

SEMESTER SYSTEM REGULATIONS
UNDER GRADUATE PROGRAMS



UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE



OFFICE OF THE REGISTRAR
UNIVERSITY OF CHILD HEALTH SCIENCES, LAHORE

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NOTIFICATION:

In exercise of powers conferred under Section 45 (1) (c, d, e, f, i & j) & (2) read with the Section 44 (h), 25 sub section 2(X) and 27 sub section (2) of the University of Child Health Sciences, Act 2021. The Syndicate of the University of Child Health Sciences, Lahore is pleased to approve the following semester system regulations for undergraduate programs UCHS-2025.

CHAPTER-I **PRELIMINARY**

1. SHORT TITLE:

These Regulations shall be called, "Semester System regulations for Undergraduate Program UCHS-2025".

2. COMMENCEMENT:

These regulations shall be deemed to have come into force with immediate effect.

3. DEFINITIONS:

- a) **"Academic Adviser"** A Faculty Member to be appointed by the Principal or Head of the Department (HOD) for guiding and counseling students and for supervising their academic performance of the degree program;
- b) **"Academic Calendar"** The Academic Calendar of the University outlines the schedule of terms, including start and end dates, holidays, and important academic deadlines. It serves as a guide for students, faculty, and staff to manage academic activities throughout the year;
- c) **"Academic Program"** A program of studies which leads to the award of a university Degree to the students, after successful completion of all its requirements;
- d) **"Academic Year"** Means a year consisting of two regular semesters namely; fall and spring;
- e) **"Act"** Means University of Child Health Sciences, Lahore Act XVIII of 2021;
- f) **"Assessment"** Assessment refers to the process of evaluating a student's academic performance through various methods, including but not limited to exams, assignments, quizzes, projects, and other activities, as determined by the course requirements and university guidelines;

- g) **“Assignment”** A written descriptive answer to a question or a number of questions which the students are required to submit during a semester;
- h) **“Attendance”** Attendance refers to the minimum required participation in each course, including but not limited to class sessions, practical/lab work, field visits, assignments, quizzes, and other related activities, as set out and communicated by the university;
- i) **“Contact Hour”** A period of sixty minutes with a minimum of fifty minutes spent on academic and research related activities including interactive instructional work, tutorials, lab work (Practical), research work, projects, seminars, workshops, internships etc. during the course of studies at the University;
- j) **“Controller”** Means Controller of Examinations of the University of Child Health Sciences, Lahore;
- k) **“Course”** A topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester;
- l) **“Credit Course”** A course of study, successful completion of which shall be a requirement for earning a degree;
- m) **“Credit Hour”** The unit measuring educational credit, usually consisting of one hour of classroom instructions per week over a standard semester. For practical work/clinical practice, the period duration is three contact hours per week over a standard semester, while for the skill lab the period duration is two contact hours per week over a standard semester.
- n) **“Cumulative Grade Point Average (CGPA)”** The summation of Grade Points of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held;
- o) **“Degree”** refers to an official academic qualification awarded by a university upon the successful completion of a prescribed course of study in a specific field.
- p) **“Detailed Marks Certificate (DMC)”** means Detailed Marks Certificate issued by the Examination Department of the University showing results of a candidate after the semesters Final-term assessment;
- q) **“Distinction”** refers to an honor or recognition granted to students who achieve exceptional academic performance in a course, typically represented by a high grade point or specific achievements in their field of study;
- r) **“Dropped / Dismissal” Or “Stuck “Off”** means students whose names were dropped or struck off from the rolls of any Constituent College / Institute or Affiliated College due to low GPA/CGPA or violation of university probationary periods criteria;
- s) **“Examiner”** refers to an individual appointed to oversee and conduct an examination;

- t) **“Freezing of Semester”** refers to the temporary postponement/ interruption of a student's enrollment in a particular semester, allowing them to resume their studies in a future semester without academic penalties;
- u) **“Full Course Load”** The total load of a semester in terms of Credit Hours as prescribed by the University;
- v) **“Gold Medal”** means an award presented to the top-performing student in a specific academic program or discipline, based on their outstanding academic achievements and overall performance;
- w) **“Grade Point Average (GPA)”** The summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester;
- x) **“Grade Point”** means the number of points scored by a student in a subject represented by letter grade;
- y) **“Grade”** means the award to the student based on his/her academic performance is called Grade;
- z) **“Hardship Cases”** refer to circumstances such as medical conditions, family emergencies, or financial difficulties that hinder students from fulfilling their academic requirements. In these cases, universities may offer accommodations, extend deadlines, or implement alternative assessment methods to assist affected students subject to the approval from the Competent Authority.
- aa) **“Incomplete Grades”** are awarded when a student is unable to complete course requirements due to valid reasons such as illness or personal issues
- bb) **“Letter Grade”** One of the letters–A, B, C, D and F assigned as an evaluation of overall academic performance in a course. Passing Grade may carry a plus (+) suffix to indicate a performance better than the parent Grade. Additionally, two other Letter Grades – I (Incomplete Course) and W (Withdrawal from Course) – will indicate, on the Transcript, the status of a course when not completed or withdrawn;
- cc) **“Mid-Term Assessment/ Examination”** Examination conducted on completion of 1st half of the semester to assess academic progress of a student;
- dd) **“Misconduct by Student”** An action unbecoming of a student, to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or any employee or student of the University;
- ee) **“Non-Credit Course”** A course of study, successful completion of which shall not be a requirement for a degree;
- ff) **“Pre-Requisite”** A course that a student must complete before being registered for

- subsequent higher course;
- gg)** **“Principal”** Means the Head of the Constituent Colleges/Schools or an affiliated Colleges/School/Institute;
 - hh)** **“Probation”** refers to a status of a student who does not meet the required academic standards or performance criteria set by the university or institution;
 - ii)** **“Promotion”** refers to the process of move forward to the next grade, level, semester or academic year based on their performance in the end of each semester Final-term examination/ assessment after obtaining Minimum Cumulative Grade Point;
 - jj)** **“Pro-Vice Chancellor”** Means the Pro-Vice Chancellor of University of Child Health Sciences, Lahore;
 - kk)** **“Quality Points”** Quality points calculated by multiplying the grade point with credit hours of the course;
 - ll)** **“Quizzes”** Number of tests written or oral conducted frequently in each course at irregular intervals throughout the semester;
 - mm)** **“Registration”** means the registration of a student in accordance with the registration regulations of the University;
 - nn)** **“Research Supervisor”** means a faculty member responsible for guiding and mentoring students in their research projects;
 - oo)** **“Roll of Honor”** means award to the students who have proved exceptional academic excellence, consistently achieving top grades and maintaining high standards throughout their studies;
 - pp)** **“Semester”** is a period of academic study typically fixed 16 to 18 weeks, during which student’s complete courses and assessments. It is a part of the academic year and can be either fall or spring, with each semester contributing to the overall credit requirements for a degree program;
 - qq)** **“Sessional Examination” Or “Internal Assessment”** means the class performance of the candidate based on the quizzes, Assignments, tests, projects, presentations, OSPE, OSCE, TOACS, lab reports and Viva;
 - rr)** **“Student”** A person who is registered as a regular student for a degree program;
 - ss)** **“Terminal Examination”** Means the examination given at the end of semester;
 - tt)** **“Transcript”** An official document of a student issued by Office of The Controller of Examinations on completion of degree program;
 - uu)** **“Transfer of Credit Hours”** means transfer and acceptance of credit hours earned by the



candidate for transfer/ migration to and from the University, subject to the fulfillment of Migration Regulation of the University;

- vv)** “**University**” Means University of Child Health Sciences, Lahore;
- ww)** “**Vice Chancellor**” Means the Vice Chancellor of University of Child Health Sciences, Lahore.

CHAPTER – II **PURPOSE**

To provide a clear and transparent academic system that enhances learning outcomes and prepares students for professional challenges.

Scope:

- a.** These regulations apply to all the undergraduate programs offered by the Constituent or Affiliated Colleges, Institutes and Schools of University of Child Health Sciences, Lahore.
- b.** Following are the guidelines, procedures and regulations to be administered by all the Constituent or Affiliated Colleges, Institutes and Schools that are running Semester System.
- c.** In the beginning of each academic session an “Orientation Day” shall be arranged to familiarize the admitted students with semester system and their degree requirements.
- d.** A copy of printed Semester Regulations and a Student Handbook shall be made available in all the Colleges, Schools, Institutes and departments as well as the library and website for guidance.
- e.** The regulations outlined here are subject to modification, change, and repeal by the Competent Authority.

CHAPTER – III **ADMISSION OF STUDENTS**

Admissions to various degree programs, under semester system, shall be governed by the Admission Policy laid down by the University of Child Health Sciences, Lahore.

CHAPTER – IV **DURATION OF COURSES**

TOTAL PERIOD OF STUDY:



According to the guidelines set by the Higher Education Commission (HEC) of Pakistan the minimum and maximum time duration to complete undergraduate programs are as follows:

Sr. No.	Duration	Minimum time Duration	No. of Semesters	Maximum time Duration
1.	4-years degree programs	04-years	08 Semesters	06-years
2.	5-years degree programs	05-years	10 Semesters	07-years

CHAPTER – V

TEACHING METHODOLOGY

ORGANIZATION OF TEACHING:

- a) Teaching in each department shall be organized through courses specified by lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, internship, or any other method of instruction approved by the Competent Authority.
- b) Teaching in each department shall be conducted by the course instructor/ faculty member or such other persons as may be declared to be teacher by the concerned School/College/Institute principals or Dean.
- c) The course instructor/ faculty member or course advisor shall deliver course outlines to the students at the beginning of the semester and shall share a copy of the detail of course outlines and work plan as mentioned in the approved curriculum to the School/College/Institute principals or Dean.
- d) It is compulsory for each course instructor/ faculty member to maintain his/her course file. It should have complete record of every activity that happens during the course. The course file comprising of the following:
 - i. Course Code, Title, Pre-requisite and course contents to be taught during the semester;
 - ii. Description of Course Learning Objectives
 - iii. Week-wise Teaching Plan
 - iv. Mid-term and Final-term Examinations schedule
 - v. Grading Award Sheets detailing of the students obtained marks such as homework, Quizzes, Assignments, Class Test, Case Studies, Presentations, Log Book/ Practical Copy, Mid-term Examinations & Final-term Examinations;
 - vi. Record of all components Sessional Marks,

- vii. Students' attendance record,
 - viii. Feedback from students;
- e) English shall be the medium of instruction and examination in each discipline except otherwise specified.

CHAPTER – VI

SCHEME OF STUDIES

COURSES & SCHEME OF STUDIES:

- a) The curricula and schemes of studies of various degree programs shall be developed by the academic advisor and submitted to the Board of Studies and Academic Council under section 27 sub section 2 for approval from the Syndicate. Such curricula and schemes of studies shall become effective from the date of approval by the Academic Council on the recommendations of the Board of Studies or any other date as determined by the Competent Authority.
- b) The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.
- c) No student shall take any course unless he/she has qualified the pre-requisites for it as determined in the curriculum.
- d) Re-organization of courses according to the requirements or availability of teaching faculty in the Department shall be permissible during the session provided that students shall be informed well before the commencement of the semester concerned.

ACADEMIC ADVISOR:

An academic advisor in a college is to provide guidance to students on course selection, degree requirements, and academic planning. They also monitor students' progress, offer mentorship, and assist with addressing academic challenges, ensuring that students stay on track to achieve their academic and career goals.

SCHEDULE OF SEMESTERS:

- a. The University shall follow the semester system for all undergraduate programs. There will be two semesters in an academic year; fall and spring. Fall Semester will normally start in September / October and; Spring Semester will normally start in February / March.



- b. Each regular semester spans over eighteen (18) weeks of teaching, (inclusive of 2 weeks for terminal exams). Summer semester will be of eight (8) weeks of concentrated study for completing remedial course work. There shall be semester break of at least one week or 10 Days between two semesters
- c. Summer semester (only for deficiency/failure/improvement/short attendance/improvement courses) will be offered as an optional semester of eight (08) academic week's duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer. In case of deficiency of delivered lectures, the teacher will take make-up classes with the approval of Head of institution/ Principal.
- d. During the summer semester the contact hours per week will be doubled to ensure that the course is fully covered in the summer semester with half of the duration compared to a regular (fall or spring) semester.

ACADEMIC CALENDAR:

- a. The Academic Calendar provides a list of important dates, deadlines, holidays and events, ensuring that all stakeholders (students, faculty, staff, and administration) have a clear understanding of the academic year's structure.
- b. After getting approval from the Academic Council, the office of the Registrar's shall prepare & notify the Academic Calendar in consultation with Academic Advisers, Dean's & Principals of the institute, or college/school.
- c. The Academic Calendar of a degree-awarding university is a formal document that outlines the complete schedule of academic activities for a given academic year or term. It serves as the foundational timeline that governs all university operations and student engagements related to academic programs.
- d. The academic calendar will be prepared for the fall, spring and summer/winter/Autumn semesters of each academic year.
- e. In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.
- f. Key components of an Academic Calendar typically include:
 - I. **Start and End Dates of Academic Terms:** The calendar specifies the commencement and conclusion dates for each academic term or semester (e.g., fall, spring, and summer terms), ensuring that the university adheres to institutional and regulatory requirements.



- II. **Examination Schedules:** It includes important dates for mid-term exams, final exams, and results declaration periods, ensuring assessments are conducted within the prescribed timeframes.
- III. **Course Registration and Add/Drop Deadlines:** The calendar outlines the periods during which students can register for courses, add or drop subjects, and make changes to their enrollment.
- IV. **Holidays and Breaks:** The academic calendar lists national holidays, religious holidays, university holidays, and breaks, ensuring that academic schedules accommodate cultural, public, and religious events.
- V. **Orientation and Induction:** Dates for orientation sessions for new students and faculty are included to help integrate them into the academic environment.
- VI. **Public Holidays and National Events:** It ensures that the academic schedule is aligned with public holidays and national events, avoiding clashes with regular academic sessions.
- VII. **Academic and Administrative Deadlines:** These are deadlines for submitting assignments, projects, thesis proposals, or other academic tasks that are crucial for maintaining academic rigor and discipline.
- VIII. **Special Events:** The calendar can also include dates for university convocations, conferences, seminars, workshops, and other academic or extracurricular events that support student development.

COURSE DESCRIPTION:

- a. The courses for the undergraduate programs must fulfill the minimum requirements specified in the curriculum/ syllabus, approved by the statutory body of the University of Child Health Sciences Lahore.
- b. A course in a degree program is a unit of study that contributes to the requirements of a degree. Each course is defined in terms of:
 1. **Course Title:** The name of the course that reflects its content.
 2. **Course Code:** A unique alphanumeric identifier that categorizes the course by department level and sequence.
 3. **Credit Hours:** It represents the course workload, divided into two parts:
 - Theory Hours: Classroom or lecture hours.
 - Lab/Practical/ Clinical Hours: Hands-on training or practical work.
 4. **Prerequisites:** Courses or knowledge students must complete before enrolling.
 5. **Course Objectives:** What the course aims to achieve in terms of knowledge, skills, and



attitudes.

6. **Learning Outcomes:** Specific, measurable statements about what students will know or do after completing the course.
7. **Course Content:** A detailed syllabus or topics covered in the course.
8. **Assessment Methods:** Exams, quizzes, assignments, presentations or practical's used to evaluate student performance.

The Courses will be divided into following categories:

- 1) Compulsory/ Core Courses
- 2) Foundation Courses/ Discipline Specific
- 3) Major Courses
- 4) Minor/ General Education Courses
- 5) Elective

CREDIT HOURS:

- a. The credit hours are denoted by two digits within brackets with hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represent the practicals. Thus 3(3+0)/3(3+0) means three credit hours of theory, while 4(3+1)/4(3+1) means a total of 4 credit hours, of which three are of theory while one credit hour is for laboratory/studio or work/field or work/practical work supervised and graded by the faculty.
- b. An undergraduate degree program usually includes theory courses, community work/thesis/research report/project and internship/house job/training.

Theory Course of 03 Credit Hours

Option-1	Option-2	Option-3
3 classes of 01 hour per week over a standard semester(usually 15-16 weeks)	2 classes of 1.5 hour per week over a standard semester(usually 15-16 weeks)	1 class of 03 hours per week over a standard semester(usually 15-16 weeks)

Practical (Lab) work/ Field work of 01 Credit Hours

01 Credit Hour over a standard semester(usually 15-16 weeks)
03 hour per week over a standard semester(usually 15-16 weeks)

Letters:



Two or Four characters representing the course of the subject concerned, the board members may be adopt program abbreviations in the letters, for example:

Sr. No.	Course Name	Letters
1.	Biochemistry	BIO-
2.	English	ENG-
3.	Pakistan Studies	PKST-
4.	Gen. Pathology	PATH-
5.	Cardiology	CARD-
6.	Anatomy	ANAT-

Digits:

There shall be three digits, among which 1st shall represent the relevant year, whereas 2nd and 3rd shall represent the sequence of courses. Provided that pre-requisite course may be assigned zero and Introductory course one and so on. For example:

Sr. #	Course Title	Year	Semester	Digit	Course Code	Credit Hours
1.	Functional English	1 st	I	101	ENG-1101	3(3+0)
2.	Fundamentals of Biochemistry		I	102	BIO-1102	3(3+0)
3.	General Anatomy-I		I	103	ANAT-1103	3(2+1)
4.	Expository Writing		II	201	ENG-2201	2(2+0)
5.	Gross Anatomy-I		II	203	ANAT-2203	3(2+1)
6.	Human Physiology-I		II	204	PHY-2204	3(2+1)

Note: These digits are sample digit model for digitization of all the under graduate programs.

COURSE WORKLOAD:

- a) A regular student will normally be required to take workload of 15 to 18 credits hours in each semester. (As per HEC Semester Policy Guidelines except the Summer Semester of nine credit hours). The University may however offer maximum of 21 credit hours in a semester where there is program specific requirement of the same provided that total number of credit hours of the undergraduate/equivalent degree program with a single major must not exceed beyond 144 credit hours. However, in special circumstances, he/she can add/ withdraw a course(s) with prior approval of the Chairperson/Principal. The permission must be obtained from the office of the

Registrar at least fifteen days from the commencement of the semester.

- b) A student who had earned an 'F' grade in a course will have to qualify the extra enroll course(s) in summer (if offered) or with his / her junior sessions.
- c) A student who had earned D grade in any course and wants to improve grade will be bound to get enrolled in the course in the coming semester/s or in the summer semester, if offered. In case of CGPA Improvement it would be recorded with (imp) on the transcript.
- d) The program coordinator shall provide a detailed course outline through college/Institution Principal to the students within seven days of the beginning of the semester and shall send a copy of the course outline and work plan to the Registrar office UCHS.

ATTENDANCE:

- a) Students are required to maintain at least 80% attendance in their theory, laboratory and tutorial classes. Those who fail to keep up the required attendance in the subject will not be allowed to appear in the semester examination of that course. In such cases, the candidate will be required to repeat the course either during the summer (if offered by the college/school/institute) or in a subsequent semester with a junior batch of students.
- b) Leave will be granted to students in accordance with the regulations set by the university, as notified from time to time.
- c) Leave request on medical grounds shall only be entertained if certified by the PM&DC registered consultant physician/ surgeon working at a teaching hospital recognized by PM&DC.
- d) The Instructor / Teacher may report a student's absence to the concerned Principal and student will be placed on attendance probation which will be notified by the principal.
- e) If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course advisor may be given to the student.
- f) If a student underperforms in the midterm assessment, examination, or class tests/quizzes, class room observations, assignments, the principal will schedule a meeting with the student's parent to discuss the academic performance and progress of the student.
- g) If a student makes him/herself absent from the Department for ten consecutive working days, his/her name shall be struck off from the rolls of the Department. Such student



shall not be re-admitted without the approval of the Dean concerned. The student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer.

- h) At the end of each semester, the concerned academic advisor shall submit the summary showing the total number of lectures delivered and practical (if applicable) conducted by him/her, together to the principal with the total number of lectures and practical (if applicable) attended by each student.
- i) In hardship cases, the committee consisting of the 05 members will examine the cases and recommend to the Prof-Vice Chancellor for grant of exemption up to 5%.

WITHDRAWAL FROM COURSES:

Student(s) may withdraw from one or more courses with approval of their Program Academic Advisor & Principal during the third to sixth week of a semester. In such situations a (W) grade appears on their transcript. Any withdrawal after the sixth week contains the award of (F) grade.

REPETITION OF COURSES:

- a) Student who has failed or has short attendance or taken C, C- & D grade in any semester can repeat the course in the summer semester as well as regular semester.
- b) The better grade will be accepted in repeated courses for calculation of CGPA.
- c) Student can repeat maximum no of 4 courses for 2-year degree program, 08 courses for 4 years degree program and 10 courses for 5-year degree program.
- d) Failed student is given chance to clear the subject(s) within permissible duration allowed under the University statutory regulatory regulations.
- e) Student may add and drop course within specific credit limits, only during first two weeks of semester. No such activities permissible beyond this time.

REGISTRATION OF SUMMER COURSE(S):

Summer session will comprise of maximum eight weeks.

- a) A student is allowed to register course(s) during the summer session but only with the consent of concerned Academic Advisor of the program in which he/she has failed or desire to improve the grade.
- b) A student who was ineligible for appearing in regular Final-term semester examination due to short attendance may register into summer semester after paying the prescribed tuition fee of the course(s).



- c) The student who is in the final semester and has any short fall in the course(s) may be permitted to register in such course(s) to complete his/her requirement.
- d) The student will not be allowed to take course(s) more than 8 credit hour in the summer session.
- e) A student will not be allowed to register simultaneously for internship along with the courses during summer session.

Note: All the special situations specified above must apply collectively and should not be read in isolation.

FREEZING OF SEMESTER:

- a) If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- b) If a student is not enrolled in any course in a semester, he/she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
- c) The maximum duration of freezing is two semesters; but hardship cases can be considered by the competent authority.
- d) Freezing of first semester is normally not allowed however, under special hardship circumstances, listed below freezing of first semester can be considered with the approval of Vice Chancellor.
 - Iddah
 - Maternity/Delivery
 - Death in immediate family
 - Any other solid reason to the satisfaction of VC.
- e) If student(s) interrupt their study program for longer than one semester, upon their return all the credits already earned by them are evaluated by the concerned Equivalence Committee to determine their relevance to the changes in curriculum if any. They may be required to revise their degree plan to ensure conformity with the latest version of the curriculum.

LEFT OVER COURSES:

A student has completed normal tenure as prescribed in the maximum time duration



(i.e. 06 years or 07 years) of a degree program may register for left over courses in the following semester. He/ She may pay semester fee and register minimum 9 credit hours to be a regular student or in special conditions register for less than 9 credit hours with the permission of Registrar, UCHS and pay tuition fee per credit.

TRANSFER OF CREDIT HOURS/ MIGRATION/ EXEMPTION OF CREDIT HOURS:

Migration of a student may be allowed subject to the fulfillment of Migration Regulation of the University of Child Health Sciences is applicable only to undergraduate students enrolled in degree programs offered by the University.

The credit earned in the previous institution may be permitted to be transferred to the University subject to the conditions of similarity / equivalence with the university courses.

The credits of the subject completed by the migrated student at his/her previous institution can be transferred provided that he/she has got minimum 65% marks in that subject or course studied by the student at the previous institution should be equivalent to the course offered at the University. Moreover, at least half of the course's credits will have to be earned by him/her at University of Child Health Sciences.

The student of the University of Child Health Sciences are also allowed to migrate one college to other college subject to the valid reasons. The Migration will not be allowed during the first 2 semesters.

MIGRATION PROCESS:

To begin the migration process, the candidate must first obtain a No Objection Certificate (NOC) from the institution where they previously studied. Additionally, an NOC must be secured from the administration of the new college or school/ Institute where the candidate intends to continue their studies, based on the availability of vacant seats in the desired program.

Next, the candidate must visit the Registrar's Office to obtain a No Objection Certificate (NOC) confirming the availability of a vacant seat in the constituent college, school, or institute where they wish to migrate.

The request for credit hour transfer or migration must be submitted online via the official website.

Requests for credit hour transfer will be processed by the University's Equivalence/Relevance Committee, in consultation with the Medical Education Department, upon receipt of the candidate's official transcript.

Migration Limitations:



Transfer of Credit Hours will not be allowed for the subject/ courses in which the student earned secure lower than 65%.

Transfer from Non-Accredited Higher Education Institute/ College or School will not be acceptable.

CHAPTER - VII **ASSESSMENT/ EVALUATION**

It is designed to measure the extent to which students have acquired the required clinical expertise, theoretical knowledge, and professional behaviors essential for medical practice. The following are the major types of Assessment:

FORMATIVE ASSESSMENT:

Formative assessment is conducted during the learning process and held to monitor student progress and provide ongoing feedback for improvement. These assessments are typically low-stakes and help instructor/teacher adjust teaching methods to address areas where student may need additional support. For example, quizzes, written assignments, oral presentation, small group discussions, practice exercises.

SUMMATIVE ASSESSMENT:

- a. Summative assessment is high-stake evaluation that are used to determine whether a candidate has mastered the content required for progression or certification. These are typically conducted at the end of the course or learning period, and contribute to final grades. For example, (Final written exams, Clinical exams (OSCE), practical exams (OSPE) and dissertation/ thesis evaluation.
- b. The teacher/course instructor is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.
- c. In each semester, student is required to appear in quizzes, tests, midterms, Final-term examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc.
- d. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

Nature of examination	Weightage
Internal Assessment/ Sessional Examinations	10%



Mid-term Semester Assessment/ Examinations	20%
Final-term Assessment/ Examinations	70%

Note: Sessional examination includes CATS, quizzes, Assignments, tests, projects, presentations, lab reports and Viva.

SESSIONAL EXAMINATION/INTERNAL ASSESSMENT:

The course instructor shall allocate sessional examination/internal assessment marks based on the nature of the course. Twenty percent (20%) of the sessional/internal assessment marks will be determined through a combination of the following components:

Sr. No.	Formative Assessment Type (10%)	Weightage %
1.	Class Tests/ quiz(s) (Minimum 02 class test/ Quizzes per semester)	2.5%
2.	Assignment(s)/ Case study/ Oral Presentation (Minimum 02 assignments/ Case study/ presentations per semester)	2.5%
3.	Log Book/ Practical Copy/ Group Work (Where applicable) (Minimum 25 cases must be entered in the each course log book)	05%

The course instructor may incorporate the weightage of the logbook or practical notebook into the marks for the candidate's attendance or class participation.

CLASS TESTS/ QUIZ(S) SECURING PARAMETERS:

Sr. No.	Category	Criteria	Score (out of 5)
1.	Both Test Appeared (1+1)=2	Both Test Pass (1.5 & 1.5)= 3	5 Marks
2.	Both Test Appeared	Only 01 Test Pass	3.75 Marks
3.	Both Test Appeared	Both Test Fail	2 Marks
4.	One Test Appeared	One Test Pass	2.5 Marks
5.	One Test Appeared	One Test Fail	1 Marks

ASSIGNMENT/CASE STUDY/PRESENTATION SECURING PARAMETERS:

Sr. No.	Category	Criteria	Score (out of 5)
1.	Both Assignment submitted (1 + 1)=2	Both Assignment evaluated as Pass (1.5 & 1.5)= 3	5 Marks
2.	Both Assignment submitted	Only 01 Assignment Evaluated as Pass	3.5 Marks
3.	Both Assignment submitted	Both Assignment Evaluated Fail	2 Marks

4.	One Assignment submitted	One Assignment evaluated Pass	2.5 Marks
5.	One Assignment submitted	One Assignment Evaluated Fail	1 Marks

The record of marked answer scripts / class tests/ assignments / quizzes/ projects, attendance details etc. i.e. internal assessment/ Sessional marks shall be delivered & preserved by the Office of the Controller of examinations for at least one years from the date of assessment along with their original awards lists.

MID-TERM EXAMINATION

The Mid-Term Examination will typically be conducted in the 9th week after the completion of first eight weeks of teaching during a semester, covering the syllabus prescribed as per the approved curriculum for the mid-term. This examination will be conducted as outlined in the Table of Specification (TOS). The Mid-Term Examination carries a weightage of 20%, which will be included in the final grade calculation.

FINAL-TERM EXAMINATION:

- a. The Final-term Examination, conducted at the end of each semester, will cover the entire syllabus, including at least 25% of the content from the Mid-Term syllabus.
- b. This examination holds significant importance as it carries a weightage of 70% in the overall grade calculation.
- c. The Final-term Examination will assess a comprehensive understanding of the course material, requiring students to demonstrate their knowledge, critical thinking, and application of concepts learned throughout the semester.
- d. It is mandatory for students to appear in this examination to qualify for course completion.

PRACTICAL/CLINICAL/TASK ORIENTED EXAMINATIONS:

- a) The Practical Examination, including Task-Oriented Assessment of Clinical Skills (TOACS), Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OSPE), and Team-Based Learning (TBL), will consist of a combination of interactive and non-interactive stations. These may include subject-specific lab experiments, long or short clinical cases, viva voce, or a combination of these, depending on the course requirements.
- b) In line with HEC guidelines, the practical examination is designed to assess the students' clinical, procedural, and analytical skills. It focuses on evaluating their ability to apply



theoretical knowledge in practical settings, demonstrate competency in performing tasks, and make critical decisions in simulated or real-world scenarios.

- c) Students must participate in all components of the practical examination to fulfill the course requirements. The weightage of the practical examination will be clearly defined in the course structure and included in the final grade calculation.
- d) **Note:** In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.

MINIMUM TIME DURATION OF EXAMINATION:

Sr. No.	Structure of Assessment/ Examination	Minimum Time Allowed
1.	Multiple-choice question (MCQ)	1.20 Minutes per MCQ
2.	Short Answer Question/ Structured Essay Questions	10 Minutes Per SEQ/ SAQ
3.	OSPE/OSCE Station	6-8 Minutes Per Station

EXEMPTION:

- a. There shall be no exemption from mid semester or terminal semester examination. Any student not appearing in an examination shall be marked absent in that examination.
- b. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

Passing Criteria:

- a. The passing marks for each course shall be 50%. A student who fails to achieve the minimum passing marks in a course will be awarded a grade of 'F'.
- b. The students who receive a grade of 'F' must repeat the course to meet the academic requirements. The grade 'F' will be reflected in the student's transcript until the course is successfully completed. It is mandatory for students to pass all courses, including the theoretical, practical, and clinical components, to fulfill degree requirements.
- c. Candidates are required to pass the theoretical, practical, and clinical examination components separately and independently. Only upon successful completion of all components shall a candidate be declared to have passed the course.
- d. However, A candidate shall be declared as having passed a course if he/she secures 50% or above marks in any one component (theory/practical/clinical), obtains a minimum of 45% marks in other components (theory/practical/clinical), and achieves an overall aggregate of 50% or above in the respective course.

CHAPTER - VIII



GRADING SYSTEM

- a. Student performance shall be evaluated using a grading system that reflects their level of achievement. The assigned grades represent the quality of performance, as outlined below. Each grade corresponds to a specific range of marks, indicating the student's proficiency in the subject. The grading system shall adhere to HEC guidelines and will be clearly communicated to students at the beginning of the semester. Grades are used to calculate the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA), which determine academic standing and progression in the program.
- b. Students must achieve the minimum passing grade of 50% in each course to progress. Consistent evaluation ensures that grades accurately represent a student's understanding, skill level, and ability to meet course objectives.

GRADING SCALE:

- a. The Grade shall be done on 4.00 scale. The University shall use absolute grading on the scale of 4.00 points for calculation of GPA. All courses/subjects shall be standardized on a 100-point scale, directly mapped to the grade point system for GPA calculation.
- b. The minimum qualifying CGPA for Undergraduate programs shall be 2.00. Equivalence of letter grade with marks are as under:

Marks Rang	Letter Grade	Grade Point	Level of Performance
91 and Above	A+	4.00	Outstanding
85-90	A	3.81-3.94	Excellent
80-84	A-	3.67-3.80	Very Good
75-79	B+	3.34-3.66	Good
71-74	B	3.01-3.33	Above Average
68-70	B-	2.67-3.00	Satisfactory
64-67	C+	2.34-2.66	Fair
61-63	C	2.01-2.33	Pass
58-60	C-	1.68-2.00	Low Pass
54-57	D+	1.31-1.67	Barely Pass

51-53	D	1.01-1.30	Marginal Pass
50		1.00	Minimum Pass
Below 50	F	0.00	Fail
Incomplete	I	0.00	Incomplete
Withdraw	W	0.00	Withdrawn
No grade reported	N	0.00	Not Reported

Marks (%)	Grade Point	Grade	Marks (%)	Grade Point	Grade
50	1.00	D	75	3.40	B+
51	1.10		76	3.46	
52	1.20		77	3.53	
53	1.30		78	3.59	
54	1.39	D+	79	3.66	A-
55	1.49		80	3.69	
56	1.58		81	3.72	
57	1.67		82	3.74	
58	1.78	C-	83	3.77	A
59	1.89		84	3.80	
60	2.00		85	3.82	
61	2.11	C	86	3.85	A
62	2.22		87	3.87	
63	2.33		88	3.89	
64	2.41	C+	89	3.92	A+
65	2.50		90	3.94	
66	2.58		91	4.00	
67	2.66		92	4.00	
68	2.77	B-	93	4.00	



69	2.89	B	94	4.00
70	3.00		95	4.00
71	3.08		96	4.00
72	3.17		97	4.00
73	3.25		98	4.00
74	3.33		99	4.00
			100	4.00

Grade Point Average (GPA):

Grade Point Average is an expression for the average performance of a student in the courses he/she has taken during a particular semester. This is calculated by the Quality Points of all the courses taken in a semester, divided by the total number of credit hours.

$$\text{GPA} = \frac{\text{Sum of quality Points}}{\text{Sum of Credit Hours}}$$

CUMULATIVE GRADE POINT (CGPA):

Cumulative grade Point Average is the expression that describes the performance of a student over all the semester.

$$\text{CGPA} = \frac{\text{Sum of quality points earned in all semesters}}{\text{Sum of the credit hours registered in all the semester}}$$

CRITERIA FOR PROMOTION/ ACADEMIC STANDING:

Semester	Promotion	Probation	Drop
1 st Semester	GPA > 2.00	1.50 <= GPA < 2.00	GPA < 1.50
2 nd Semester and Onwards	CGPA > 2.00	1.70 <= CGPA < 2.00	CGPA < 1.70

- a. Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. Moreover, a student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of university.

- b. It will be the mandatory for the students to obtain a minimum cumulative Grade Point average (CGPA) of 2.00 to be promoted to the next semester.
- c. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except the first semester where GPA of 1.50 or more but less than 2.0, he/she will be promoted to the next semester on probation (1st Probation). If the student does not achieve desired CGPA 2.0 but obtain CGPA greater than or equal to 1.7 then he will be on 2nd which is the last probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in the subsequent semester/s shall stand automatically dropped from the rolls.
- d. A student has to obtain CGPA 2.00 in the last semester for the award of degree.
- e. A student will be required to repeat Grade F (mandatory) and Grade D (mandatory if CGPA is less than minimum requirement) courses of previous semesters with immediate junior session/s. If the student is still in his/her regular session then the student will have to pay the courses tuition fee (calculated proportionally on the basis of credit hours) in addition to the semester full examination fee. If the student is on extension, then the student will have to pay the full semester fee and dues to repeat the courses (D or F grade).
- f. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 at the end of last semester degree program may be allowed to repeat maximum 16 credit hour courses (D or C-), in order to improve the CGPA so as to obtain the minimum of 2.00 CGPA failing which he / she shall not be awarded degree and removed from the rolls of the Department / Centre/ Institute / College.
- g. In case a student repeats the course(s) for the improvement of grade(s) which he/ she has already taken, the better of the two grades of the course(s) will be counted for CGPA calculations.

PROBATION:

The promotion of a student on probation will be allowed twice in all the undergraduate programs. If a student in the first semester obtains a GPA less than 2.0 and greater than or equal to 1.5 will be considered on probation but in the subsequent semesters the student will be considered on probation if he / she scores CGPA less than 2.0 and greater than or equal to 1.70. In case a student does not achieve minimum desired CGPA. 2.0 in any semester after availing opportunity of two probations, he / she shall be dropped from the rolls of the Department / Centre / Institute / College / School and cannot be re-admitted in any case by any of the Department / Centre / Institute / College / School at the same level program. Probation status shall not be allowed in more than two (02) semesters for undergraduate programs.

Note: Improvement of grades in a semester with probation does not remove the probation count.



DROPPED/ STRUCK OFF STUDENT

- a) Students whose names were dropped or struck off from the rolls of any Constituent College / Institute or Affiliated College due to low GPA/CGPA or violation of university probationary periods regulations shall be granted re-admission in any department of the university in that particular academic year once only.
- b) However, those students who have been dropped in the first year on account of genuine reasons such as health etc. may re-apply for fresh admission. Such cases to be referred to the committee consisting of the 05 members for its recommendations to Pro-Vice Chancellor for approval & consideration of health issues.
- c) Students who fails to pass any course in three attempts shall be dropped from the program as well as from the college rolls.

INCOMPLETE GRADE:

- a) The incomplete (I) grade will be awarded to the student in a course if he/she does not complete course work within the prescribed time limit. Such cases to be referred to the committee consisting of the 05 members for its recommendations to Pro-Vice Chancellor for consideration and approval.
- b) As the case may be:
- c) Such student will be required to appear in the subject in which he/she has been awarded (I) grade in the next semester. In case he/she fails to do so, incomplete (I) grade will be automatically converted to (F) grade. The Grade Point Average of a student for a semester will be calculated by excluding the incomplete (I) grade and it will be re-calculated when a regular grade is awarded in that course.

FINAL YEAR PROJECT:

- a) The student is required to start work on a project (where applicable) allocated to him/her during the second last semester of the last year under the supervision of the project supervisor as approved by the Advanced Studies and Research Board. Head of institution (HOI)/ principal concerned college/school/institute suggest the student's interest and the supervisor's expertise to the Advanced Studies and Research Board.
- b) At the beginning of second last semester of studies the Head of the Institute will place student or group of students under supervision of approved supervisor for preparation of Individual Final Year Project. Students will conduct research on a selected topic and prepare a project



proposal as per guidelines of the University under supervision of the supervisor.

- c) The Advanced Studies and Research Board will approve the research topic after the successful presentation of research project proposal. During the final semester of studies, the supervisor will issue a certificate of satisfactory completion of the report and submit it to the HOI/Principal who will set up a panel of internal and external examiners for evaluation of reports and conduct open defense. The report will be assigned a grade as per other subjects in the degree program.

CANCELLATION OF ADMISSIONS:

The admission of a student will be cancelled if:

- a) A Candidate fails to attend any lecture during the first four week of the commencement of the semester as per announced schedule or
- b) A Candidate fails to obtain minimum GPA/CGPA or
- c) A candidate proved guilty in violating the University disciplinary regulations.
- d) For (a) and (b) the notices/ letters will be issued by the Principal and also displayed on the notice boards of the relevant department.
- e) Any document/ information provided by the candidate is found false/ fake/ fabricated at any stage of admissions or during the studies, he/she will be debarred from admissions for a period of five (05) years.

RE-ENROLMENT/ RE-REGISTRATION/ RE-ADMISSION IN SAME SEMESTER WITH JUNIOR BATCH ON MEDICAL/ EMERGENCY GROUNDS

- a. The student who cannot appear in examination on medical / emergency ground and discontinues studies (except for Semester-I) will be allowed to seek re-enrollment in the same semester next year after paying semester fees. During the period of discontinuation of studies the hostel, medical and transport facilities shall be curtailed which are normally available to regular students. The students struck off from the rolls of the College / School / Institute on the basis of poor performance will not be readmitted at the same level program (parallel level program) in any case in any program of the University.
- b. In case of medical issues of a student during Semester-I have attended the required number of classes, then he can re-join first semester with his juniors. In case of shortage of attendance in first semester, he will be eligible to apply for fresh admission as per merit and eligibility criteria of the relevant session

AWARD OF DEGREE:

The minimum requirements for the award of degree are as follows:



- a) The student must successfully complete the minimum required credit hours as per the HEC guidelines, within the allowed duration of the degree program.
- b) The student must not exceed two probation periods throughout the entire program.
- c) The student must achieve a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of final Semester, he/she may be allowed to get re-enrolled/Registered in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that he/she is not debarred for the program from the University.
- d) 124 to 144 credit hours are required for undergraduate 4-Year Bachelor or equivalent Degree Program.

AWARDS & DISTINCTION/ GOLD MEDAL/ ROLE OF HONOR:

- a) In the Semester System, Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of GPA/CGPA.
- b) In case two or more students are acquiring same CGPA only then the Position would be decided on the basis of percentage among those students.
- c) The students obtaining CGPA 3.75 or above will be declared eligible for the award of Gold Medal on completion of degree program.
- d) A Distinction Certificate shall be awarded to students who achieve a score of 90% or higher in any individual course of study.
- e) The program where the number of candidates in a class is less than 5, no distinction will be awarded.
- f) No medal and position will be granted to candidates who passed the examination in 2nd attempt.
- g) No Distinction/Medal/Roll of Honor will be awarded in the case of improving CGPA.
- h) To award the Role of Honor, students must meet the following criteria:
 - I. Achieve a minimum CGPA of 3.7 throughout the degree program.
 - II. Maintain consistent academic performance with no failed courses, repeated semesters, or significant drops in grades.
 - III. Complete the degree within the prescribed duration and uphold a clean disciplinary record.

INTERNSHIP/HOUSE JOB:

House job/ Internship (where applicable) of one-year duration in a recognized institute is compulsory. On successful completion of house job/internship a certificate to this effect will be issued by HOI.

TRANSCRIPT:

All the transcripts shall be issued by the Controller of Examinations/Add. Controller of



Examinations, each transcript shall bear the signature of Assistant Controller of Examinations, Deputy Controller of Examinations. The transcript will show all information of student's academic achievement i.e. Marks obtained in each course from 100 scale, Credit Hours, Letter Grade, Grade Point, Grade Point Average, and Cumulative Grade Point Average.

The final transcript for the award of degree includes following information:

Sr. #	Front Side	Back Side
1.	Name of Student	Basic Admission Requirement of the Program .
2.	Father's Name	Previous Degree Held by the Student along with Institution Name
3.	Date of Birth	Credit Hours Exempted/Transferred (If Applicable)
4.	Registration No.	CNIC for Pakistani & Passport for Foreign National
5.	Name of the Degree Program	Grading System
6.	Date of Admission into Degree Program	Charter Date of the University/ DAI May be Mentioned
7.	Type of Enrolment- Full time/ Part Time	Name of College be Mentioned along with HEC Permission Date
8.	Picture of the Applicant be Printed	Signature of the Issuing Authority Front and Bank at the end of the Transcript.
9.	Date of Completion of Degree Requirement	-----
10.	Mode of Study- Regular/ Private or Distance Learning	-----
11.	Online Result Verification Key/ID	-----

PERMISSION OF WRITER FOR SPECIAL STUDENTS:

- I. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- II. In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
- III. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e. g. for level 6 student, the writer should be at the most of level 5)

CHAPTER - IX

FEE AND OTHER CHARGES

The fee structure shall be prescribed by the University for its Constituent Colleges/ School/ Institute or by the affiliated colleges from time to time.

ADMISSION RETENTION FEE:

1. A student who has completed courses but has not submitted required project may seek prior permission to take a break in the program for one to two semesters. If allowed to do so he/she shall be required to pay admission retention fee amounting to 10% of the tuition fee for each semester that he/she takes the break.
2. A student who has completed courses but has not submitted required project takes a break in the program without prior permission for one to two semesters and later seeks permission to continue his/her degree program if allowed to do so, shall be required to pay admission retention fee amounting to 40% of the tuition fee for each semester that he/she took the break.

FEE REFUND:

- I. The admission fee, registration fee, Application fee are non-refundable under any circumstances.
- II. Students who are absent from the program without prior notice will not be eligible for any fee refund.
- III. The laboratory fee is 100% refundable except no. of days a student has availed of that facility.
- IV. The fee submitted for transportation is completely refundable except no. of days a student has availed of that facility.
- V. The fee submitted for utilities/services is completely refundable except no. of days a student has availed of that facility.
- VI. The security deposit fee is fully refundable after the student has completed his/her duration of studies or has withdrawn/transferred to another university.
- VII. The fee submitted as an examination fee is completely refundable only if the student canceling or withdrawing his/her name from program of study.
- VIII. The fee submitted for curricular, co-curricular, extra-curricular, sports, tours, field trips etc. activities is completely refundable except no. of days a student has availed of that facility.
- IX. Students canceling or withdrawing from a program of study may be entitled to a refund of tuition fee under one of the following categories:
 - Personal Emergencies.
 - Health Reasons,
 - Care of and medical reasons for family members.

- Legal/Immigration matters.
- Delay in admission in other Universities.
- Other (these reasons will be considered on an individual case basis).

X. If a student is required to leave the program due to non-fulfillment of entry/admission requirements upon official announcement of examination results, he/she will be eligible for a refund.

Percentage of Fee Refund	Time Line for Semester
100% Fee Refund	Up-to 10 th Day of Commencement of Classes
80% Fee Refund	Up-to 15 th Day of Commencement of Classes
60% Fee Refund	Up-to 20 th Day of Commencement of Classes
50% Fee Refund	Up-to 30 th Day of Commencement of Classes
Zero Fee Refund (0%)	31 st Day onwards of the Commencement of classes

Fee Postponement:

The Tuition Fee can be carried forward and utilized for the following subsequent semester if a student seeks postponement of his/her studies within Two (2) weeks of the commencement of the semester.

However, after the above-mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, duly verified and recommended by a medical board.

CHAPTER - X

CONDUCT OF EXAMINATION

- a) The examination department shall conduct the Final-term Examination/ Assessment as a Paper & Pen or fully computerized and secure method at examination centers/ venue notified in the date sheet.
- b) In exceptional circumstances like national calamities, war or accidental loss of solved answer books, the syndicate may allow a special examination.
- c) The office of the Controller of Examinations shall prepare and notify the date sheet for written and practical examinations as per the Academic Calendar share by the office of the Registrar at least ten days (10 Days) before the exam begins.
- d) 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.

REGISTRATION OF MID & FINAL-TERM EXAMINATION/ ASSESSMENT:

- a) Examination department will entertain those students registration/ SAP number/ID which shall be forwarded by the college/ School/ institute Principal or his nominee Dean in terms of their minimum attendance (lectures, tutorial & practical) set by university and as per the University Guidelines.
- b) Examination Fee once deposited shall not be refundable nor transferable for the next semester. The amount paid in excess of the prescribed fee, will be adjusted only in the subsequent semesters.
- c) Information provided by the candidates at time of admissions shall be used to make the list of Examinees (stratified list) and transferred subsequently to Admittance Cards. Any subsequent change, claimed by the candidate after preparation of Admittance Card shall be made with the approval of the Registrar office on verification by the Academic Advisor or College/ Institute Principal of undergraduate courses and recorded in writing.
- d) Candidate may withdraw for Examination from the SLCM Portal before the issuance of Admit cards after the approval of the Dean/Principal of the concerned Institute, College or School. No request will not be entertain withdrawn after the dead line.
- e) Statement of Entry / Admittance Card of the eligible candidate will be available on the candidate portal at least four (05) days before commencement of the Examination. A copy of stratified list shall be sent to the Centre Superintendent/ Supervisor.

APPOINTMENT OF SUPERVISORY STAFF/ VENUE STAFF OFFICER:

- a) The Supervisory Staff (Supervisor, Deputy Supervisor & Invigilators) and helping staff of



each center/ venue shall be appointed by the Vice Chancellor. The Vice Chancellor may appoint the examination staff team members as supervisory staff/Inspector/Censor or monitoring purposes as per the directions of the Vice Chancellor.

- b) The criteria for appointment of the supervisory staff shall be in accordance with the regulations made by University of Child Health Sciences. No person shall claim to be a permanent member of supervisory staff as a matter of right.
- c) The regulations relating to the duties of the Supervisory Staff may be framed and amended by University of Child Health Sciences, as and when required. The Supervisory Staff shall perform their duties according to the regulations.

RESPONSIBILITIES OF THE SUPERVISORY STAFF:

- a) Hall/ venue supervisory staff shall comprise the Hall/ venue supervisor, deputy supervisor and invigilators. Deputy supervisor and invigilators shall assist the Hall/venue supervisor.
Supervisory staff:
 - I. Shall wear specified jackets
 - II. Shall not leave hall/ center during examination and
 - III. Shall not be allowed mobile phones/smart gadgets or devices in the examination Hall/ Venue except Hall Supervisor.
- b) In case of an emergency, owing to the refusal or non-availability of the Supervisor at the examination center, the Deputy Supervisor shall take over as the Supervisor and immediately inform to the Controller of Examination.
- c) The Supervisor 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 unfair means during the examination. The Supervisor shall immediately send a detailed written report of such incidence to the Controller of Examinations.
- d) The Supervisor shall call upon the candidates before the start of examination to surrender all the books or notes, papers, bags, pagers, mobile phones, calculators (unless if applicable*), palmtop, smart watch, Bluetooth devices or any other material or equipment in their possession. Only transparent pouches are allowed to take stationary items in the examination Hall.
- e) The Hall/Venue Supervisor shall forward the summary to store keeper of the examination department on the end of the last paper. Summary includes used & unused Answer books Scripts, balance of question papers, attendance sheet and other relevant record.
- f) The Supervisory Staff shall be paid remunerations as prescribed by University of Child Health Sciences. The remuneration rates are subject to revision after every three to four years.



- g) The supervisory staff would be paid one day extra remuneration for preparatory day. This is for preparation and Maintenance of examination halls by supervisory staff and support staff (watch, light, stationary, arm chairs, speakers & cleanness and other necessary equipment required for conduct of Theory/OSCE/OSPE exam) one day prior to the examination date.
- h) For every 20/25 candidates, one invigilator shall be appointed to ensure proper supervision and compliance with examination regulations.

CANDIDATES RESPONSIBILITIES:

- a) Candidate shall be instructed to arrive at the notified Examination Centre at least half an hour before commencement of the examination.
- b) No candidate shall be allowed to enter into the Examination Hall/ Centre after commencement of the examination. However, in exceptional circumstances, the Controller of Examinations may provisionally allow to a candidate into the Examination Hall who is late up to ten minutes (10) after commencement of the examination, provided the candidate submits a written valid reason, and this shall be subjected to the subsequent approval of the Controller of Examinations. No compensation time shall be given to the late arrivals.
- c) If an examination starts late for any reason, the Centre Superintendent/ Supervisor must be documented in writing and shall extend the examination duration to compensate for the lost time, subject to the approval of the Controller of Examinations.
- d) 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 venue in emergency situation before this time, for any reason to be recorded in writing by the Centre Superintendent/Supervisor, he/ she shall not be allowed to take the question paper with her/ him.
- e) No candidate shall be allowed to re-enter the Examination Hall/Centre if she/ he leaves after handing over the answer book or bubble sheet.
- f) No candidate shall leave the Examination Centre/Hall during the examination without permission of the Centre Superintendent/Supervisor.
- g) No candidate shall be allowed to use toilet facilities until at least one hour has elapsed after commencement of the examination.
- h) For courses where both Multiple-Choice Questions (MCQ) and Short Essay Questions (SEQ) are scheduled on the same day, candidates must submit the MCQ paper and response sheet to the supervisory staff at the end of the allocated time for the MCQ section. The SEQ section will commence immediately thereafter. Candidates who fail to return the MCQ paper and response sheet will not be permitted to proceed with the SEQ section.
- i) Candidates are strictly prohibited from taking the MCQ question paper from the



examination center. Any violation of this regulations will result in the cancellation of their paper.

- j) Candidates must write their roll number with blue or black ink on the SEQ/MCQ response sheet before starting the examination. Both the candidate and the Supervisor/Superintendent or Deputy Superintendent/supervisor are required to sign the SEQ/MCQ response sheet/scripts at the candidate's designated seat during the examination.
- k) In answer book for short/long essay question, candidates shall fill in the details on the title page of answer book. Candidate shall not write his/ her name, name of college/ school/ institute/ program, or make any identification marks to disclose his/ her identity otherwise this can lead to strict disciplinary action.
- l) In answer book for short essay question, candidate shall write answer on the answer book printed and specified for a particular question or a group of questions.
- m) Candidate shall conclude his/her answer to questions on the pages provided in the answer book. Continuation sheets shall not be provided in any case.
- n) Smoking shall not be allowed in the examination Hall/venues.
- o) Candidates are not permitted to request or receive any explanation regarding the question paper. However, in the event of a valid concern, such as a misprint or error, as determined by the Hall/Centre Superintendent or Supervisor, the matter shall be reported to the Monitoring Officer or Inspector. If deemed necessary, they may provide clarification or correction for the error/misprint.
- p) Candidates are strictly prohibited from engaging in conversation, causing any disturbance to other candidates, or borrowing items from others during the examination.
- q) Candidate shall not be allowed to use dictionary or spell-checker during the examination.
- r) Candidate shall not remove a leaf or any part of the answer books, otherwise strict disciplinary action will be taken against him/ her.
- s) The Chief Security Officer shall assign a minimum of two security personnel, one male and one female, to each examination hall, center, or venue to maintain order and effectively handle any potential law and order issues during the examination.

APPOINTMENT OF PAPER SETTERS:

- a) The Vice Chancellor shall appoint Paper Setter (Initial & Final) for undergraduate examinations, from a panel of names recommended by the respective Board of Studies and Board of Faculties.
- b) The Vice Chancellor may appoint a suitable substitute if deemed necessary, provided the reasons are documented.
- c) The minimum qualifications required for paper setter in various courses/subjects for undergraduate programs shall align with the regulations established by the Pakistan Medical



- and Dental Council (PM&DC) and the Higher Education Commission (HEC).
- d) In exceptional cases, the Vice Chancellor may approve the appointment of a Consultant or a Lecturer with relevant post graduate qualification for paper setter provided the individual has a minimum of three years of teaching experience in the specific course.
 - e) No individual shall be appointed as paper setter if they have a close relative—such as a spouse, child, adopted child, grandchild, sibling, niece, nephew, in-law, or paternal/maternal uncle or aunt—appearing in the same examination. If such an appointment is made inadvertently, the Paper Setter must decline the position. An undertaking preforms must be implemented to ensure compliance with this policy.
 - f) The course instructor/teacher from the respective college or school of the University of Child Health Sciences may be appointment as final paper setter.
 - g) A retired teacher may be appointed as examiner for up to 10 to 15 years in light of PM&DC guidelines after his/her retirement, provided they are in good health and actively engaged in continuing medical education and/or professional development.
 - h) No individual shall be appointed as a paper setter if there is a previous adverse report against them, an inquiry is pending, or a decision regarding their eligibility has been made by the Vice Chancellor.
 - i) No faculty member shall have an inherent right to be appointed as a paper setter.
 - j) The Vice Chancellor reserves the authority to cancel the appointment of any paper setter without providing a reason.
 - k) The Controller of Examinations holds the discretion to appoint one or multiple paper setters for the preparation of the initial/ final paper. These must be sent or submitted paper to the Controller of Examinations via special courier in a sealed envelope marked as 'CONFIDENTIAL (as per TOS) within the stipulated timeframe and send soft copy to Controller of Examinations.

RESPONSIBILITIES OF PAPER SETTERS:

- a) The Initial Paper Setter is responsible for preparing the preliminary question paper(s) for a specific course/subject in an examination conducted by the University.
- b) The Final Paper Setter is responsible for preparing the finalized question paper(s) for a specific subject/course in an examination conducted by the University.
- c) The course instructor/teacher from the respective institute/ college or school of the University of Child Health Sciences must require to submit a single set of the OSPE/ OSCE Stations, Mid-Term &Final-term examination papers along with their answer keys. This submission will serve as the initial paper setting, ensuring alignment with the quality standards set by the external initial paper setter. The course instructor must submit the initial paper at least two weeks prior to the scheduled Mid-Term and Final-term Examination.



- d) In case the course/ subject is taught by more than 1 teacher of a single course both the teachers shall submit the exam paper.
- e) The Syllabus & Table of Specification will be provided by the Examination Department as approved by the curriculum Committee and shared by the registrar office.
- f) 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.
- g) Paper setter may also be appointed as OSPE/OSCE/Practical examiner.
- h) The paper setter shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- i) MCQs shall be prepared and developed by the Initial or final paper setters, he/ she must ensure that:
 - i. The Content Validity is in excess of 80%.
 - ii. The MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge data interpretation, and problem solving skills (C1, C2 and C3).
 - iii. MCQs must be of single best answer type and have 5 options each.
 - iv. The key of every question along with its Reference Book and Page No. is given.
 - v. Only standard text books/ recommended books, as prescribed in the subject curriculum, should be used for developing the MCQs.

DISQUALIFICATION OF PAPER SETTER:

Any examiner who makes errors more than twice in the final paper setting—whether related to language, course content, or paper format—or deliberately alters, distorts, or disfigures the question paper, shall be disqualified from serving as a Paper Setter or Paper Assessor. This decision will be made by the Vice Chancellor, based on the recommendations of the Controller of Examinations, and the findings will be reported to the Head of the Institution of the Paper Setter.

GUIDELINES FOR PAPER SETTER:

The Paper Setters are requested to adhere to the following guidelines:

- i. Design questions with utmost clarity, avoiding vague expressions such as 'Discuss' or 'Give an account.'
- ii. Both the question paper and answer keys must be submitted as hard copies, duly signed by the paper setter, along with a soft copy.
- iii. The question paper must strictly align with the syllabus.
- iv. Avoid using abbreviations in the question paper.
- v. Follow the Table of Specification (TOS) accurately.



- vi. The total marks specified for each question in the margin must correspond with the total marks of the question paper.
- vii. Corrections and overwriting are not permitted. If corrections are necessary, the question paper must be rewritten or re-typed.
- viii. Each paper, including continuation sheets, must be properly signed.
- ix. Any required sketches or figures should be drawn on a separate page, signed, and attached to the question paper.
- x. Every question paper must be treated as a 'top secret' document, and no copies of the question paper should be retained.
- xi. The "key" (correct answers and weightage) for all questions must be prepared in the prescribed format and enclosed with the office copy after dully signed and stamped.
- xii. Provide references to textbooks and the relevant content areas of the syllabus for each question. These should be legibly written below the question, using only standard or recommended textbooks as per the subject curriculum.
- xiii. The examiner shall be required to sign an undertaking confirming that they have thoroughly reviewed all the instructions provided above and have adhered to them faithfully.
- xiv. All rough work performed during the process of paper setting shall be sealed in a separate envelope and handed over to the paper setting section staff member for shredding.

PAPER OBSERVATION PROCESS:

- a) The office of the Controller of Examinations shall consider the request of paper observations for addressing concerns regarding the content of examination papers, ensuring alignment with the approved curriculum, study planner, and academic standards.
- b) A written request for paper observation must be submitted to the Office of the Controller of Examinations (COE) within 7 days of the conduct of the (specific course) examination.
- c) A group of students (minimum 10) with endorsement from their class representative.
- d) The request must clearly highlight the questions considered to be beyond the scope of the approved curriculum, study planner, or course content.
- e) The application shall only be considered if it includes a formal written comment or endorsement by the respective course instructor, certifying that the highlighted questions appear to be beyond the prescribed TOS, syllabus or curriculum.
- f) Supporting evidence (e.g., course outline, lecture slides, reference materials) to substantiate the claim.
- g) The Principal/Dean/ HOD shall review the application for completeness and forward it to the Controller of Examinations.



- h) The Controller of Examinations shall examine the observations and refer the matter to two independent subject experts (not affiliated with the paper-setting process).
- i) The experts shall evaluate whether the questions:
 - Fall outside the approved curriculum, study planner, or learning outcomes.
 - Are ambiguous, misleading, or excessively difficult compared to the course level.
- j) Their findings shall be documented in a Post Hoc Analysis Report with clear recommendations.
- k) The COE shall compile the expert reports and forward them to the Vice Chancellor (VC) for final approval. Based on the VC's decision:
 - Adjustments may be made in marking (e.g., removing/ compensating for disputed questions).
 - No changes will be made if the experts deem the questions valid.
- l) The decision shall be implemented before the finalization of results.
- m) If the experts confirm non-compliance with curriculum standards, the paper setter shall:
 - Receive a warning letter from the COE for unprofessional conduct.
 - Be blacklisted as an examiner for a minimum of 3-5 years.

REMUNERATION OF PAPER SETTER:

Paper Setter (Initial/ Final) shall receive such remunerations as may be prescribed by the university from time to time.

APPOINTMENT OF PAPER ASSESSORS:

- a) The Vice Chancellor shall appoint Paper Assessor for undergraduate examinations, from a panel of names recommended by the respective Board of Studies and Board of Faculties.
- b) The minimum qualifications required for Paper Assessor in various courses/subjects for undergraduate programs shall align with the regulations established by the Pakistan Medical and Dental Council (PM&DC) and the Higher Education Commission (HEC).
- c) In exceptional cases, the Vice Chancellor may approve the appointment of a Consultant or a Lecturer with relevant post graduate qualification for Paper Assessor provided the individual has a minimum of three years of teaching experience in the specific course.
- d) No individual shall be appointed as Paper Assessor if they have a close relative—such as a spouse, child, adopted child, grandchild, sibling, niece, nephew, in-law, or paternal/maternal uncle or aunt—appearing in the same examination. If such an appointment is made inadvertently, the Paper assessor must decline the position. An undertaking preforms must be implemented to ensure compliance with this policy.
- e) Paper Assessor shall be appointed for a particular examination only. However, he/ she may be re-appointed in subsequent semester examinations subject to the approval of the Vice



Chancellor.

- f) Paper Assessor for a subject shall be appointed from amongst the panel duly recommended for the same subject.
- g) Paper Assessor may also be appointed as a paper setter and a practical/ clinical examiner in the same examination.
- h) The course instructor/teacher from the respective college or school of the University of Child Health Sciences may be appointment as paper Assessor.
- i) A retired teacher may be appointed as paper assessor for up to 10 to 15 years in light of regulatory body guidelines after his/her retirement, provided they are in good health and actively engaged in continuing medical education and/or professional development.
- j) No individual shall be appointed as a paper assessor if there is a previous adverse report against them, an inquiry is pending, or a decision regarding their eligibility has been made by the Vice Chancellor.
- k) No faculty member shall have an inherent right to be appointed as a paper assessor.
- l) The Vice Chancellor reserves the authority to cancel the appointment of any paper assessor without providing a reason.

RESPONSIBILITIES OF PAPER ASSESSORS:

- a) 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.
- b) Paper Assessor shall mark only those answer books that have been labelled with fictitious roll numbers.
- c) Paper Assessor shall evaluate or mark the answer books of candidates appearing in the examination of the university.
- d) Paper Assessor shall mark the questions according to the key provided with the question paper.
- e) 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.
- f) Paper Assessor shall not keep in his/ her possession any copy of the award list or the key.
- g) Paper Assessor shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- h) Re-assessment of the marked questions paper by the paper assessors is generally discouraged.
- i) However, upon identification of such an omission they should address any unmarked portion, totaling and transferring mistakes in the scripts with mutual consensus and after informing the concerned official from examinations department, may amend the marks for the



mistakes of the paper assessors.

- j) Each Paper Assessor shall mark only the number of questions of all the candidates as specified/ assigned by the Controller of Examinations. One assessor shall marked maximum 3 questions.
- k) Blank answer book shall be crossed and awarded zero and entry made as such, in the award list.
- l) After Assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
- m) Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
- n) All columns specified for the Paper Assessor on the title page of answer book shall be filled in by red ink.
- o) 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.
- p) 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.
- q) The marks of a candidate in the award list shall be the same as written in the answer book. Paper Assessor must end or se correct question number on the script and award list.
- r) 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 marks with his signatures against the cancelled ones.
- s) In case, a candidate attempts more than required questions the question having the minimum marks shall be treated as cancelled.

Guidelines for Paper Assessment:

The Paper Assessor shall report to the Controller of Examinations, by roll/registration/candidate number, any case involving a candidate who:

- i. Attempts to communicate or influence the assessor by any means, including persuasion, threats, or the use of unfair methods to affect the award of marks.
- ii. Discloses their identity or makes distinguishing marks in their answer book that could identify them or reveal their identity.
- iii. Appears to have copied answers, or parts thereof, from another candidate, a book, or any other unauthorized source.
- iv. Attaches any paper to the answer book that was not supplied by the Centre Superintendent.



- v. Uses obscene language in the answer book or engages in any other form of misconduct, as determined by the assessor.
- vi. Removes a leaf or part of the answer book.
- vii. In the opinion of the examiner, engages in any other form of unfair means.

DISQUALIFICATION OF PAPER ASSESSOR:

A Paper Assessor who deliberately commits any of the following errors shall be disqualified for a minimum of three academic years:

- i. Leaves answers or parts of answers unmarked.
- ii. Fails to fill in columns of the award list.
- iii. Fails to sign the answer book or award list.
- iv. Allocates marks exceeding the maximum allowable limit.
- v. Makes an incorrect total of marks.
- vi. Includes marks for over-attempted questions.
- vii. Transfers incorrect marks to the award list.
- viii. Commits any other mistake that may invalidate or render the candidate's result incorrect.

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 the Paper Assessor concerned and Head of Institution of the Paper Assessor.

DIFFICULTY INDEX:

To ensure the quality and fairness of examinations, this policy establishes a standardized method for analyzing the Difficulty Index (DI) of examination questions. Questions found to be excessively difficult or poorly discriminating shall be reviewed and, if necessary, excluded from scoring and marks shall be aggregated.

- i. This policy applies to theory examinations (SEQ's & MCQs where applicable) except oral/practical examinations where:
- ii. A minimum of 10 candidates have attempted the paper.
- iii. The course/subject is part of a degree-awarding program.
- iv. The Examination Department shall compute the difficulty index for each question in the Post hoc Analysis report of each course.
- v. Two subject experts shall assess questions with difficulty index $< 10\%$.
- vi. If the committee confirms a question is ambiguous, beyond syllabus, or incorrectly framed, it shall be excluded from scoring.
- vii. If the question is valid but poorly attempted, marks may be adjusted proportionally.
- viii. Removed questions shall not be counted, and the total marks shall be aggregated.

REMUNERATION OF PAPER ASSESSOR:

Paper Assessor shall receive such remunerations as may be prescribed by the university from time to time.

APPOINTMENT OF EXTERNAL EXAMINER FOR OSPE/OSCE STATIONS:

- i. 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/ she is appointed.
- ii. The Vice Chancellor shall appoint External Examiner (Where Applicable) for undergraduate examinations, from a panel of names recommended by the respective Board of Studies and Board of Faculties.
- iii. The Vice Chancellor may appoint a suitable substitute if deemed necessary, provided the reasons are documented.
- iv. The minimum qualifications required for External Examiner in various courses/subjects for undergraduate programs shall align with the regulations established by the Pakistan Medical and Dental Council (PM&DC) and the Higher Education Commission (HEC).
- v. In exceptional cases, the Vice Chancellor may approve the appointment of a Consultant or a Lecturer with relevant post graduate qualification for external examiner provided the individual has a minimum of three years of teaching experience in the specific course.
- vi. No individual shall be appointed as external examiner if they have a close relative—such as a spouse, child, adopted child, grandchild, sibling, niece, nephew, in-law, or paternal/maternal uncle or aunt—appearing in the same examination. If such an appointment is made inadvertently, the examiner must decline the position. An undertaking preforms must be implemented to ensure compliance with this policy.
- vii. A retired teacher may be appointed as external examiner for up to 10 to 15 years in light of PM&DC guidelines after his/her retirement, provided they are in good health and actively engaged in continuing medical education and/or professional development.
- viii. External Examiner/Subject Specialist may also be appointed as a Paper Setter, Paper Assessor and convener in the same examination.

GUIDELINES FOR EXTERNAL EXAMINER:

While preparing the award list for Oral and Practical/Clinical examination, the External Examiner must ensure that:



- i. Award list is prepared by the External Examiner.
- ii. Only prescribed form of the University is used for practical awards.
- iii. The name of examination, subject and institution should be clearly written on each page.
- iv. Award list shall be filled in with blue/ black ink in the handwriting of the External Examiner.
- v. Absent candidate shall be marked in red.
- vi. No candidate should be missed out.
- vii. Each page of the award list is signed by the External Examiner.
- viii. Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
- ix. 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/ her signature against the cancelled ones.
- x. 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'

REMUNERATION OF EXTERNAL EXAMINER:

Only External Examiner shall receive such remunerations as may be prescribed by the university from time to time.

APPOINTMENT OF MONITORING OFFICER:

- a) The Vice Chancellor shall appoint a Monitoring Officer for an examination.
- b) The Monitoring Officer is responsible for ensuring that the examination process is conducted smoothly, fairly, and transparently. Additionally, they may be tasked with evaluating the overall examination process.
- c) Monitoring officer shall receive such remunerations as may be prescribed by the university from time to time.

APPOINTMENT OF INSPECTOR OR CENSOR

- a) Censor shall be appointed by the Vice Chancellor, as and when required.
- b) The Censor shall not be teaching candidates for the particular subjects of examination for which he/ she is appointed.
- c) Censor shall be eminent senior person, preferably the subject specialist, with vast experience in various aspects of examinations to qualify for such an appointment.



- d) Censor shall apprise and judge organizations, conduct and standard of the examination by personal inspection for which he/she is appointed.
- e) Censor shall critically observe, evaluate, record his findings and submit an impartial report to the University for the purpose of unprejudiced and fair feedback.
- f) Censor shall submit a report within a period of seven days (07) of completion of inspection on the prescribed Performa duly signed by him.
- g) Censor may suggest further improvements, if required, in the conduct of the theory, Oral and Practical/ Clinical examination.
- h) Censor shall receive such remunerations as may be prescribed by the university from time to time.

DEGREE CELL:

- a) Degree portal will be prepared by the degree cell as per the HEC guidelines after verification by the Respective, College/ Institute/ School, Registrar, Treasurer and the Controller of examinations office.
- b) The Degree will be signed by the designated authorities (i.e. Registrar, Controller of Examination, Vice Chancellor, and The Chancellor) and awarded to candidates during the convocation upon payment of the prescribed fee.
- c) If a candidate cannot collect their Degree during the Convocation, it will be issued upon completing the required formalities and paying the specified fee.
- d) A Duplicate Degree will be issued only in cases of loss, subject to the payment of the prescribed fee, submission of an affidavit, an FIR, and publication of advertisements in at least three national newspapers, including one in English and one in Urdu.

RE-TOTALING/ RE-CHECKING OF ANSWER BOOKS/SCRIPTS:

- a) After the declaration of results, a candidate may apply for rechecking to the Controller of Examinations within Seven (07) days of the result announcement.
- b) The candidate or anybody on his/her behalf has no right to see or examine the answer book.
- c) The application for rechecking must be submitted on the prescribed form, duly recommended by the concerned College/ School Principal or Dean, along with the prescribed fee and a copy of the Detailed Marks Certificate.
- d) The prescribed fee for rechecking, which is non-refundable, shall be notified separately by the University.
- e) The rechecking application must reach the office of the Controller of Examinations within seven (07) days from the date of result declaration.
- f) Rechecking pertains only to verifying the compilation and declaration of results and



does not involve re-assessment or re-evaluation of the answer book.

- g) An authorized officer, or a Rechecking Committee approved by the Controller of Examinations shall ensure that the candidate's result has been accurately compiled and declared. The Rechecking Committee shall make sure these points:
- i. No answer in the answer book or part of it has been left unmarked.
 - ii. The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
 - iii. No error is detected in the grand total of marks.
 - iv. 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.
 - v. The answer book is in the hand writing of the candidate.
- b. Answer books will only be rechecked (not reassessed) after the declaration of results.

PERMISSION OF WRITER FOR SPECIAL STUDENTS:

- a) A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on paper, pen or fully Computer based any other means of facilitation.
- b) In case a student is physically handicapped/visually impaired, she/he may apply to the controller of examination through the Principal/ Chairperson of the respective college/department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.
- c) The controller examination will allow the helper to the disabled student (She/he cannot write). The qualification of a helper will be at least one step lower than that of the student (e.g. for level 6 student, the writer should be at the most of level 5).
- d) The controller of examinations (if necessary, keeping in view the condition of the student) will decide and allow the student extra time up to 45 minutes to solve the question paper.

DAMAGED/LOST ANSWER SCRIPT:

- a. In an exceptional case where an answer script is damaged, lost, or destroyed due to unavoidable circumstances, then the student may be given the following options:
- b. Average marks shall be awarded to the student in that subject/course.
- c. In the case of Final Year Examination, if the candidate so desires, he/she shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.



- d. In case of Internal Assessment, if the candidate so desires, he/she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

CHAPTER – XI

CONDUCT & DISCIPLINE OF STUDENTS

UNFAIR MEANS:

- a) Any candidate who, after announcement made by Superintendent/ Supervisor fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be reported by the Superintendent/Supervisor of the Examination to the Controller of Examinations.
- b) Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, his/her paper shall be cancelled and shall be disqualified from appearing in examination for a period of one year.
- c) Any candidate found guilty of impersonation, which impersonates such candidate and is on the rolls of an affiliated College/ institute, shall be, disqualified i.e. both candidate and impersonator for a period of three years.
- d) If the impersonator is not on the rolls of an affiliated College, the Controller of Examinations shall register a case with the Police (FIR), and shall send intimation to this effect to the Vice Chancellor for cancellation of his/her Degree.
- e) 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.
- f) 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.
- g) Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the 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.
- h) 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.

- i) Any candidate found guilty of forging another person's signatures on his/her application or Admission Form shall be disqualified for one year.
- j) 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.
- k) 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.
- l) 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.
- m) 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.
- n) A Committee shall be constituted by the Vice Chancellor to deal with unfair means cases.
- o) 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.
- p) 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 an affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre.
- q) Guidance may be sought from the rules / regulations of PMDC, University of Punjab and other institutions on subjects which may not be covered by the above regulations. The Disciplinary Committee may award suitable punishment to any reported candidate in commensuration with the gravity of offence not covered in these regulations.

The matter shall be referred to the Disciplinary Committee upon completion of the fact-finding report or upon the availability of sufficient grounds regarding the allegation, in accordance with the Disciplinary Committee Regulations. The case shall then proceed under Section 6 of the said Regulations.



APPEAL AGAINST USE OF UNFAIR MEANS:

The accused, complainant or the victim can lodge an appeal against the interim order of the Discipline committee, through office of registrar before the Vice Chancellor within seven (07) working days from the date of receiving the order. The right to appeal is for one time only. The

The Appeal shall be proceed under section 9 of Disciplinary Committee Regulations.

STUDENT GRIEVANCE:

- a) All colleges/departments should have a three members Committee constituted of two senior faculty members, the relevant head of the department, and a dean headed by the Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
- b) In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee.
- c) It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier.
- d) The decision of the Committee will be deemed final and will be binding on all parties.
- e) A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
- f) The committee will address the student grievances to redress it accordingly.

COMMITTEE(S):

- a) The Vice Chancellor May Constitute Committee to oversee the issues of Candidates.
- b) Each College /Department will have a College/Departmental Committee consisting of three seniors most teachers of the College/Department including the Principal, Program Director & Academic Advisor to assess the progress of the students during the semester and the results of all the examinations including the final semester examination.
- c) The final recommendations of the Departmental Committee concerning the subject matter will be submitted through the secretary to Pro-Vice Chancellor or Vice Chancellor for consideration and approval.
- d) There shall be two committees: one chaired by the Vice Chancellor and the other



chaired by the Pro-Vice Chancellor.

Committee-I

Sr. No.	Committee-I Members	Role
1.	Vice Chancellor	Chairperson
2.	Controller of Examinations	Member
3.	Principal Constituent College/ School/ Institute	Member
4.	Director Admissions	Member
5.	Director Medical Education	Member
6.	Academic Advisor	Member
7.	Registrar	Secretary

Committee-II

Sr. No.	Committee-I Members	Role
1.	Pro-Vice Chancellor	Chairperson
2.	Director Medical Education	Member
3.	Controller of Examinations	Member
4.	Principal Constituent College/ School/ Institute	Member
5.	Registrar	Secretary

Furthermore, an authority may constitute any committee under section 43 of UCHS Act-2021.

LIFE OF CONFIDENTIAL MATERIAL:

The following maximum life of the archived records of different documents in the Secrecy/ Paper Setting/ Tabulation/ Conduct Section shall be observed;

- a) The Original awards (Theory and practical) & Original result sheets shall be shredded after being archived as scanned documents after receipt of the degree of index course.
- b) Question Paper files administered in different examinations shall be kept for six month after the conduct of respective examination.
- c) Remuneration bills paid to the Paper Setters, Paper Assessors, Monitoring Officer, Censors, R.I, and Supervisory staff along with the helping staff involved in an index examination



shall be kept by the treasurer office for one year after the payment.

- d) Solved Answer Books (Theory and practical) and details of lots/ perforated slips shall be kept six months after the declaration of result.
- e) Manual tabulation (if any) results shall be kept for six months after the declaration of results.
- f) Rechecking Files shall be kept for 12 months, after decision of the cases (the date of decision will be calculated from the date of issue of reply).
- g) Unfair means cases files shall be kept for two (02) year, after decision of the cases (the date of decision shall be reckoned from the date of issue of notification).

MODIFICATION/AMENDMENTS:

These Regulations are subject to modifications by the concerned authority as may be deem appropriate from time to time.

-Sd-

DR. MASOOD SADIQ FRCP

Tamgha-e-Imtiaz

Professor of Paediatric Cardiology

Vice Chancellor

No. 1002-07 /UCHS

Dated: 27-02 2026

A copy is forwarded for information to:

1. The Pro-Vice Chancellor, University of Child Health Sciences, Lahore.
2. The Controller of Examinations, University of Child Health Sciences, Lahore.
3. The Principal, SAHS, University of Child Health Sciences, Lahore.
4. The Principal, CON, University of Child Health Sciences, Lahore.
5. PA to Vice Chancellor, University of Child Health Sciences, Lahore.
6. Master File.



Prof. Dr. Muhammad Nasir Rana

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REGISTRAR

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