the age of 60 years.

10. Amount of pension: (1) The amount of pension is determined by the length of completed years of qualifying service in accordance with the scale laid down by the Government (of Punjab), from time to time.

(2) After the qualifying service of 10 years, any of the kinds of pension would be granted in accordance with the scale referred to above.

(3) In case the qualifying service is more than 30 years, a benefit of 2% of pension for each completed extra year shall be allowed subject to a maximum of 10%.

11. Gratuity: (1) If an employee retires or is discharged before the completion of 10 years service qualifying for pension would be granted a gratuity upto one month' pay for each year of qualifying

service. In case of death or invalidation, the gratuity shall be paid equal to 1½ months pay for each year of qualifying service.

(2) In the event of death of an employee, his family shall be entitled to family pension at the rate of 50% of the full pension.

(3) The term 'family' for the purpose of payment of gratuity/pension shall include the following:-

- (a) wife or wives; or
- (b) husband;
- (c) legitimate children (including a adopted child; provided he is recognized as such under the personal law of concerned employee); and
- (d) widow or widows and children of a deceased son of the employee.

(4) The employee of the University may make nomination on completion of five year service in respect of members of his family in a form prescribed for the purpose. The nomination can be cancelled, revised and made afresh any time during service by an employee.

(5) The amount of gratuity shall be paid to the nominee/nominees in the proportion specified in the nomination.

(6) In case no valid nomination is available, the amount of gratuity shall be paid to the legal heirs in accordance with the relevant law.

(7) No share shall be payable to:-

- (a) sons over the age of 24 years;
- (b) sons of a deceased son over the age of 24 years;
- (c) married daughters whose husbands are alive; and
- (d) married daughters of a deceased son whose husbands are alive.

(8) In case an employee leaves no family and there is no valid nomination, the gratuity shall be payable to the following surviving relatives in equal share:-

- (a) brother below the age of 21 years;
- (b) unmarried or widowed sister;
- (c) father; and
- (d) mother.

Note: If no eligible claimant is available, the gratuity would be payable to the sons and daughters of the deceased in equal share without any condition.

12. General: (1) All authorities dealing with the pension under these rules should ensure payment of pensions in the manner that a retiring employee or his/her heirs receive the pension as soon as possible but not later than a month from the date of retirement.

(2) In case it may not be possible to complete the process of sanctioning pension within a month, the competent authority may sanction anticipatory pension and finalise the sanctioning of pension as soon as possible.

13. Commutation: (1) The competent authority may sanction the commutation in lumpsum payment of a portion of any pension to be calculated in accordance with the Commutation Table notified by the Government (of Punjab), from time to time.

(2) An application for commutation should be submitted by the retiring employee alongwith documents relating to his pension.

14. Relaxation: Any of these rules may, for reasons to be recorded in writing, be relaxed in an individual case by the competent authority, if it is satisfied that a strict application thereof will cause hardship to the individual.

PENSION TABLE

Completed years of qualifying service	Scale of pension expressed as fraction of average emoluments.
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 or above	210/300

COMMUTATION TABLE

20	40.5043	50	18.3129
21	39.7341	51	17.6526
22	38.9653	52	17.0050
23	38.1974	53	16.3710
24	37.4307	54	15.7517
25	36.6651	55	15.1478
26	35.9006	56	14.5602
27	35.1372	57	13.9888
28	34.3750	58	13.4340
29	33.6143	59	12.8953
30	32.8071	60	12.3719
31	32.0974	61	11.8632
32	31.3412	62	11.3684
33	30.5869	63	10.3872
34	29.8343	64	10.4191
35	29.0841	65	9.9639
36	28.3362	66	9.5214
37	27.5908	67	9.0914
38	26.8482	68	8.6742
39	26.1009	69	8.2697
40	25.3728	70	7.8778
41	24.6406	71	7.4983
42	23.9126	72	7.1314
43	23.1840	73	6.7766
44	22.4713	74	6.4342
45	21.7592	75	6.1039
46	21.0538	76	5.7858
47	20.3555	77	5.4797
48	19.6653	78	5.1854
49	18.9841	79	4.9030

KING EDWARD MEDICAL UNIVERSITY
FACULTIES AND NON-TEACHING DEPARTMENTS RULES, 2008

In exercise of the powers vested under Section 30 of the King Edward Medical University Act, Lahore 2005, the University has framed the King Edward Medical University (Faculties and Non-Teaching Departments) Rules, 2008 as under:

PART I FACULTIES

The University shall have the following Faculties;

- 1. Faculty of Basic Sciences:** Faculty of Basic Sciences shall comprise the following;
 - (1) Department of Anatomy
 - (2) Department of Biochemistry
 - (3) Department of Community Medicine
 - (4) Department of Forensic Sciences
 - (5) Department of Pathology
 - (6) Department of Pharmacology
 - (7) Department of Physiology
- 2. Faculty of Medicine and Allied Specialties:** Faculty of Medicine and Allied Specialties shall comprise the following;
 - (1) Department of Cardiology
 - (2) Department of Dermatology
 - (3) Department of General Medicine
 - (4) Department of Nephrology
 - (5) Department of Neurology
 - (6) Department of Paediatrics
 - (7) Department of Psychiatry and Behavioural Sciences
 - (8) Department of Radiology
 - (9) Institute of Pulmonology
- 3. Faculty of Surgery and Allied Specialties:** Faculty of Surgery and Allied Specialties shall comprise the following;
 - (1) Department of Anaesthesia
 - (2) Department of Cardiac Surgery
 - (3) Department of Clinical Oncology
 - (4) Department of General surgery

- (5) Department of Neurosurgery
- (6) Department of Obstetrics and Gynaecology
- (7) Department of Orthopaedics
- (8) Department of Otorhinolaryngology
- (9) Department of Paediatric Surgery
- (10) Department of Thoracic Surgery
- (11) Department of Urology
- (12) Institute of Ophthalmology

4. Faculty of Dental Surgery: Faculty of Dental Surgery shall comprise the following;

(1) Basic Dental Subjects

- (a) Department of Community and Public Health Dentistry
- (b) Department of Oral Anatomy
- (c) Department of Oral Pathology
- (d) Department of Oral Physiology
- (e) Department of Science of Dental Material & Laboratory Techniques

(2) Clinical Subjects

- (a) Department of Anaesthesia
- (b) Department of Community Dentistry
- (c) Department of Operative/Restorative/Conservative Dentistry
- (d) Department of Oral Medicine
- (e) Department of Oral and maxillofacial Surgery
- (f) Department of Orthodontics
- (g) Department of Periodontology
- (h) Department of Prosthodontics

5. Faculty of Public Health and Preventive Medicine: (1) Faculty of Public Health and Preventive Medicine shall comprise the following;

- (a) Department of Community Medicine
 - (b) Department of Preventive Paediatrics
 - (c) Punjab Institute of Preventive Ophthalmology (PIPO)
- (2) Any of the following teaching departments, whenever established, shall form part of this faculty;
- (a) Department of Bacteriology and Parasitology

- (b) Department of Biostatistics
- (c) Department of Environmental Health
- (d) Department of Epidemiology
- (e) Department of Health Administration and Planning
- (f) Department of Health Education and Research
- (g) Department of Health Information System
- (h) Department of Infectious Disease
- (i) Department of Maternal Child Health
- (j) Department of Nutrition and Diabetics
- (k) Department of Occupational Research
- (l) Department of School Health

6. Faculty of Nursing: Faculty of Nursing shall comprise the following;

- (1) Department/School of Nursing

7. Faculty of Allied Health Sciences: Faculty of Allied Health Sciences shall comprise the following;

- (1) School of Allied Health Sciences
- (2) School of Physiotherapy

PART II NON TEACHING DEPARTMENTS

1. All non teaching departments shall be under the direct administrative control of the Vice Chancellor.
2. A unit shall be treated as non-teaching department if it is:
 - (1) not part of any faculty;
 - (2) under administrative control of the University or an officer or authority of the University;
 - (3) functioning in relation to the educational system, patient care or research work;
 - (4) headed by an expert irrespective of his qualifications regarding eligibility to the teaching posts of the University.
3. The Heads of Non-Teaching Departments shall be appointed by the Vice Chancellor on recommendations of the Selection Board
4. The Heads of the non-teaching departments shall exercise such powers and perform such functions as are entrusted to them from time to time by the Syndicate or the Vice Chancellor.

KING EDWARD MEDICAL UNIVERSITY
RESEARCH MANAGEMENT COUNCIL RULES, 2008

In exercise of powers conferred by Section 30 read with Section 28 of the King Edward Medical University Lahore, Act, 2005 the University has framed the King Edward Medical University (Research Management Council) Rules, 2008 as under:

1. There shall be a Research Management Council of the University to deal with the matters relating to all research not being carried out as part of the degree awarding programme of the University.

(1) **Composition of Research Management Council:** Research Management Council shall comprise the following members, namely:

(a) university Research Coordinator to be appointed by the Academic Council amongst the professors of the University with experience and interest in organization and conduct of research.

(b) the Deans of the University;

(c) one Professor or Associate Professor of Biostatistics from any recognized university to be appointed by the Academic Council;

(d) one Professor or Associate Professor of philosophy from any recognized university to be appointed by the Academic Council; and

(e) the Treasurer of the University.

(2) The term of office of members of the Research Management Council, other than ex-officio members, shall be three years.

(3) The quorum for a meeting of the Research Management Council shall be one-third of the total number of members, a fraction being counted as one.

2. Functions of Research Management Council: (1) The Research Management Council shall be responsible to;

(a) develop the Research Policy for the University and the same shall be revised every four year.

(b) lay down the guidelines for writing of synopsis, research grant, protocol, dissertation, thesis, research report, and articles for submission in science journals.

(c) establish a Project Evaluation Committee to review research proposal and to give its recommendations.

(d) establish a Protocol Review Committee to evaluate the scientific merit and the suitability of the research protocols.

(e) establish Committees for Expedited Review, and exemption from review, and committee for granting waiver of written, informed consent and/or other components of a research trial.

(f) identify the sources of research grants and sources for research from national or international sources.

- (g) make provisions for the regular audit of the funded research, which shall be incorporated in the annual audit of the University.
- (h) identify local ethical issues involved in research on humans and animals and propose solutions and guidelines.
- (i) establish an Investigation Committee for misconduct and legal issues of compensations, penalties in the light of E & D rules.
- (j) establish Research Evaluation Committee to evaluate the quality of research being conducted.
- (k) develop the guidelines for the establishment and working of Ethical Review Board and the same shall be revised every four years.
- (l) establish the Standard Operating Procedures for the conduct and follow-up of clinical and basic research .

3. Research Funds: (1) Ten percent (10 %) of the university fund shall be allocated for the research in the university and shall be at the disposal of research Management Council in line with the recommendations made in Federal University Ordinance 2002

(2) Research Management Council shall utilize, sanction and allocate the University Fund for various research projects, for which an annual audit report shall be provided in collaboration with Research Evaluation committee.

KING EDWARD MEDICAL UNIVERSITY
SECRETARY OF UNIVERSITY AUTHORITIES RULES, 2008

In exercise of powers vested under Section 30 of the King Edward Medical University Act, Lahore, 2005, the University has framed the King Edward Medical University (Secretary of University Authorities) Rules, 2008 as under:

1. The Registrar shall be the secretary of following Authorities of the University, in addition to being secretary of the Syndicate under sub-section (4) of Section 24;
 - (1) Senate
 - (2) Academic Council
 - (3) Advance Studies and Research Board
 - (4) Selection Board
2. The Registrar shall present the draft of the Rules and Regulations to the relevant Authorities of the University for their consideration and decision.
3. The Registrar shall perform his functions as Secretary of these University Authorities under the control and guidance of the Vice Chancellor.

KING EDWARD MEDICAL UNIVERSITY

TEACHING DEPARTMENTS AND BOARD OF STUDIES REGULATIONS, 2008

1. Definitions

- (1) **“Subject”** shall mean a body of knowledge for which a curriculum has been prescribed and a University examination is being held as a part of undergraduate or postgraduate qualification.
- (2) The **“teaching department”** shall mean as a unit which holds teaching, training and examination in a single subject.
- (3) The **“teaching institute”** shall mean a unit, which holds teaching, training and examination in more than one subject.

DEPARTMENTS AND INSTITUTES

2. **Departments and Institutes:** There shall be the following teaching departments and institutes;

(1) Basic Sciences

- (a) Department of Anatomy
- (b) Department of Biochemistry
- (c) Department of Community Medicine
- (d) Department of Forensic Sciences
- (e) Department of Pathology
- (f) Department of Pharmacology
- (g) Department of Physiology

(2) Clinical Sciences

- (a) College of Ophthalmology and Allied Vision Sciences
- (b) Department of Anaesthesia
- (c) Department of Cardiac Surgery
- (d) Department of Cardiology
- (e) Department of Child Psychiatry
- (f) Department of Clinical Oncology
- (g) Department of Dermatology
- (h) Department of General medicine
- (i) Department of General Surgery
- (j) Department of Gynaecology and Obstetrics

- (k) Department of Neurology
- (l) Department of Neurosurgery
- (m) Department of Oral and Maxillofacial Surgery
- (n) Department of Orthopaedics
- (o) Department of Otorhinolaryngology
- (p) Department of Paediatric Surgery
- (q) Department of Paediatrics Medicine
- (r) Department of Plastic Surgery
- (s) Department of Preventive Paediatrics
- (t) Department of Psychiatry and Behavioural Sciences
- (u) Department of Radiology
- (v) Department of Thoracic Surgery
- (w) Department of Urology
- (x) Department/School of Nursing
- (y) Institute of Allied Health Sciences
- (z) Institute of Ophthalmology
- (aa) Institute of Pulmonology

BOARD OF STUDIES

3. Board of Studies: There shall be the following Boards of Studies;

- (1) Board of Studies in Allied Health Sciences
- (2) Board of Studies in Anaesthesia
- (3) Board of Studies in Anatomy
- (4) Board of Studies in Biochemistry
- (5) Board of Studies in Cardiac Surgery
- (6) Board of Studies in Cardiology
- (7) Board of Studies in Chest Surgery
- (8) Board of Studies in Child Psychiatry
- (9) Board of Studies in Clinical Oncology
- (10) Board of Studies in Community Medicine
- (11) Board of Studies in Dental Surgery
- (12) Board of Studies in Dermatology
- (13) Board of Studies in Forensic Sciences

- (14) Board of Studies in General Medicine
- (15) Board of Studies in General Surgery
- (16) Board of Studies in Neurology
- (17) Board of Studies in Neurosurgery
- (18) Board of Studies in Nursing
- (19) Board of Studies in Obstetrics and Gynaecology
- (20) Board of Studies in Ophthalmology
- (21) Board of Studies in Orthopaedics
- (22) Board of Studies in Otorhinolaryngology
- (23) Board of Studies in Paediatric Medicine
- (24) Board of Studies in Paediatric Surgery
- (25) Board of Studies in Pathology
- (26) Board of Studies in Pharmacology
- (27) Board of Studies in Physiology
- (28) Board of Studies in Preventive Paediatrics
- (29) Board of Studies in Psychiatry and Behavioural Sciences
- (30) Board of Studies in Radiology
- (31) Board of Studies in Pulmonology
- (32) Board of Studies in Urology
- (33) Board of Studies in Plastic Surgery

**KING EDWARD MEDICAL UNIVERSITY
(EXAMINATION) REGULATIONS, 2008**

PART I GENERAL CLAUSES

1. King Edward Medical University shall hold all annual examinations with one supplementary examination for each. 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.
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

10. The Supervisory Staff of each centre shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor.
11. 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.
12. 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.
13. Centre Supervisory Staff shall include the Superintendent, Additional Superintendent, Deputy Superintendent and the Invigilators. Additional Superintendent, Deputy Superintendent and Invigilators shall assist the Superintendent.
14. 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.
15. 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.
16. The examination shall be held at centers approved by the Vice Chancellor and notified by the Controller of Examinations.
17. 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.
18. 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.
19. 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

20. Candidate shall arrive at the notified Examination Centre at least half an hour before the commencement of the examination.
21. 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.
22. 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.

- 23.** No compensation time shall be given to the late arriving candidates.
- 24.** 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.
- 25.** 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.
- 26.** No candidate shall be allowed to re-enter the Examination Centre if he leaves after handing over the answer book.
- 27.** No candidate shall leave the Examination Centre during the examination without the permission of the Centre Superintendent.
- 28.** No candidate shall be allowed to use toilet facilities until at least half an hour has elapsed after the commencement of the examination.
- 29.** In subjects where Multiple Choice Question (MCQ) paper and Short Essay Question paper, are held in the same day, the candidate shall hand over both MCQ paper and MCQ response sheet to the Supervisory Staff at conclusion of the time for MCQ paper, after which essay paper shall start. No candidate shall be allowed to take essay paper if he has not returned MCQ paper and MCQ response sheet.
- 30.** The candidate shall be strictly forbidden to take MCQ Paper out of the Examination Centre.
- 31.** In MCQ response sheet, candidate shall write his roll number with blue/black ink before starting the paper.
- 32.** 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.
- 33.** 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.
- 34.** Candidate shall conclude his answer to questions on the pages provided in the answer book. Continuation sheet shall not be provided.
- 35.** 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.
- 36.** 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.
- 37.** Smoking shall not be allowed in the Examination Centre.
- 38.** 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.

39. Candidate shall not talk or disturb other candidates after commencement of the examination or borrow anything from other candidates during the examination.
40. Candidate shall not be allowed to use dictionary or spell-checker.
41. Candidate shall not remove a leaf or any part of the answer book.
42. 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.
43. 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.
44. 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.

PART IV WITHDRAWAL OF ADMISSION FORMS

45. An Admission Form, once submitted to the University, may be withdrawn under the following conditions only;
 - (1) 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.
 - (2) 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.
 - (3) When a candidate has been rusticated before the commencement of the examination.
 - (4) When a candidate has been declared passed after revision of the result on account of rechecking.

PART V SECRECY OF EXAMINATIONS

46. The question papers and answer books shall be dispatched and collected from Examination Center by special arrangements through Staff members of the Department of Examination, appointed by the Controller of Examinations.
47. 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.
48. At the Examination Centers, the examination material shall be received by the Centre Superintendent.
49. 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.

- 50.** 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:
- (1) 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.
 - (2) Substitution of an answer book or any portion of that.
 - (3) Awarding with ulterior motive, either more marks or less marks than actually deserved.
 - (4) Recording in any document with dishonest intent, either more marks or less marks than actually awarded by the Assessor or Practical Examiner concerned.
 - (5) 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.
 - (6) 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.
 - (7) 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.
 - (8) Impeding the progress of examination at any Examination Centre by any means whatsoever.
 - (9) 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.
 - (10) Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination.
 - (11) Attempting or abetting the commission of the aforesaid acts.
 - (12) 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.
- 51.** 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 SECRECY WORKSHOP

52. 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. The -workshop is divided into four stations:

Station 1	Postgraduate Examinations
Station 2	First Professional MBBS
	1. First Professional BDS
Station 3	2nd and 3'd Professional MBBS
	2. 2nd and 3rd Professional BDS
Station 4	Final Professional MBBS
	3. Final Professional BDS

53. These stations shall also handle other examinations as may be assigned to them from time to time.

54. The handling of solved answer books by the Secrecy Workshop shall be as under;

- (1) Receive sealed bags of solved answer books.
- (2) Record delivery and its receipt in the despatch book.
- (3) 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.
- (4) Sealed bags shall reach relevant Station and recorded accordingly.
- (5) Enter date of receipt and bag number on each bag.
- (6) Prepare a fictitious roll number 'Key' using Cut list.
- (7) 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.
- (8) Prepare absence report of candidates from Memo and send it immediately to the Controller of Examinations.
- (9) Ensure that the bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
- (10) Stamp fictitious roll number on every script using pre-formed 'Key'.
- (11) Submit the 'Key' of fictitious roll numbers to the Controller of Examinations for deposit to safe room of the Vice Chancellor.
- (12) Sort the Scripts question wise.
- (13) Tear the counterfoil of script.
- (14) Staple counterfoils and save these in an envelope.

55. 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:

- (1) Question paper of that subject.
- (2) Answer 'Key'.

- (3) Blank award list.
- 56.** Write following on the bundle (Lot):
- (1) Bundle number/question number/subject
 - (2) Maximum marks of the paper/Maximum marks of the question
 - (3) Name of the concerned examination
 - (4) Fictitious numbers of the answer books in the bundle.
- 57.** Store prepared bundles (Lots) in specified shelves at the Station.
- 58.** Provide bundles (Lots) to Assessors as they arrive.
- 59.** Receive assessed answer books with awards back from the Assessors.
- 60.** 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.
- 61.** Send answer books to store.
- 62.** Send copies of award lists and awards of practical examinations to Tabulation Section. Submit result sheet to the Assistant Controller (Secrecy) for final checking.
- 63.** 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.
- 64.** 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

- 65.** 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 one year 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

66. The weightage of internal assessment shall be 10% in all subjects.
67. 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, and Year's work books.
68. Assessment of Knowledge, Skills and Attitude shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions of one-best type, Short essay questions, Oral/viva, and Practical/Clinical examinations.
69. Final University examination of each subject shall contribute 90% to total score, and the contribution of score of internal assessment shall be 10% i.e., 5% to the theory and 5% to the practical/viva voce examination.
70. 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.
71. 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.
72. Proper record of continuous internal assessment shall be maintained by respective departments.

PART IX TABULATION OF RESULTS

73. Tabulation Section shall compile the results on computers from the Award Lists.
74. 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.
75. 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.
76. 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.
77. Result shall be tabulated question-wise in predetermined format with fictitious roll numbers.
78. 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.

- 79.** Every detail of previous examination record and roll number shall be reflected accurately in the result of candidates detained in previous classes.
- 80.** Result of a candidate shall be declared R.L (Result Later) on following accounts:
- (1) 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.
 - (2) Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
 - (3) Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Assistant Controller (Tabulation).
 - (4) 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.
 - (5) 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.
 - (6) 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.
 - (7) 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.
 - (8) 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.
 - (9) 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 labelled as 'DUPLICATE', shall be issued on payment of prescribed fee.
 - (10) No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
- 81.** 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.
- 82.** 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.
- 83.** 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.
- 84.** The award of scholarships, medals and merit certificates shall be in accordance with rules and regulations.

PART X APPOINTMENT AND DUTIES OF PAPER SETTERS

- 85.** Initial Paper Setter shall set the initial question paper(s) for a certain subject of an examination conducted by the University.
- 86.** Final Setter shall set the final question paper(s) for a certain Subject of an examination conducted by the University.
- 87.** Note: The nomenclature of Internal Examiner and External examiner with reference to paper setting shall not be used.
- 88.** 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.
- 89.** The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- 90.** 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.
- 91.** Initial Paper Setter shall be the faculty members of the University and shall be appointed at least three months prior to the final examination.
- 92.** 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.
- 93.** A Retired Professsor may be appointed as Final Paper Setters for up to ten years after the date of retirement provided he/she is in good health.
- 94.** 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.
- 95.** 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.
- 96.** Supervisors of a postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
- 97.** No person shall be appointed as Paper Setter (Initial or Final) 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. A Paper Setter shall decline the appointment if he/she has been appointed inadvertently.
- 98.** 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.

- 99.** The Vice Chancellor shall have the power to cancel the appointment of a Paper Setter without assigning any reason.
- 100.** 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

- 101.** Initial paper setter shall set three question papers complete with “keys” 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.
- 102.** The correspondence with Paper Setters shall be made at the residential address.
- 103.** 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.
- 104.** 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.
- 105.** Paper Setter shall prepare the "Key" (agreed answers/weightage) in the prescribed manner and submit it along with the draft of each question paper.
- 106.** The Paper Setters are requested to ensure the following;
- (1) Design the questions with utmost clarity, vague expressions like 'Discuss' or 'Give an account' should not be used.
 - (2) The question paper should be written in one's own handwriting using capital letters on the paper provided for this purpose.
 - (3) The question paper shall be strictly in accordance with the syllabus. Figures shall be written only in words and not in digits.
 - (4) No abbreviations shall be used.
 - (5) Questions shall be fairly distributed over the whole course.
 - (6) 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.
 - (7) Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be rewritten.
 - (8) Every paper (including continuation sheet) shall be properly signed.
 - (9) Sketch or figure, if required shall be drawn on a separate page signed and attached to the question paper.
 - (10) Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained.
 - (11) The "key" (agreed answers/weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.

- (12) 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.
- 107.** 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.
- 108.** 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.
- 109.** 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.
- 110.** Paper Setter may also be appointed as Practical Examiner and Paper Assessor.
- 111.** Paper Setter shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- 112.** Paper Setter shall promptly communicate any change in his/her residential/official address and telephone numbers to the Controller of Examinations.
- 113.** 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.
- 114.** 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

- 115.** MCQs shall be invited from all Initial Paper Setters throughout the year. All initial MCQs shall be scrutinized by a panel of subject experts recommended by Board of Faculties concerned and MCQs labelled "Satisfactory" shall be deposited in MCQs Bank.
- 116.** Final Paper Setter shall select MCQs from MCQs Bank to set the paper and while setting the final MCQ paper, he shall ensure that:
- (1) The Content Validity is in excess of 80%.
 - (2) The MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge, data interpretation, and problem-solving skills.
 - (3) The 'Key' of every question is given.

Remunerations

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

Disqualification of Paper Setter

- 118.** 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

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

Criteria for Appointment

- 122. Paper Assessors and Convenor 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
- 123. 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.
- 124. 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.
- 125. 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.
- 126. 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.
- 127. 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.
- 128. 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.
- 129. Supervisor of a postgraduate candidate shall not be appointed as a Paper Assessor for his own trainee.
- 130. Paper-Assessor may also be appointed as a Paper Setter and a Practical/Clinical Examiner in the same examination.

131. 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.
132. 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.
133. The Vice Chancellor shall have the power to cancel the appointment of a Paper Assessor without assigning any reason.
134. No faculty member shall claim an inherent right to be appointed as a Paper Assessor.
135. 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

136. 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.
137. Paper Assessor shall mark only those answer books that have been labeled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
138. Paper Assessor shall have no right to find out the original roll number of the candidate whose answer book he is marking.
139. 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.
140. Paper Assessor shall mark the questions according to the 'Key' provided with the question paper.
141. 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.
142. 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.
143. Paper Assessor shall promptly communicate any change in his residential/official address or telephone numbers to the Controller of Examinations.
144. 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).
145. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
146. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.

147. After assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
148. 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 or over-written.
149. 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.
150. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
151. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red ink.
152. Award of fractional marks is not allowed.
153. 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.
154. 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.
155. 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.
156. 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.
157. In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.
158. Paper Assessor shall report to the Controller of Examinations by roll number, the case of a candidate who;
 - (1) 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.
 - (2) discloses his name or makes in his answer book particular identification marks, which tend to identify his answer book or help reveal his identity.
 - (3) in his opinion has copied the answer or, any part of it from another candidate or from any books, material or other source.
 - (4) has attached to answer book a paper not normally supplied by the Centre Superintendent.
 - (5) uses obscene language in the answer book.
 - (6) has removed a leaf or a part thereof from the main answer book
 - (7) has in the opinion of the Examiner used any other unfair means
159. 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.

160. 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.
161. 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.
162. 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

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

Disqualification of Paper Assessor

164. Paper Assessor shall be disqualified who commits faults as mentioned below:
- (1) leaves unmarked answers or a part of it.
 - (2) leaves columns of the award list blank.
 - (3) leaves answer book or award list unsigned.
 - (4) allocates more marks than the maximum.
 - (5) makes an incorrect total.
 - (6) counts marks of over attempted questions.
 - (7) transfers erroneous marks to the award list.
 - (8) commits any other mistake which is liable to make the result of the candidates invalid/incorrect.
165. 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

166. 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.
167. 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.
168. 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.
169. Convenor 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.

- 170.** 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

- 171.** 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.
- 172.** The Vice Chancellor may appoint a suitable substitute other than those recommended, if necessary, with reasons to be recorded.
- 173.** 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.
- 174.** 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 fulfill the minimum prescribed criteria.
- 175.** Retired Professor may be appointed as Examiner for up to ten years after the date of retirement provided he is in good health.
- 176.** In sub-specialties 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, involved in postgraduate training duly approved by relevant authorities may be appointed as Examiner.
- 177.** Supervisor of a postgraduate candidate shall not be appointed as an Examiner for his own trainee and should not take part in final evaluation.
- 178.** Examiner in MD, MS and Diploma examinations shall possess the same qualifications and experience as prescribed for Professors in various subjects.
- 179.** The subject in which there is no Professor, Head of Department shall be eligible to act as Examiner.
- 180.** Additional Examiner shall have the same qualifications as prescribed for other Examiners.
- 181.** 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.
- 182.** An Examiner may also be appointed as a Paper Setter and Paper Assessor in the same examination.
- 183.** 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.
- 184.** 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.

- 185.** 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.
- 186.** No faculty member of any affiliated College shall claim an inherent right to be appointed as Examiner.
- 187.** 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.
- 188.** Examiner shall conduct the Oral and Practical/Clinical examination in accordance with the prescribed rules of the University.
- 189.** 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.
- 190.** Oral and Practical/Clinical examination shall be held at a place approved by the University.
- 191.** The number of External Examiners and Internal Examiners shall be equal.
- 192.** 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.
- 193.** A pair of Examiners shall examine a maximum number of fifty undergraduate candidates a day.
- 194.** The Board of Examiners for postgraduate examinations shall at least be four examiners.
- 195.** Supervisor of a postgraduate candidate shall not act as an Examiner for his own trainee in final evaluation.
- 196.** 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.
- 197.** Examiner shall promptly communicate any change in his residential/official address or telephone numbers to the Controller of Examinations.
- 198.** While preparing the award list for Oral and Practical/Clinical examination, the Examiner must ensure that:
- (1) Award list is prepared separately by both External Examiner and internal examiner.
 - (2) Only prescribed form of the University is used for practical awards.
 - (3) The name of examination, subject and institution should be clearly written on each page.
 - (4) Award list shall be filled in with blue/black ink in the handwriting of the Examiner.
 - (5) Absent candidate shall be marked in red.
 - (6) No candidate should be missed out.
 - (7) Fractional marks are not awarded.

- (8) Each page of the award list is signed by the Examiner.
- (9) Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
- (10) 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 over-written. 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.
- (11) 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'.
- 199.** 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.
- 200.** 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

- 201.** The Examiners shall receive such remunerations as may be prescribed by the University.

Disqualification of Examiner

- 202.** 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

- 203.** Monitor shall be a person who shall be able to critically observe, analyze, and report on the organization, conduct and standardization of an examination for which he is appointed.

Criteria for Appointment

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

Duties

- 206.** Monitor shall appraise and judge organizations, conduct and standard of the examination by personal inspection for which he is appointed.
- 207.** Monitor shall critically observe, evaluate, record his findings and submit an impartial report to the University for the purpose of unprejudiced and fair feedback.
- 208.** Monitor shall submit a report within a period of seven days of completion of inspection on the prescribed proforma duly signed by him.
- 209.** Monitor shall not, in any way, intervene or influence the process of examination of the candidates by the Examiners.
- 210.** Monitor shall not take over any of the duties of Convener, Examiners and Supervisory Staff or of any other official of the university.
- 211.** Monitor shall cooperate with the Convener/Examiners in all matters relating to the conduct of the examination. He shall not himself manage the examination.
- 212.** Monitor may suggest further improvements, if required, in the conduct of Oral and Practical/Clinical examination.

213. 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'.

- Was the laid down procedure/ programme of the examination adhered to?
- Were the arrangements of premises, facilities and logistics satisfactory?
- Was secrecy, prevention of unfair means and discipline of the Centre satisfactory?
- Were visitors discouraged/eliminated?
- Was the content area of course covered reasonably well?
- Was the depth of discussion reasonably searching?
- Were standardized questions used?
- Was the proportion of recall, interpretation and problem solving questions satisfactory?
- During viva voce, were specimens, X-rays, data, etc., used?
- Were the candidates asked to demonstrate clinical methods/practical skills in additions to verbal interactions?

- Did the examiners keep a record of candidates' answers for future discussion?
- Did the examiners award marks jointly?
- Was the result tabulated immediately after the examination?
- COMMENTS, if any.

Signatures

Name:

Address:

PART XIV RECHECKING OF ANSWER BOOKS/AWARDS

- 214.** After declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/her results.
- 215.** 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.
- 216.** The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be non-refundable.
- 217.** 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.
- 218.** The candidate or any body on his/her behalf shall have no right to see or examine the answer books for any purpose.
- 219.** The answer books of a candidate in any examination of the University shall not be re-assessed after the declaration of the result.
- 220.** 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:
- (1) No answer in the answer book or part of it has been left unmarked.
 - (2) The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
 - (3) No error is detected in the grand total of marks.
 - (4) 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.
 - (5) The answer book or any part of it has not been changed or detached.
 - (6) The answer book is in the handwriting of the candidate.
- 221.** 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.
- 222.** 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

- 223.** 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, paggers, 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.
- 224.** 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.
- 225.** 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.
- 226.** 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.
- 227.** 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.
- 228.** 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.
- 229.** 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.
- 230.** 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.
- 231.** Any candidate found guilty of forging another persons signatures on his/her application or Admission Form shall be disqualified for one year.
- 232.** 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.
- 233.** 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.

- 234.** 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.
- 235.** 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.
- 236.** 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.
- 237.** 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.

**KING EDWARD MEDICAL UNIVERSITY (TERMS & CONDITIONS OF SERVICE OF TEACHING STAFF)
RULES**

In exercise of powers vested under Section 30 of the King Edward Medical University Act, Lahore, 2005, the University has framed the King Edward Medical University (Terms & Conditions of Service for Teaching Staff) Rules, 2008 are as under:

PART I CATEGORIES OF POSTS

1. There shall be following teaching posts in the King Edward Medical University (the “University”) having Basic Scales of pay as mentioned against each of the posts.

Demonstrator	BS-17
Senior Lecturer/Senior Registrar	BS-18
Assistant Professor	BS-19
Associate Professor	BS-20
Professor	BS-21

PART II ELIGIBILITY REQUIREMENTS

2. The appointment to all of the teaching posts shall be made from amongst the candidates eligible for the appointment to the said post according to the following criteria.

A. BASIC MEDICAL SCIENCE SUBJECTS:ANATOMY, PHYSIOLOGY, BIOCHEMISTRY, PHARMACOLOGY, PATHOLOGY, COMMUNITY MEDICINE, FORENSIC MEDICINE ETC.					
Post	(a)Basic Qualifications	(b) Additional Postgraduate Qualifications	(c) Experience	(d) Research	(e) Remarks
(1) Demonstrator	M.B.B.S or equivalent medical qualifications recognised/registered by PM&DC	-----	-----	-----	Persons having higher qualification and experience shall be preferred
(2) Senior Lecturer	-do-	D.Sc./Ph.D/FCPS/MS/ M.D/ M.Phil(Pak) in respective basic subjects OR FCPS/MD/MS (related clinical subjects)	If all other things are equal then teaching experience in the relevant subject should be preferred over practical experience.	Credit should be given to the original published research work in the standard medical journal as approved by the PM&DC	
		FCPS/MD/MS (related clinical subjects) OR Equivalent qualifications recognised/registered by PM&DC OR	-do-		FCPS/MD/MS in related clinical subjects may be eligible for appointment as Senior Lecture in Basic Subjects as last priority in exigency.

		Postgraduate Diploma like M.C.P.S. in the respective subject recognised by PM&DC	Three years teaching experience as lecturer before or after the postgraduate qualification is essential	-do-	Diploma holder shall be considered only when persons with higher/additional qualifications D.Sc/Ph.D/M.Phil are not available
(3) Assistant Professor	MBBS or equivalent medical qualifications recognised/registered by the PM&DC	D.Sc/Ph.D/FCPS/MS/ M.D./ M.Phil(Pak) in respective basic subjects FCPS/M.D/M.S. (related clinical subject) OR equivalent qualifications recognised / registered by the PM &DC	Teaching Experience in the relevant subject should be preferred over practical experience.	Credit should be given to the original published research work in the standard medical journal as approved by the PM&DC.	----
					FCPS/MD/MS in related clinical subjects may be eligible for appointment as Assistant Professor in Basic Subjects as last priority in exigency. For example FCPS in Medicine or M.D may be eligible for appointment as Assistant Professor in Physiology and FCPS in Surgery & M.S. may be eligible for appointment as Assistant Professor of Anatomy.

		OR Postgraduate Diploma in respective subject recognised by the PM&DC.	Three years Teaching experience as Lecturer before or after postgraduate qualification is essential.	-do-	Diploma holders shall be considered only when persons with higher qualifications like D.Sc., Ph.D., M.Phil. are not available.
(4) Associate Professor	-do-	D.Sc./Ph.D/FCPS/M.S/ M.D/M.Phil, (Pak) in respective basic subjects FCPS /M.D/M.S (related clinical subject) OR equivalent postgraduate medical qualifications recognised/ registered by the PM&DC. OR	Five years teaching experience as an Assistant Professor in the relevant subjects.	Atleast three research papers in five years be published in standard medical journal as approved by the PM&DC.	**FCPS/M.D/M.S. in related clinical subjects may be eligible for appointment as Assistant Professor in Basic Subjects as last priority in exigency.

		Postgraduate Diploma in respective subject recognised by the PM&DC	Seven year teaching Experience as Assistant Professor in the relevant subjects.	Atleast five research papers in standard medical journal as approved by the PM&DC	For the appointment of Associate Professor in the respective subjects the holder of diploma should be considered only when person with higher postgraduate qualification like D.Sc., Ph.D., M.Phil. With required experience in these rules are not available.
(5) Professor	MBBS or equivalent medical qualifications recognised/registered by the PM&DC	D.Sc./Ph.D/FCPS/M.S/ M.D/M.Phill (Pak) in respective basic subjects. FCPS/M.D./M.S. (related clinical subject)	Three years teaching experience as an Associate Professor in the respective subjects provided that the total experience as Assistant Professor and Associate Professor shall not be less than eight years.	Atleast two research papers in three years to be published in standard medical journal as approved by the PM&DC before promotion as Professor.	**FCPS/M.D/M.S. in related clinical subjects may be eligible for appointment as Assistant Professor in Basic Subjects, as last priority in exigency.
		OR equivalent qualification recognized/registered by the PM&DC	OR Nine years teaching experience as an Assistant Professor in the respective subject		

B. CLINICAL SUBJECTS: MEDICINE, SURGERY, OBSTETRICS & GYNAECOLOGY					
Post	(a) Basic Qualifications	(b) Additional Postgraduate Qualifications	(c) Experience	(d) Research	(e) Remarks
(1)Senior Lecturer/ Senior Registrar	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	F.C.P.S /M.S/M.D.(in respective subject) OR Other equivalent qualifications in the speciality recognised/registered by the PM&DC.	Three years teaching / practical experience in the speciality before or after postgraduate qualification.	-----	No diploma holder be eligible for Appointment /promotion as professor. The doctors possessing the qualifications of FCPS/M.D/M.S. etc. be appointed as Senior Registrar in the attached teaching hospitals. 50% posts of Assistant Professors be reserved from amongst the Senior Registrars who passes postgraduate medical qualification like FCPS, M.D., M.S. or equivalent . The Senior Registrar holding the qualifications like MCPS etc. should not repeat NOT be considered for

					promotion as Assistant Professor and above under any circumstances.
(2) Assistant Professor	-do-	F.C.P.S /M.S/M.D.(in respective subject) OR Other equivalent qualifications in the speciality recognised/ registered by the PM&DC.	Three years teaching / practical experience in the respective subject in the recognised institution in order of following preference: 1ST PREFERENCE: Teaching experience. 2ND PREFERENCE: Practical experience after Postgraduation. 3RD PREFERENCE: Practical experience before Postgraduation.		The holders of additional qualification like M.C.P.S. shall not be eligible for appointment/promotion as Senior Registrar, Assistant Professor, Associate Professor and Professors for which holders of qualifications indicated in column (3) shall not be eligible.
(3) Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the relevant subject.	Atleast three research papers in the standard medical journal as approved by the PM&DC.	

(4) Professor	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	F.C.P.S /M.S/M.D. in the respective subject. OR Other equivalent qualifications in the specialty recognised/registered by the PM&DC.	Three years teaching experience as an Associate Professor in the respective subject is essential provided that total experience as Assistant Professor and Associate Professor is not less than 8 years. OR Nine years teaching experience as an Assistant Professor in the respective subject is essential.	Atleast two research papers in the standard medical journal as approved by the PM&DC.	
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C. CLINICAL SUBJECTS: CARDIOLOGY, NEUROLOGY, UROLOGY, PSYCHIATRY, DERMATOLOGY, PAEDIATRICS, T.B. & CHEST DISEASES, ORTHOPAEDIC SURGERY, THORACIC SURGERY, NEUROSURGERY, EYE, E.N.T., ANAESTHESIOLOGY & ALL OTHER SPECIALITIES AS MENTIONED IN THE MBBS REGULATIONS.

Post	(a) Basic Qualifications	(b) Additional Postgraduate Qualifications	(c) Experience	(d) Research	(e) Remarks
(1)Senior Lecturer/ Senior Registrar	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	F.C.P.S /M.S/M.D. in the respective speciality OR Other equivalent qualifications in the specialty recognised/registered by the PM&DC.	Three years teaching / practical experience in the subject speciality in a recognised institution before or after postgraduate qualifications.	-----	

(2) Assistant Professor	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	-do-	Three years teaching / practical experience in the respective speciality in the recognised institution in order of following preference: 1ST PREFERENCE: Teaching experience. 2ND PREFERENCE: Practical experience after Postgraduation. 3RD PREFERENCE: Practical experience before Postgraduation.	-----	The holders of additional like M.C.P.S. shall not be eligible for appointment/promotion as Senior Registrar, Assistant Professor, Associate Professor and Professors for which holders of higher diploma / degree are only eligible.
(3) Associate Professor	-do-	-do-	Five years teaching experience as an Assistant Professor in the relevant speciality.	Atleast three research papers in the standard medical journal as approved by the PM&DC.	

(3) Professor	MBBS or equivalent medical qualifications recognised/registered by the PM&DC.	F.C.P.S/M.S/M.D. in the respective speciality. OR Other equivalent qualifications in the speciality recognised/registered by the PM&DC.	Three years teaching experience as an Associate Professor in the respective speciality is essential provided that total experience as Assistant Professor and Associate Professor is not less than 8 years. OR Nine years teaching experience as an Assistant Professor in the respective speciality is essential.	Atleast two research papers in the standard medical journal as approved by the PM&DC.	
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D. SUBJECT: RADIOLOGY,(RADIO-DIAGNOSTIC & RADIO-THERAPEUTICS)					
Post	(a) Basic Qualifications	(b) Additional Postgraduate Qualifications	(c) Experience	(d) Research	(e) Remarks
(1)Senior Lecturer/ Senior Registrar	MBBS or equivalent medical qualifications recognized/registered by the PM&DC.	F.C.P.S./M.S/M.D. in the respective speciality OR Other equivalent qualifications in the speciality recognised/registered by the PM&DC. OR D.M.R.D./D.M.R.T./M.C.P.S. (Radiology)	Three years teaching/practical experience in the sub-speciality in a recognised institution before or after postgraduate qualification.		
(2) Assistant Professor	-do-	FCPS/M.D.S(Pak) OR Other equivalent qualifications in the speciality recognized/registered by the PM&DC. OR D.M.R.D./D.M.R.T./M.C.P.S. (Radiology)	Three years teaching/practical experience in the respective speciality in the recognised institution in order of following preferences: IST PREFERENCE: Teaching experience. 2ND PREFERENCE: Practical experience after postgraduation. 3RD PREFERENCE: Practical experience before postgraduation.	-----	The holders of DMRD/DMRT/MCPS (Radiology) should be considered only when person with postgraduate qualification like FCPS/MD/MS with required experience in these regulations are not available.

(3) Associate Professor	-do-	-do-	Five years teaching experience as Assistant Professor in the relevant speciality.	Atleast three research papers in the standard dental/medical journal as approved by PM&DC	
4) Professor	-do-	-do-	Three years teaching experience as Associate Professor in the respective speciality is essential provided that total experience as Assistant Prof. & Associate Prof. is not less than 8 years. OR Nine years teaching experience as an Assistant Professor in the respective speciality is essential.	Atleast two research papers in the standard dental/medical journal as approved by the PM&DC.	

Part III Criteria Related to Qualification, Experiences, and Publications

1. Qualifications:

- (1) All requirements herein laid down are minimum qualifications required for that post.
- (2) The qualifications conferred or acquired on honorary basis or foundation basis by the medical graduates considering their contribution to the profession shall not be considered for the purpose of appointment.
- (3) The qualifications of M.D./M.S./F.C.P.S./Ph.D. etc. in the respective subject awarded by Pakistani Universities shall be preferred over the equivalent qualifications obtained outside Pakistan for the purpose of appointment in the University.
- (4) For appointment as Assistant Professor in Basic subjects like Anatomy, Physiology, Bio-chemistry non-medical graduates with Ph.D. in relevant discipline shall only be considered when medical graduates are not available after repeated advertisement.
- (5) The medical graduates with the qualification of Ph.D. in the clinical subject should not be made eligible for appointment as senior lecturer, Assistant Professor, Associate Professor & Professor in the clinical subjects.
- (6) A doctor possessing the qualifications of M.D./F.C.P.S. in Medicine/M.R.C.P. etc. can be appointed as Senior lecturer in the sub-specialties of Medicine and a doctor possessing the qualifications of M.S./F.C.P.S. in Surgery/F.R.C.S. etc. can be appointed as Senior Lecturer in the sub-specialties of Surgery, if a person with the requisite qualifications in the particular specialty is not available.

2. Experience

- (1) Experience in recognized institution means for the purpose of appointment to the teaching posts.
 - (a) Specialty appointment held in the U.K. hospitals approved by the General Medical Council and published by the said Council from time to time up-to-date should be approved by the Council on individual merit.

- (b) Equivalent posts in U.S.A. and other foreign countries recognized by American Medical Association Or Association of American Medical Colleges and the recognized authorities in the respective Countries, subject to the approval of P.M.D.C.
- (2) Period of deputation or study leave for acquisition of Postgraduate Medical qualification should be considered as teaching period of the post from which a candidate was deputed or had gone for higher training inside or outside the country provided that (i) candidate had held the teaching post like Lecturer/Senior Registrar, Assistant Professor, Associate Professor etc., for at least one year before proceeding on deputation or study leave, (ii) the benefit shall not exceed the minimum period prescribed in the syllabus for acquiring the degree or diploma, (iii) if a candidate fails to acquire the degree or diploma for which he/she was deputed he/she shall not be entitled for this concession.
- (3) Only Postgraduate training cannot be considered for appointment.
- (4) Experience gained in recognized teaching institutions abroad may be recognized as approved by P.M.D.C. as under:-
- (a) Professor as equal to Professor in Pakistan.
 - (b) Associate Professor *as* equal to Associate Professor in Pakistan provided they are substantive full time and not part-time.
 - (c) Assistant Professor as equal to Assistant Professor in Pakistan provided they are substantive full time and not part-time.
 - (d) Full time Consultant in a teaching hospital and performing duties equal to Assistant Professor in Pakistan in a ratio of 2:1.
 - (e) Senior Registrar in a teaching institution is equal to Senior Registrar in Pakistan.
 - (f) The Lecturer in a teaching institution with postgraduate qualification abroad is equal to Senior Registrar in clinical subjects.
 - (g) Lecturer with Postgraduate qualification in basic subjects shall be equivalent to Lecturer/Demonstrator with Postgraduate qualification in Pakistan.
- (5) Appointment already made according to the previous Rules shall not be adversely affected by these Rules.

- (6) The experience of full time Assistant Professor/Associate Professor in Medical Colleges of Pakistan shall be given preference over those who gained teaching experience abroad.
- (7) The persons who had worked as Senior Registrar in teaching hospital should be preferred over those who have not worked as Senior Registrar for teaching appointments in medical colleges if other things like qualifications and experience are equal.
- (8) The candidate who possess postgraduate qualifications like F.C.P.S., M.D., M.S. in General Medicine or Surgery etc. should have at least three years practical experience in a recognized institute in the specialties like Cardiology, Psychiatry, Cardiac Surgery, Orthopaedic Surgery etc. after the postgraduate qualifications to be eligible for appointment as assistant Professor in the respective specialties i.e. Cardiology, Psychiatry, Cardiac Surgery, Orthopaedic Surgery etc; and promotion in the same specialties as Associate Professor and Professor with the requisite teaching experience as prescribed in these Rules under the respective specialty.

OR

- (9) The experience gained in one specialty shall not be counted for appointment/promotion in other specialty in clinical subject, for example experience gained in Orthopaedic Surgery cannot be counted for appointment/promotion in General Surgery. Similarly experience gained in cardiology etc; cannot be counted for appointment /promotion in General Medicine and vice versa.
- (10) The experience gained as Lecture/Demonstrator by the person who obtained postgraduate qualification in basic subjects at a later stage shall be counted in the ratio of 4:1 to that of Assistant Professor i.e. four years experience as Demonstrator shall be equivalent to one year experience as Assistant Professor, such persons should also be preferred over those who had not worked as Demonstrator for appointment/promotion to teaching posts.
- (11) The experience gained as Lecturer/Demonstrator in basic subject side with requisite postgraduate qualification like Ph.D. etc. shall be counted at par with the Senior Registrar on clinical side i.e; in the ratio of 2:1 for example two years teaching experience as Demonstrator with the requisite postgraduate qualification is equivalent to one year experience as Assistant Professor.
- (12) The experience gained as a Senior Registrar inside or outside Pakistan recognized teaching hospitals by a person with the requisite postgraduate qualifications such as F.C.P.S. etc. should be counted as equivalent to Assistant Professor in a ratio of 2:1.

- (13) The teaching experience in the subject of Medical Jurisprudence gained in the medical colleges as Demonstrator be considered as equivalent to the experience of medico-legal works, for the appointment as Assistant Professor in the subject of Forensic Medicine and Toxicology.
- (14) The B.D.S. Graduates should be eligible for appointment as Demonstrator in Anatomy and Physiology Department for teaching of dental students only Assistant Professor of Bio-chemistry can be appointed as Associate Professor, Professor of Physiology, if there is not separate department of Biochemistry in the college, provided that the individual is a medical graduate.
- (15) Professor of Neuro-Surgery, Orthopaedic Surgery, Thoracic Surgery, Cardiac Surgery etc; cannot be designated as Head of Department/Dean of Surgery. Similarly Professor of Paediatrics, Cardiology etc. cannot be made Head of Department/Dean of Medicine. However, Professor of these specialties can be appointed as Principal of the constituent or the affiliated Medical College(s).
- (16) The full-time Consultant in a teaching hospital attached to a recognized teaching institution in Pakistan with the major postgraduate qualification like F.C.P.S. or equivalent who are performing the teaching duties be considered equal to Assistant Professor in Pakistan in a ratio of 2:1, i.e. 2 years experience as full time Consultant be considered as equivalent to one year's experience as Assistant Professor.
- (17) The teaching experience of full-time Instructor at Armed Forces Medical College shall continue to be counted as equivalent to Assistant Professor, provided he possesses the requisite qualifications for the post.
- (18) 50% posts of Assistant Professor be reserved from amongst the Senior Registrar.
- (19) The post of Senior lecturer in the Clinical departments should be considered as teaching post of the University.
- (20) The post of Senior lecturer in the basic Sciences should be considered as teaching post of the University.
- (21) For direct recruitment to the post of Assistant Professor, the persons who have worked as Senior Registrars or senior lecturer shall both be eligible for the recruitment.

- (22) The doctors on administrative duties in teaching institution possessing requisite postgraduate qualification in Community Medicine/Public Health and are actually involved in some of the teaching/training programmes in addition to their administrative duties, their experience can be counted as equal to half of the teaching experience of Assistant Professor (2:1).
- (23) In basic fields of dentistry allied qualifications may be considered for appointment as faculty member. However the teachers would only get teaching experience in the subject he/she has taught. The allied subjects for appointment of qualified teachers would be:
- a) Dental Material-Prosthetic/Operative Dentistry.
 - b) Oral Anatomy-Orthodontics/Oral Surgery.
 - c) Oral Pathology-Histopathology + Microbiology.

If a teacher has retired from an active full time teaching he may be allowed to be examiner till a maximum age limit of 70 years.

3. Publications

- (1) (a) "Standard Medical Journal" shall mean the Journal enlisted in the Journals approved by P.M.D.C.
- (b) The applicant shall provide proof of publications of his article in a journal approved by P.M.D.C.
- (c) No credit of publishing of Review Article/writing a Chapter or a Text Book shall be given for the purpose of fulfilling the requirement of research publication for the purpose of promotion.
- (d) Letter of acceptance for publication of a research paper shall not merit the credit of a research paper.
- (e) Credit may be given equally to first three authors and the benefit of co-authors should be calculated as under:-
- | | |
|------------|------|
| 1st Author | Full |
| 2nd Author | Full |
| 3rd Author | Full |

4th Author	1/4
5th Author	1/5
Subsequent Author	one over the number of authors. (For example if the number of authors are ten: 1/10 credit be given to each).

- (2) Letter to Editor shall not carry any credit.
- (3) The Case Report i.e. "Evidence Based Clinical or Therapeutic Series" which consists of minimum 10 cases shall be given credit of full paper.
- (4) Dissertation/Thesis shall be given credit of full-published paper.
- (5) Proceedings of conferences, seminars shall not be considered as publications.

KING EDWARD MEDICAL UNIVERSITY
TERMS & CONDITIONS OF SERVICE OF OFFICERS RULES

In exercise of power conferred by Section 30 of the King Edward Medical University Lahore Act, 2005, the University has framed the King Edward Medical University (Terms & Conditions of Service of Officers) Rules, 2008 as under:

PART I

ESTABLISHMENT BRANCH

1. Registrar

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| (1) Basic Pay Scale: | BS-20 |
| (2) Appointing authority: | Vice Chancellor on the recommendations of Selection Board |
| (3) Required Qualification & Experience: | (a) M.B.B.S. with Postgraduate qualification Ph.D./M.Phil.(4 years)/M.D./M.S./F.C.P.S or equivalent
(b) minimum 10 years teaching/administrative experience in a medical institution recognised by HEC. |
| (4) Age: | Maximum 57 years |
| (5) Method of Appointment: | Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority. |

2. Deputy Registrar (Academic)

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|--|---|
| (1) Basic Pay Scale: | BS-18 |
| (2) Appointing Authority:
of | Vice Chancellor on the recommendations

Selection Board |
| (3) Required Qualification & Experience: | (a) M.B.B.S.; OR
M.A./M.Sc./M.B.A./ from H.E.C
recognized Institution;
(b) minimum 5 years
teaching/administrative experience in a
medical institution recognised by HEC.
(c) Preference would be given to the
candidates with Postgraduate
qualification Ph.D./M.Phil.(4 years)
/M.D./M.S./F.C.P.S or equivalent. |

- (4) Age:
- (5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

3. Deputy Registrar Admin-I

- (1) Basic Pay Scale: BS-18
- (2) Appointing Authority: Vice Chancellor on the recommendations of Selection Board
- (3) Required Qualification & Experience: (a) M.B.B.S.; OR
M.A./M.Sc./M.B.A./ from H.E.C recognized Institution;
(b) minimum 5 years teaching/administrative experience in a medical institution recognized by HEC; and
(c) Preference would be given to the candidates with Postgraduate qualification Ph.D./M.Phil.(4 years) /M.D./M.S./F.C.P.S or equivalent.
- (4) Age: Maximum 45 Years
- (5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

4. Deputy Registrar Admin-II

- (1) Basic Pay Scale: BS-18
- (2) Appointing Authority: Vice Chancellor on the recommendations of Selection Board
- (3) Required Qualification & Experience: (a) M.B.B.S.; OR
M.A./M.Sc./M.B.A./ from H.E.C recognized Institution;
(b) minimum 5 years teaching/administrative experience in a medical institution recognized by HEC; and
(c) Preference would be given to the candidates with Postgraduate

qualification Ph.D./M.Phil.(4 years)
/M.D./M.S./F.C.P.S or equivalent.

(4) Age:

Maximum 45 Years

(5) Method of Appointment:

Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

5. Assistant Registrar

(1) Basic Pay Scale:

BS-17

(2) Appointing authority:

Vice Chancellor on the recommendations of Selection Board

(3) Required Qualification & Experience:

(a) M.A./M.Sc./M.B.A./ from H.E.C recognized Institution;

(b) minimum three years administrative experience in a medical institution recognised by HEC

(4) Age:

Maximum 40 years

(5) Method of Appointment:

Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

(a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by the H.E.C with diploma in I.T. from recognized institute.

(b) Minimum five years experience in BS-17 in an examination department of recognized University/Board.

(4) Age:

Maximum 45 years.

(5) Method of Appointment:

Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

3. Deputy Controller of Examination (Secrecy)

(1) Basic Pay Scale:

BS-18

(2) Appointing Authority:

Vice Chancellor on the recommendations of Selection Board

(2) Required Qualification & Experience:

(a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by H.E.C with diploma in I.T. from recognized institute.

(b) Minimum 5 years experience in BS-17 in an examination department of recognized University/Board.

(3) Age:

Maximum 45 years.

(4) Method of Appointment:

Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

4. Deputy Controller of examination (Tabulation)

(1) Basic Pay Scale:

BS-18

(2) Appointing Authority:

Vice Chancellor on the recommendations of Selection Board

(3) Required Qualification & Experience:

(a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by H.E.C. with diploma in I.T. from recognized institute.

(b) Minimum 5 years experience in BS-17 in an Examination Branch of a recognized University/Board.

(4) Age:

Maximum 45 years.

(5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

5. Assistant Controller of Examinations (Conduct)

(1) Basic Pay Scale: BS-17
 (2) Appointing Authority: Vice Chancellor on the recommendations of Selection Board

(3) Required Qualification & Experience: (a) M.B.B.S. or equivalent qualification recognized by P.M.D.C.

(b) three years experience in a recognized Institute.

If no such person with aforesaid qualification and experience is available then;

(a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by H.E.C.

Preference will be given to persons with additional one year diploma in I.T.

(b) At least 3 years relevant experience in an examination department of a recognized University/ Board.

(4) Age: Maximum 40 years.

(5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

6. Assistant Controller of Examinations (Secrecy)

(1) Basic Pay Scale: BS-17
 (2) Appointing Authority: Vice Chancellor on the recommendations of Selection Board

(3) Required qualification & Experience: (a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by H.E.C. Preference will be given to persons with additional one year diploma in I.T.

(b) At least three years relevant experience in an Examination Branch of a recognized University/Board.

(4) Age: Maximum 40 years.

(5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

7. Assistant Controller of Examination (Tabulation)

- (1) Basic Pay Scale: BS-17
- (2) Appointing Authority: Vice Chancellor on the recommendations of Selection Board
- (3) Required Qualification & Experience: (a) M.A./M.Sc./M.B.A./M.P.A./M.C.S. from a University recognized by H.E.C. Preference will be given to persons with additional one year diploma in I.T.
(b) At least 3 years relevant experience in an Examination Branch of a recognized University/Board.
- (4) Age: Maximum 40 years.
- (5) Method of Appointment: Through direct appointment or selection from amongst the eligible employees of the University as may be determined by the appointing authority.

3. Assistant Treasurer

- (1) Basic Pay Scale: BS-17
- (2) Appointing authority: Vice Chancellor on the recommendations of Selection Board
- (3) Required Qualification & Experience: (a) Masters in Business Administration/Commerce/Economics with minimum three years experience; OR
(b) A.C.C.A./C.M.A., Partly qualified with minimum four years experience; OR
(c) S.A.S./P.I.P.F.A with minimum four years experience; OR
(d) A member of Audit and Accounts Services in BS-17
- (4) Age: Maximum 40 Years
- (5) Method of Appointment: Through direct appointment/promotion amongst Assistant Accounts Officers/Assistant Audit Officers on the recommendations of the Selection Board OR on the deputation from Government.

KING EDWARD MEDICAL UNIVERSITY
SYNDICATE (CONDUCT OF MEETINGS) PROCEDURE

1. The Syndicate shall ordinarily meet thrice a year. However, the Vice Chancellor may convene an extraordinary meeting of the Syndicate, whenever required. The Registrar shall, with the approval of the Vice Chancellor, announce the time and date of meeting of the Syndicate at least 21 days prior to the scheduled meeting.
2. The Registrar shall, with the approval of the Vice Chancellor, prepare the agenda and circulate it to all the members of the Syndicate at least two weeks prior to the meeting. The agenda of the meeting of the Syndicate shall include the items relevant to the functions of the Syndicate as outlined in Section 25 of the King Edward Medical University, Lahore Act, 2005.
3. A supplementary agenda may be added to the original agenda with the approval of the Vice Chancellor and shall be circulated at least 72 hours before the meeting time.
4. In addition to the supplementary agenda the Chairman may place, at any time during the proceedings of the meeting, any other item as current agenda on his own initiative or on the demand of any member of the Syndicate provided that such an item is relevant to the current work of the Syndicate and is within the scope of functions of the Syndicate as defined in Section 25 of the Act.
5. The Vice Chancellor, or in his absence the Pro-Vice Chancellor shall chair and conduct the meeting of the Syndicate and no meeting shall be conducted in the absence of the Vice Chancellor or the Pro Vice Chancellor.
6. The order in which the agenda items are to be discussed in the Syndicate shall be the sole discretion of the Chairman.
7. Matter under consideration in the Syndicate shall be decided by voting, only after all the interested members have expressed their opinion on that matter and a consensus has not been reached. The voting in the Syndicate shall be conducted by the chairman by a show of hands on the matter under consideration and shall be decided by a simple majority vote, with counting done by the Registrar and the Chairman, with the decision announced by the Chairman thereupon.
8. The Chairman shall have a casting vote in addition to his own vote which can be exercised, if the Syndicate divides equally on the issue under vote.

9. The record of the proceedings of meetings of the Syndicate shall be maintained by the Registrar, and after the permission from the Chairman shall be circulated within two days of conclusion of the meeting, to all the members for their comments and observations.
10. After incorporating the necessary comments and observations, the Registrar with the approval of Chairman shall declare the minutes as approved.
11. The Chairman may allow the audio visual recording of the proceedings provided the Syndicate agrees for recording by a general consensus.
12. The Syndicate may add to, change, modify or dispense with any of these provisions from time to time and as and when the need arises.
13. The meeting of the Syndicate may be adjourned by the Chairman, if the need arises.