



REGULATIONS FOR REGISTRATION AND EXAMINATION OF STUDENTS AT DOW UNIVERSITY OF HEALTH SCIENCES, 2024

1. SHORT TITLE AND COMMENCEMENT

- 1.1 The Regulations contained in this document may be called the Regulations for Registration and Examination of Students at Dow University of Health Sciences, 2024.
- 1.2 It shall come into force with immediate effect.

2. DEFINITIONS

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings given below:

- a. **“Academic Committee”** means a governing body within the institution responsible for overseeing and advising on all academic matters
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Act”** means the Dow University of Health Sciences Act, 2004.
- d. **“Administrator”** means the person appointed by relevant authority to oversee a proceeding or event.
- e. **“Affiliated College”** means an educational institution affiliated to the University but not maintained or administered by it.
- f. **“Affiliated Institute”** means a training facility, other than a college affiliated to the University but not maintained or administered by it.
- g. **“Affiliation committee”** means an Affiliation Committee as referred in the Act;
- h. **“Authority”** means any of the authorities of the University specified in the Dow University of Health Sciences Act, 2004.
- i. **“Board of Studies”** means the academic body responsible for development, review and recommendation of curricula, academic policies, and instructional programs.

- j. **“Centre Administrator”** means the person appointed by relevant authority to oversee an examination.
- k. **“Chairperson of the Department”** means the Head of a Teaching Department.
- l. **“Chancellor”** means the Chancellor of the University.
- m. **“Commission”** means the Higher Education Commission.
- n. **“Conduction Staff”** means the personnel responsible for organizing, coordinating, and managing the smooth execution of academic or administrative activities, including examinations.
- o. **“Constituent College”** means a college maintained and administered by the University.
- p. **“Controller”** means the Controller of Examinations of the University.
- q. **“Convocation Committee”** means a body constituted by the university responsible for organizing and overseeing all matters related to the convocation, including the coordination of event logistics, issuance of degrees, and ensuring adherence to institutional protocols and regulations.
- r. **“Credit Transfer Committee”** means a designated body within an institution responsible for evaluating, approving, and facilitating the transfer of academic credits from one recognized institution to another, ensuring compliance with the institution’s academic policies and regulations.
- s. **“Curriculum Review Committee”** means the committee constituted by the Institute, responsible for reviewing, evaluating, and recommending updates or revisions to the academic curriculum to ensure compliance with regulatory standards and the achievement of educational objectives.
- t. **“Dean”** means the Dean of a faculty of the University.
- u. **“Director” means** the head of an Institute.
- v. **“Disciplinary Committee”** means Disciplinary Committee as referred in the Act.
- w. **“Examination”** means all examinations and tests conducted by the Dow University of Health Sciences at its constituent College / Department / Institute / Centre.

- x. **“Faculty”** means a faculty of the University.
- y. **“Fee Committee”** means a designated body within the university responsible for the review, recommendation, and approval of tuition and other fee structures, ensuring compliance with applicable regulations and policies.
- z. **“Institute”** means an Institute set up by the University.
- aa. **“Migration Committee”** means a designated body established by the university to oversee, manage, and facilitate the process of student migration, including but not limited to, evaluating migration requests, ensuring compliance with relevant policies and regulations, and making recommendations for approvals or rejections of such requests.
- bb. **“Principal”** means the Principal of the constituent / affiliated college as the case may be.
- cc. **“Program Director”** means an individual responsible for the management, and implementation of specific educational programs within an institution, ensuring adherence to academic standards and objectives, and reporting directly to the Director or designated authority.
- dd. **“Pro Vice Chancellor”** means an appointed officer of the university responsible for assisting the Vice-Chancellor in the administration and management of academic and administrative functions, and exercising delegated authority in the absence of the Vice- Chancellor.
- ee. **“Registrar”** means the Registrar of the University.
- ff. **“Remuneration / honorarium** means a recurring or non-recurring payment granted to an employee from the university fund as remuneration for special work of an occasional character.
- gg. **“Retired Professor”** means a Professor who has retired from government service, on attaining superannuation, and who may or may not be an employee of a private, medical / nursing teaching institution.
- hh. **“School”** means a constituent learning centre which imparts education under the administration of the University.

- ii. **“Scrutiny Committee”** means a designated group of individuals formed to evaluate and process complaints sent to the examination department by candidates regarding their results.
- jj. **“Unfair Means Committee”** refers to a designated body within an educational institution responsible for investigating and adjudicating cases where candidates are alleged to have engaged in unethical or dishonest behavior, particularly during examinations, assessments, or academic activities. The committee is tasked with ensuring due process and determining appropriate disciplinary actions based on the severity of the violation.
- kk. **“University”** means Dow University of Health Sciences and may be abbreviated as **“DUHS”**.
- II. **“Vice Chancellor”** means the Vice Chancellor of the University.

3. UNIVERSITY REGISTER OF STUDENTS

The Campus Management Solution (CMS) of Dow University of Health Sciences shall maintain a Register of all the students of the Constituent / Affiliated Institutions, enrolled for all the examinations.

3.1 Register will be maintained for every student, with the following particulars:-

- Name along with Father’s Name
- Date of Birth
- Name of Constituent / Affiliated Institutions in which the student is enrolled.
- Date of admission / readmission in Constituent / Affiliated Institution.
- Date of leaving / debarment/being struck off / admission cancellation
- Degree obtained
- Particulars regarding award of University Scholarships, Medals or Prizes
- Details of every result pass or failure in a University examination with his / her roll number and year and marks / grades obtained.

- 3.2 The Principal / Director of every Constituent / Affiliated Institution shall forward to the CMS within fifteen days, the name of every student, admitted or readmitted to that Institution, together with the prescribed registration form. Moreover, any withdrawal or transfer of any student should also be reported to the CMS within 15 days.
- 3.3 If any student is struck off from the rolls of Constituent / Affiliated Institutions or migrates to another University, is rusticated or expelled, then such a fact shall be **immediately** reported to the Registrar.
- 3.4 In the case of a registered student joining or rejoining an educational institution, the Principal / Director shall quote such a student's registration number in all correspondence.
- 3.5 On registration, every student shall be informed, through CMS about the number under which, his / her name has been entered in the Register and that number, shall be quoted in all subsequent correspondence, concerning that student, and, in all applications made by the student, to be submitted to the University for any purpose including the examination form.
- 3.6 On admission to a Constituent / Affiliated Institution every student shall be required to pay to the University the prescribed fee. No further fee for registration shall be charged, unless a student's name is, for any reason, other than legitimate migration, struck off from the rolls of an Institution, in which case he / she shall pay a prescribed fee, to have his / her name re-entered in the University Register.

4. REGULATIONS FOR CONDUCT OF EXAMINATIONS

4.1 EXAMINATION CALENDAR

- a. The Principal/Director of the Constituent Institute/College/School will notify the Examination Calendar after approval from the Vice Chancellor DUHS at the start of the Academic year.
- b. Chairperson/Program Director concerned will recommend Schedule of the final examination two months before the due dates according to the Examination Calendar.
- c. The Controller of Examination (COE) will notify the Schedule of the Final Examination.

4.2 DATE SHEETS

- a. Date Sheet for the Examination, written and practical, will be notified by the COE.

- b. Date Sheet, once notified, shall not be changed.
- c. The Vice Chancellor, DUHS, shall, however, have the discretion to amend the dates under exceptional circumstances/force majeure.

4.3 EXAMINATION FORMS

The institute shall enter the final & updated subjects that a candidate will be taking during the examination concerned. It should be noted that the Course Title and Code are according to the entry in the prevalent policy.

- a. After the notification of the date of examination, the eligible Examinees shall be required to submit Examination forms through the Principal of their respective Colleges, on or before the notified last date for the form & fee.
- b. The Examination forms should be duly attested by the Principal of the respective colleges.
- c. Admit Cards shall have the particulars of the Examinees along with a latest photograph pasted therein along with the COE signature.
- d. The forms will be submitted along with the prescribed fee.
- e. The fees will be deposited in the authorized banks on the prescribed fee voucher.
- f. Incomplete forms shall not be entertained.
- g. Examination forms without enrolment with Dow University of Health Sciences will not be entertained.

4.4 LATE FEES

Whenever examination form or the fee is received after the last prescribed date, the Examinee will have to pay late fee @ of 20% of the prescribed fee, provided that such application along with the prescribed fee is received at least fifteen days before the commencement of the examination.

4.5 ADMIT CARDS

- a. Information filled in by the Examinees in the examination form shall be used to finalize the list of Examinees.
- b. The Examinees will be allotted Roll Number, on the Admit Card.

- c. Admit Cards of the eligible Examinees shall be collected by the respective Coordinators of the institutes at least seven days before the commencement of examination.
- d. Admit Cards shall bear Signature and stamps of the Controller of Examinations along with the subjects to be taken.
- e. Examination forms without enrolment with the Dow University of Health Sciences will not be entertained.
- f. Any subsequent change, claimed by the Examinee after preparation of the Admit Cards, shall only be made with the approval of the COE after verification by the Principal of the College concerned along with the prescribed fee.
- g. No Examinee shall be allowed to enter the Examination Centre without Admit Card.

4.6 ELIGIBILITY OF EXAMINEE

Promotion of Examinees in different examinations shall only be made in accordance with regulations laid down by regulatory bodies for concerned course of studies or as per the DUHS Promotion Policy for different programs.

4.7 REGULATIONS FOR WITHDRAWAL OF EXAMINATION FORMS AFTER SUBMISSION

A candidate may be stopped from taking an exam under the following conditions: -

- a. When an Examinee has been sent up provisionally for shortage of the mandatory attendance and that shortage has neither been made up nor condoned in accordance with the regulations.
- b. When an Examinee ceases to be on the Rolls of the university/college for non-payment of college dues or any other reason provided that such action has been taken before the commencement of the examination.
- c. When an Examinee has been rusticated or his Character Certificate has been withdrawn for misconduct before commencement of the examination.
- d. When an Examinee has been penalized by the Unfair Means Committee.

- e. When an Examinee has been declared passed after revision of the result on account of Scrutiny.

4.8 REGULATIONS FOR REFUND OF EXAMINATION FEES

- a. Examination fees, once deposited, shall not be refundable.
- b. However, if the amount paid is in excess of the prescribed fee/under extenuating circumstances, refund of fees shall be allowed with the approval of the Vice Chancellor, DUHS, provided that all such claims are received by the University within six months from the date of commencement of the examinations.

5. REGULATIONS FOR PAPER SETTING

5.1 DEFINITIONS

- a. A Paper Setter is one who sets question paper(s) for a certain subject of an examination conducted by the University. **Ideally, it is the responsibility of the Chairperson to set the paper.**
- b. Paper Setter will recommend the Questions for Computerized Data Bank. The COE / Paper Setter may select the final question paper(s) from the Computerized Data Bank of Questions.
- c. The question paper should be finalized at least 48 hours before the exam.

5.2 CRITERIA FOR APPOINTMENT AS PAPER SETTER

As per the Job Description, Paper Setting is the sole responsibility of the concerned Chairperson. If, for any reason the Chairperson is not available or has to leave his/her station then the paper should be prepared beforehand, sealed in a password protected USB and sent to the Controller of Examination who can later access the paper after obtaining the password from the Chairperson.

- a. The qualifications prescribed for Paper Setter(s) in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by PM&DC / PMC, Pakistan Nursing & Midwifery Council and other Regulatory Authorities.

- b. The Paper Setter(s) shall ordinarily be the faculty member of the constituent Colleges/Schools/Departments/Institutes of the University and should fulfill the minimum prescribed criteria.
- c. Retired Professors engaged in teaching may be appointed as Paper Setter(s) for up to ten years after the date of retirement provided they fulfill the minimum prescribed criteria.
- d. Supervisor of a postgraduate Examinee shall not be appointed as a Paper Setter for his own trainees.
- e. No person shall be appointed as Paper Setter whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grandson, granddaughter, full and half brother and sister, niece/nephew, father, mother, brother and sister in law, father and mother in law, son and daughter in law, paternal and maternal uncle. and aunt etc.) is appearing in the examination.
- f. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision against him has been made by the Vice Chancellor, DUHS.
- g. No faculty member of any affiliated college shall claim an inherent right to be appointed as a Paper Setter.
- h. Any recommendation made by the senior management of the affiliated college for the appointment of any faculty member as a Paper Setter shall not be considered.

5.3 REGULATIONS REGARDING PROCESS OF PAPER SETTING

- a. Paper Setter(s) shall set the question paper(s) along with 'Keys' in the Examination Department. Under no circumstances shall Paper Setting be permitted at any other place.
- b. The correspondence with the Paper Setter(s) shall be made at their official email IDs.
- c. For examinations where the curricula are identical, the question papers set shall be the same.
- d. Paper Setter(s) shall prepare the "Key" (agreed answers/weightage) in the prescribed manner and submit it along with the draft of the question papers.
- e. Paper Setter(s) shall design the questions with the clarity of thought and written words. Words/Expressions like 'discuss' /

'give an account of' / 'none of the above' / 'all of the above' / 'except' shall be avoided. Furthermore, they will check the paper for grammar and spellings.

- f. Paper Setter(s) shall set the question paper legibly in the prescribed manner and affix their signature on each page of the question paper as well.
- g. If a sketch/figure is included in any question, it shall be drawn on a separate page and attached to the question paper. Reference to the sketch/figure shall be made under the respective question and at the top of the sketch/figure reference to the concerned question shall also be made.
- h. Contents of question paper shall be selected from a Table of Specifications of the subject concerned. The questions in each subject shall be fairly distributed over the whole course, i.e., "Content Validity" shall never be less than 80 %. A question paper should not have more than 10% of previous paper material.
- i. Paper Setter(s) may not repeat, as far as possible, the same questions every year.
- j. Paper Setter(s) shall not set any question which is not prescribed in the curriculum.
- k. Paper Setter(s) shall not keep in his/her possession any copy of the question paper framed by him/her or any rough drafts and memoranda connected therewith.
- l. Paper Setter(s) may also be appointed as Practical Examiner(s) and Paper Assessor(s).
- m. Paper Setter(s) shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- n. Paper Setter(s) shall promptly communicate any change in his/her email address to the COE.
- o. All recommendations, panels and records in this regard shall be kept secret by all concerned as long as it is necessary and thereafter, they shall be kept and treated as confidential and privileged documents not open to inspection, comments and utilization, other than the purpose for which, they have been drawn out by an Officer or authority.
- p. The University may frame and amend Regulations from time to time governing the appointment and removal of the Paper

Setters and the manner in which they shall be required to do their work.

- q. Any Paper Setter using computer for setting the paper will delete the stored information after submitting it to the COE for further processing.
- r. No recording device will be allowed in the Examination department during the process of paper settings.

5.4 QUESTION SETTING ACCORDING TO THE ASSESSMENT PLAN

- a. BCQs shall be invited from all the Faculty throughout the year.
- b. All BCQs shall be scrutinized by a Reviewer nominated by the Faculty submitting the questions in the Q-Bank. BCQ's labeled "Satisfactory" shall be deposited in Q Bank.
- c. Paper Setter(s) shall only select BCQs from those sent by the Q Bank to the Examination Department to set the paper.
- d. Paper Setter(s) shall, while setting the final BCQ paper, ensure that:
 - i. Content Validity is in excess of 80%.
 - ii. BCQs are included to assess knowledge at all levels, i.e., simple to recall, conceptual knowledge, data interpretation, and problem-solving skills.
 - iii. 'Key' of every question is given.

5.5 UNDERTAKING BY PAPER SETTER(S)

Paper setter (s) shall be required to sign an undertaking to the effect that:

- a. The question paper was kept secret and that he/she has not retained any copy or a draft or a computer record of the same.
- b. He/she has checked the draft question paper(s) and is satisfied that the question paper(s) is/are strictly in accordance with the curriculum prescribed for the examination of the particular academic session, and according to his/her judgment and belief, is up to the standard of the said examination and is balanced.
- c. The number of marks has been assigned to each part of a question and that the total marks of the question paper are the maximum/sum total of the marks for each question.

- d. The figures are written in both words and digits.
- e. The technical terms and names are written in capital letters.
- f. Abbreviations have not been used.
- g. All spelling mistakes have been checked, corrected and initialed, without exception.
- h. The questions from a topic are not repeated in the same paper.
- i. His/her signatures are placed at the bottom of each sheet of the draft question paper.
- j. He/she has no near relative appearing in the examination of the University of Health Sciences for which the paper is being set by him / her.

5.6 REMUNERATION OF PAPER SETTER

Paper Setter(s) shall receive such remuneration as notified by the University from time to time.

5.7 DISQUALIFICATION OF PAPER SETTER(S)

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

6. REGULATIONS FOR EXAMINATION CENTRE

6.1 EXAMINATION CENTRE

- a. The Examination Centres will be approved by the Vice Chancellor and notified by the COE. The Examination Centre should have the basic facilities for the Examinees.

- b. The COE will issue a chart of the seating arrangements to the Centre Administrator of the Examination Centre.

6.2 CONSTITUTION OF EXAMINATION CENTRE

- a. The Vice Chancellor, DUHS, on the recommendation of the COE, will declare any place as an Examination Centre, where necessary accommodation, furniture and other basic facilities are available.
- b. The Vice Chancellor, DUHS, may grant permission to constitute a special centre under extenuating circumstances.

6.3 EXAMINATION CENTRE SUPERVISORY STAFF

- a. Each Examination Centre will be supervised by a Centre Administrator and each Room / Hall of Examination Centre will be monitored by the 3rd Party Supervisor of the respective Examination Centres.
- b. Centre Administrator of each Examination Centre will be appointed / nominated by the COE after approval from the Vice Chancellor, DUHS.
- c. The COE will assign the duties of the Conduction Staff and other resource persons of the Examination Centre.
- d. There should be at least one Invigilator for every 20 examinees.
- e. Centre Administrator will be assisted by the Conduction Staff.
- f. Centre Administrator shall have the power to remove at once from duty any Invigilator who assists or aids Examinee(s) in copying or helps the Examinee to use any unfair means during examination or disobeys the lawful orders given to him/her.
- g. The Centre Administrator shall immediately send a detailed report of any incidence occurring at the center to the COE.
- h. The criteria for appointment of the Supervisory Staff shall be in accordance with the regulations made by the university from time to time.
- i. In case of emergency, owing to the refusal or inability of the Centre Administrator to act, or for other reasons, the COE will nominate/designate the Assignee/Exam Supervisor to take over, till the appointment of the next administrator.

- j. Female supervisory staff will always be appointed in the examination centre if female students are enrolled for the examinations.

6.4 DUTIES OF CENTRE ADMINISTRATOR AT EXAMINATION CENTER

- a. He / She will receive the Answer Books, question papers and the daily attendance sheet from the representatives of the Controller of Examinations on the day of examination
- b. He / She will check the seating arrangements and basic facilities available for the Examinees, two days prior to the date of the examinations.
- c. He / She will brief the Conduction Staff about the logistics of the Examination process and the seating arrangements in a meeting one day before the examinations. Furthermore, he/she will brief the Invigilators involved in the OSPE/OSCE Retake exams about the seating arrangements of candidates to avoid potential mishaps.
- d. He / She will have to ensure the seating arrangement of the Examinees is according to the provided specified chart.
- e. He / She will make arrangements to distribute the Answer Books/ BCQ Response Sheets and the question papers to the Examinees through on-duty/notified Invigilators.
- f. He /She will be responsible for the attendance of the Examinees taken by the Invigilators.
- g. He /She will ensure strict discipline within the Examination Centre.
- h. He / She will sign the bundles of the written Answer Books/ BCQ Response Sheets received back from the students as well as the bundles of blank, left-over answer books, after counting and cross checking.
- i. He /She will confirm if the Answer Books/ BCQ Response Sheets have been signed by the Invigilators.
- j. He / She may re-open any bundle only for recounting the Answer Books/ BCQ Response Sheets and then sign again.
- k. He / She will endorse the attendance sheet of the Examinees and the Supervisory staff of the Examination Centre.

- l. He / She will submit all the Bundles to the representative(s) of the COE after proper labeling and packing.
- m. He / She will submit the report of the Examination conducted, on the prescribed Proforma to the COE.

6.5 DUTIES OF THE SUPERVISOR OF THE EXAMINATION CENTRE

- a. He / She will manage the Room / Hall of the Examination. Centre specified by the Centre Administrator.
- b. He / She will receive the Answer Books/ BCQ Response Sheets, question papers and daily attendance sheet from the Centre Administrator.
- c. He / She will ensure that no students should carry any notes, papers, non-transparent bags, pencil cases, pagers, mobile phones, smart watches, calculators, palmtop computers, tape recorders or any other material inside the Examination hall.
- d. He / She will check the seating arrangement of the Examinees according to the specified charts.
- e. He / She will make arrangements through Invigilators to distribute the Answer Books/ Response sheets and question papers to the Examinees.
- f. He /She will be responsible to check that attendance of all the Examinees has been taken by the Invigilators.
- g. He /She will have to ensure strict discipline within the Room / Hall during the Examination.
- h. He / She will sign the bundles of the written Answer Books / Response Sheets received back from the students and the bundles of blank, left-over Answer books / Response Sheets after proper counting and cross checking.
- i. He / She will endorse the attendance sheet of the Examinees and the Supervisory staff of the Room / Hall.

6.6 DUTIES OF INVIGILATORS OF THE EXAMINATION CENTRE

- a. He / She will follow and implement the instructions of the Centre Administrator and Supervisor in the specified Room / Hall of the Examination Centre.
- b. He / She will distribute the Answer Books /Response sheets, and the question papers besides taking attendance of the Examinees.
- c. He / She will ensure that no Examinee should carry any notes, papers, non-transparent bags, pencil cases, pagers, mobile phones, smart watches, calculators, palmtop computers, tape recorders or any other material inside the Examination hall.
- d. He / She will not answer any queries from the Examinees regarding the question paper but will communicate the same to his/her Supervisor.
- e. He / She will note any mistake in the question paper pointed out by any Examinees and inform his/her Supervisor.
- f. He / She will sign all the Answer Books /Response sheets, given to Examinees.
- g. He / She will get the attendance sheet signed by every Examinee in their charge,
- h. He/ She will collect all the answer books / response sheets quickly, in sequence, immediately after the given time.
- i. He/she will confirm that the count of answer books /response sheets tallies with the number of Examinees allotted to him/her and pack them in the envelopes provided.

NOTE:

1. No person shall claim to be a member of the Conduction Staff unless appointed by the COE and nobody will approach the Vice Chancellor, DUHS, or the COE for this purpose.
2. The Conduction Staff shall perform their duties according to the rules and regulations.
3. The rules relating to the duties of the Conduction Staff may be framed and amended by the University, as and when required.
4. The Conduction Staff in the Examination Centre may be paid remunerations as notified by the University from time to time.

6.7 REGULATIONS FOR CHANGE OF EXAMINATION CENTRE

A change of Centre by the Examinee shall not be allowed. However, in exceptional circumstances (and if more than one Examination Centre is present), after submitting the examination form, change of Examination

Centre may be permitted by the Vice Chancellor, DUHS after recording valid reasons.

7 REGULATIONS FOR EXAMINEES

7.1 INSTRUCTIONS TO EXAMINEES

- a. The Examinee(s) shall arrive at the Examination Centre half an hour before the start of the examination.
- b. No Examinee shall be allowed to enter the Examination Centre without the original Admit Card. The original Admit Card shall be made available for inspection by authorities, throughout the examination, when demanded.
- c. No Examinee(s) shall be allowed to enter the Examination Centre after commencement of the examination.
- d. However, in exceptional circumstances, the Centre Administrator may provisionally allow a candidate into the examination hall, who is late up to fifteen minutes after the commencement of the examination, provided the Examinee submits an application giving valid reasons, subject to concurrence of the COE.
- e. In case the examination starts late, the reasons may be mentioned and forwarded to the COE. The Centre Administrator shall extend the time for the period that has been lost.
- f. The Examinees shall not be allowed to leave the Examination Centre before half of the total time has passed. In case an Examinee has to leave the Examination Centre in any emergency situation before this allowed time, the reasons may be noted in writing by the Centre Administrator and forwarded to the COE. The Examinee shall not be allowed to take the question paper with him/her under any circumstances.
- g. The Examinees shall not be allowed to re-enter the Examination Centre once they leave after handing over their Answer Books / Response Sheets.
- h. The Examinees shall not leave the Examination Centre without the permission of the Conduction Staff.
- i. No Examinees shall be allowed to use toilet before one hour after the starting time.

- j. The Examinees appearing in the examination shall carefully read all the instructions on Question Papers, Answer Books and BCQ Response Sheet.
- k. The Examinees shall fill in the details required on the front of Question Papers, Answer Books and BCQ Response Sheet.
- l. In Essay type questions, Examinees (s) shall not write his / her name, name of the college, and disclose his /her identity or make peculiar marks in his/her Answer Book(s), otherwise, the answer books will be cancelled.
- m. In Essay type questions, Examinees (s) shall write the answers on Answer Books printed and specified for a particular question.
- n. In Response Sheet of BCQ Paper, the Examinee(s) shall write his / her name in CAPITAL letters and Roll number with blue/black ink in the space allocated and then shade the same accurately in the bubbles present.
- o. The Examinees shall be strictly forbidden to take BCQ Paper with them out of the Examination Centre, otherwise their Response Sheet will be cancelled.
- p. The Examinees shall only take into the Examination Centre, pens, pencils, rubber, and, any instrument that is allowed for the examination.
- q. The Examinees shall not take into the Examination Centre books or notes, papers, bags, non- transparent pencil cases, pagers, mobile phones, smart watches, calculators, palmtop computers, tape recorders or any other material/equipment inside the examination hall. Anyone found in possession of any of the above articles shall automatically be disqualified.
- r. The Examinees shall not ask for, and shall not be given, any explanation of the questions.
- s. Smoking will not be allowed in the Examination Centre.
- t. Examinee(s) shall not talk or disturb other Examinees once the examination has started
- u. Examinee(s) shall not borrow anything from other Examinees during the examination.
- v. The Examinees shall not use dictionary or spell-checker. However, the use of a calculator will be allowed only as per instructions of the Paper Setter.

- w. The Examinees shall not remove any page or a part thereof from the question paper, Answer Book(s) or Continuation Sheet.
- x. The Examinees will only leave the Examination Centre, after handing over Answer Book(s), Continuation Sheet(s), Response Sheet and BCQ Paper to the Supervisory Staff.

7.2 REGULATIONS REGARDING USE OF UNFAIR MEANS DURING THE EXAMINATIONS

7.2.1 CRITERIA OF UNFAIR MEANS

- a. An Examinee found to be using any type of unfair means stands to be penalized according to the severity of the offense as per the prevalent Standard Operating Procedures (SOPs).
- b. Any Examinee who, after the announcement made by the Centre Administrator, fails to part with, or, is found to have in his/her possession or access, books or notes, papers, bags, non-transparent pencil cases, pagers, mobile phones, smart watches, ear pods, calculators, palmtop computers, tape recorders or any other material or equipment in their possession relating to the subject of examination of that paper or caught in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Centre Administrator from the Examination Centre and his / her answer book /response sheet shall be confiscated and case may be reported to the Unfair Means Committee by the COE.
- c. Any Examinee found guilty of copying from any paper, book or notes, or allowing any other Examinee to copy his/her answer-book/ response sheet, shall be disqualified from appearing in any examination for a period of one year/two semesters.
- d. If any Examinee is found guilty of impersonation, then the Examinee and the person who impersonates such Examinee will be disqualified for a period of three years. A written statement from the impersonator, the Coordinator of the respective college of the candidate, the supervisory staff and the Centre Administrator will be taken.
- e. If the impersonator is not on the Roll of an affiliated college, the Registrar / Controller of Examinations shall register a case with the police and shall intimate the Vice

Chancellor, DUHS, for cancellation of the candidate's degree.

- f. Any Examinee found guilty of resorting to physical assault on the Centre Administrator, Invigilator, supervisory staff, university officers, university officials, any other person deputed in the examination centre or, other Examinees, shall be disqualified permanently.
- g. Any Examinee found guilty of using inappropriate language or threatening the Administrator, Invigilator, supervisory staff, university officers, university officials, any other person deputed in the examination centre or, other Examinees, shall be disqualified permanently.
- h. Any Examinee found guilty of possessing firearms, daggers; knives and other weapons, which may cause injury, shall be disqualified permanently.
- i. Any Examinee found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion from the exam venue by the Centre Administrator, COE or any officer duly authorized by the Vice Chancellor, and shall be disqualified for a period of one year to appear in any examination.
- j. Any Examinee found guilty of obtaining admission to the examination on false statement made on his/her application form shall be disqualified to appear in the entire examination.
- k. Any Examinee found guilty of using abusive or obscene language in the answer book / response sheet, his/her answer book / response sheet shall be cancelled.
- l. Any Examinee found guilty of forging another person's signatures on his/her application or his / her admission form shall be disqualified for one year.
- m. The answer book / response sheet of an Examinee shall be considered as FAIL if found guilty of disclosing his/her identity or making peculiar marks or making an appeal in his/her answer book/ response sheet to the Examiner,
- n. Any Examinee found guilty of influencing or attempting to influence, the Examiner or Conduction Staff or the COE and other University staff directly or through their relatives or their guardians or their friends with the objective of

gaining benefit in the examination shall be disqualified for that examination.

- o. Any Examinee who refuses to obey the Centre Administrator or changes his/her seat with another Examinee, or changes his / her roll number shall be expelled from the Examination Centre and his/her answer book / response sheet shall be cancelled.
- p. Removes a leaf from his/her answer book, the answer book shall be cancelled.
- q. Mutilates the Answer Book.
- r. A Committee shall be constituted by the Vice Chancellor, DUHS, to deal with unfair means cases. It shall consist of 02 Senior Faculty Members, Director of Students Affairs, and be headed by Senior Professor of the University.
- s. No punishment shall be imposed, unless a student accused of using unfair means in an examination, has been given a reasonable opportunity (provision of three chances to appear in person) of explanation, before the proposed action is to be taken with respect to him.
- t. In case of an emergency, the Vice Chancellor, DUHS, may award suitable punishment, commiserating with the gravity of offence without reference to the Committee, to any Examinee or a student on the rolls of an affiliated college, who creates disturbance of any kind during the examination or otherwise misbehaves in or around the examination centre.
- u. Any Examinee found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on the Challan form shall, be debarred to appear in that Examination.
- v. Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.

7.2.2 APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

If a student is not satisfied by the decision of the Unfair Means Cases Committee, he / she can submit his / her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

7.3 REGULATIONS REGARDING LOSS OF ANSWER BOOK / RESPONSE SHEET

- a. In case Answer Book / Response Sheet of an Examinee is lost after having been received by the supervisory staff in the Examination Centre, he/she may be required to reappear in that one subject of which Answer Book / Response Sheet was lost OR giving average marks of other subjects passed by the candidate may be considered. If that was the only subject in which the candidate appeared or poor average marks are present then passing marks should be given.
- b. In case of any dispute as to whether an Examinee's paper / Response Sheet was duly received by the Centre Administrator / Examination Department or not, the finding of the COE, subject to the approval of the Vice Chancellor, DUHS, shall be final.

8. REGULATIONS FOR SECRECY OF EXAMINATIONS

8.1 REGULATION FOR MAINTAINING SECRECY

- a. Question papers and Solved Answer Books /completed response sheets shall collected from all the examination centres by staff of the examination department appointed by the COE.
- b. If the Centre Conduction Staff /Practical Examiner or any other person employed in connection with an examination, fails to comply with any instructions issued by the University or any of its officers or, commits any other irregularity or, secures such appointment by supplying wrong information through misstatement of facts, the University shall report the matter to the employing authority for administrative action or take any other legal action that may be deemed necessary.
- c. The Vice Chancellor, or a Committee appointed by him, shall be the sole judge to determine the extent of violation mentioned in the above rule.
- d. Whosoever is found guilty of any of the following shall be liable to such action as may be determined by the Vice Chancellor or a Committee appointed by him:
 - i. Divulgence of information pertaining to the Question Paper, Answer Book, Response sheet, Assessors, Practical Examiners, conduct of Examinations, Examination results or any information incidental thereto.

- ii. Substitution of an Answer Book /Response Sheet or any portion thereof.
- iii. Awarding, with ulterior motive, more or less marks than actually deserved by an Examinee; if the person doing so, is an Assessor / Practical Examiner.
- iv. Recording in any document with dishonest intent, more or less marks than actually awarded to the Examinee by the Assessor or Practical Examiner concerned, if the person doing so is other than the Assessor/Practical Examiner.
- v. Providing / supplying to an Examinee during his / her examination answer to question(s) contained in a question paper or a question put at an oral/practical examination.
- vi. Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any matter using or causing to be used as a certificate, document or record, knowing that it is so mutilated, altered, interpolated or erased.
- vii. Falsification of official examination results by any means including substitution of Answer Book / Response Sheet, mutilation, alteration or falsification of any record of the University.
- viii. Impeding the progress of examination at any Examination Centre by any means whatsoever.
- ix. Assaulting or threatening to assault in or around the examination hall, any person associated with the process of Examination, any employee of the University or any other person employed in connection with the Examination
- x. In case of proven assault by an Examinee on staff of the Examination Centre or any employee of the University, the Examinee shall be permanently debarred from taking any examination of the University and his/her registration shall be cancelled.
- xi. Approaching or influencing any employee of the University to act corruptly or dishonestly regarding the examination.

- xii. Attempting or abetting the commission of the aforesaid acts, and any part or act of sabotage, omission or commission on the part of any person which tends to, or is likely to, impede and hamper the progress of examination, and tamper with the sanctity, reliability and accuracy of the same Findings or facts arrived at by the Vice Chancellor, DUHS, or the Committee shall be conclusive and shall not be taken up before any executive, administrative or judicial forums.

8.2 REGULATIONS FOR PAPER PRINTING AND RESULT GENERATION AREAS OF THE CONFIDENTIAL SECTION

- 8.2.1 Confidential Section is a high-security area of the Examination Department that deals with paper setting, coding of Answer Book / Response Sheet with fictitious numbers, paper assessment, decoding and result sheet generation. This specified task will be carried out at specified places called WORK STATIONS.
- 8.2.2 These stations handle all examinations that are conducted by the University.
- 8.2.3 The rules and regulations governing the handling of solved answer books by this Section shall be as under:
 - a. Receive sealed envelopes/bags of solved Answer Books / Response Sheets by the printing section staff.
 - b. Ensure that the bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
 - c. Count the Answer Books / Response Sheets and tally the total number with the attendance sheets; any discrepancy, if found, must immediately be reported to the Deputy Controller of Examination, Confidential Section and Controller of Examination.
 - d. Stamp coded numbers on every script using preformed key.
 - e. Sort the Scripts question-wise. Tear the Counterfoil of the script. Staple Counterfoils and save these in an envelope.
 - f. Make a bundle (lot) containing no more than fifty scripts of each question separately (in case of long essay questions). Make sure to include the following: -

- i. Question Paper of that subject
 - ii. Answer Key (If available)
 - iii. Blank Award List
- g. Write following on the bundle (lot):
- i. LOT Number/Question number/Subject
 - ii. Maximum marks of paper/Max marks of question
 - iii. Name of the concerned examination
 - iv. Coded numbers of the scripts in the bundle.
- h. Store Prepared Lots in a specified shelf at the Section
- i. Provide Lots to Assessors as they arrive.
- j. Receive assessed Answer Books / Response Sheets with Awards back from the Assessors.
- k. Check and verify from the scripts each and every entry of Award List carefully.
- l. Enter awards in the result sheet question-wise and recheck.
- m. Send Award lists and awards of practical examinations to the Tabulation Section
- n. Submit result sheet to the Deputy Controller of Examination (Confidential Section) for final checking.

8.2.4 Each Station Incharge shall be held responsible for any error / omission and leakage of information relating to his/her Station. Disciplinary/legal action may be taken against such sorting officer against whom any lapse or negligence is proven.

9. REGULATIONS FOR PAPER ASSESSMENT

9.1 DEFINITIONS

A **Paper Assessor** is one who evaluates or marks the Answer Books of Examinees appearing in the examinations of the University.

9.2 CRITERIA FOR APPOINTMENT OF ASSESSOR

- a. Paper Assessor(s) shall be appointed by Chairperson / Incharge for all undergraduate and postgraduate examinations of the University
- b. Qualifications prescribed for Paper Assessor(s) in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by PM&DC, Pakistan Nursing Council and other regulatory authorities.
- c. Paper Assessor(s) shall ordinarily be the faculty member of the constituent Colleges, Institutions, or Departments of the University.
- d. Vice Chancellor, DUHS, may, on the recommendations of the COE, appoint Paper Assessor(s) from other Institutions/Universities i.e., Professors, Associate Professors, and Assistant Professors on case to case basis or in case of dispute.
- e. Retired Professors may be appointed as Paper Assessor(s) for up to ten years after the date of retirement.
- f. Paper Assessor(s) shall ordinarily be appointed for a particular examination only. However, he / she may be re-appointed in the subsequent examinations
- g. In the Final Professional MBBS, however, the Vice Chancellor, DUHS, shall have the discretion to appoint sub-specialist to mark Answer Book(s) / Response Sheet of respective specialties, e.g., dermatology, psychiatry, neurology, urology, anesthesiology, neurosurgery, orthopaedic surgery, etc.
- h. Supervisor of a postgraduate Examinee shall not be appointed as a Paper Assessor for his own trainees.
- i. A Paper Assessor may also be appointed as a Paper Setter and a Practical / Clinical Examiner in the same examination.
- j. No person shall be appointed as a Paper Assessor whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece / nephew, father, mother, brother and sister-in-law, father and mother in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.

- k. No person shall be appointed as a Paper Assessor against whom Previously there has been an adverse report, an inquiry pending or a decision made by the Vice Chancellor, DUHS.
- l. The Vice Chancellor, DUHS, shall have the discretion, with concurrence of the Controller of Examination, to cancel the appointment of a Paper Assessor without assigning any reason.
- m. No faculty member of any affiliated college shall claim an inherent right to be appointed as a Paper Assessor. The Boards of Studies / Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his / her appointment as a "Paper Assessor".
- n. Any recommendation made by the senior management of the affiliated college for appointment of any faculty member as a Paper Assessor shall be considered as an impropriety.

9.3 PROCESS OF PAPER ASSESSMENT

1. Paper Assessment shall be carried out in the Examination Department within the premises of the Dow University of Health Sciences.
2. Under no circumstances shall Paper Assessment be permitted at any place other than that specified above.
3. Paper Assessor(s) shall mark only those Answer Book(s) that has been labeled with coded numbers. Under no circumstances shall Paper Assessment be permitted with original roll numbers of the Examinee(s).
4. Paper Assessor(s) shall have no right to find out the original roll number(s) of the Examinee(s) whose Answer Book / Response Sheet he/she is marking
5. Paper Assessor(s) shall mark the questions according to the "Key" (agreed answers) or the Marking Scheme provided with the question papers.
6. In case, the 'Key' is not provided or is unsatisfactory, he/she shall be required to make the key before the assessment, after intimation to the Controller of Examinations. SAQ skeleton bulleted key must be provided.
7. Paper Assessor(s) shall not keep in his / her possession any copy of the Award List or "Key" or Marking Scheme.

8. Paper Assessor shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
9. Paper Assessor(s) shall promptly communicate any change in his/her email address or telephone numbers to the Controller of Examinations.
10. When Paper Assessor(s) anticipates his/her inability to complete the work for any valid reasons to be recorded, he/she shall forthwith return the unmarked Answer Book / Response Sheet to the staff of the Printing Section.
11. The Answer Book / Response Sheet shall be assessed even if an Examinee has crossed a portion or all of the Answer Book(s).
12. Blank Answer Book / Response Sheet shall be crossed and awarded zero and entry made, as such in words, in the Award List(s).
13. After assessment, Paper Assessor (s) shall arrange the Answer Book / Response Sheet in serial order and prepare the Award List in the same sequence.
14. The marks entered on the title page of Answer Book / Response Sheet ordinarily shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written.
15. The Paper Assessor(s) shall draw a line crossing the marks to be corrected in such a way that cancelled part is still legible and then enter fresh marks with his/her signatures against the cancelled ones.
16. Each Answer Book / Response Sheet shall bear the signature of the Paper Assessor(s) at the appropriate place provided for this purpose on the title page.
17. All columns specified for Paper Assessor(s) on the title page of Answer Book / Response Sheet shall be filled in completely.
18. Award of fractional marks is not allowed.
19. Award List(s) shall only be filled in the hand writing of the Paper Assessor.
20. Each page of the Award List shall bear the signature of the Paper Assessor. The blank space must be crossed.

21. The marks obtained by the Examinee(s) shall be entered correctly in the Award List(s) both in figures and words against the corresponding coded roll numbers.
22. The marks on the Award List must not vary from that given on the Answer Book / Response Sheet.
23. Paper Assessor(s) must endorse correct question number on the script and the Award List.
24. The marks entered in the Award List ordinarily shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written.
25. The Paper Assessor(s) shall draw a line crossing the marks to be corrected in such a way that the cancelled part is still legible and then enter fresh marks with his/her signatures against the cancelled ones.
26. In case an Examinee attempts more than required question(s), the question(s) having the minimum marks shall be treated as cancelled.

9.4 DUTIES OF A PAPER ASSESSOR

Paper Assessor(s) shall report to the Controller of Examinations about an Examinee, along with his/her roll number, in case the candidate:

- i. Communicates or attempts to communicate with him/her by any means to influence him/her in the award of marks award of marks and/or persuades him/her, threatens, or uses other unfair means.
- ii. Discloses his/her name or makes in his/her Answer Book / Response Sheet; particular identification marks, which tend to identify his/her Answer Book / Response Sheet, or help reveal his/her identity.
- iii. Has copied the answer or any part thereof from another Examinee or from any books, material or other source.
- iv. Has attached to the Answer Book / Continuation Sheet / Response Sheet, any other paper not normally supplied by the Administrator of the Centre.

- v. Uses obscene language in the Answer Book / Response Sheet.
- vi. Has removed a leaf or a part thereof from the main Answer Book or its Continuation Sheet / Response Sheet.
- vii. Has, in the opinion of the Examiner, used any other unfair means.
- viii. Paper Assessor(s) shall not keep in his / her possession any Answer Book(s) or a part thereof for any copy of the Award List(s) prepared by him/her.
- ix. The University may frame rules & regulations from time to time governing the appointment and removal of the Paper Assessors and the manner in which they shall be required to do their work.

9.5 REMUNERATION FOR PAPER ASSESSOR

The Paper Assessors shall receive such remuneration as the University may notify from time to time.

9.6 DISQUALIFICATION OF PAPER ASSESSOR(S)

A Paper Assessor shall be disqualified as a Paper Assessor who commits faults as mentioned below: -

- a. Leaves answer(s) or a part thereof unmarked.
- b. Leaves columns of the Award Lists blank
- c. Leaves Answer Book / Response Sheet or Award List unsigned.
- d. Allocates more marks than the maximum.
- e. Makes an incorrect total.
- f. Counts marks of over attempted questions.
- g. Transfers erroneous marks, to the Award List(s).
- h. Commits any other mistake which is liable to make the result of the Examinee(s) invalid/incorrect. The decision against the paper assessor shall be taken by the Vice Chancellor DUHS on the recommendations of the Controller of Examinations and the findings shall also be reported to the Head of the Institution of the Paper Assessor and, if deemed necessary, to the Chancellor of the University.

10. REGULATIONS FOR TABULATION OF RESULTS

1. Tabulation Section shall compile the results on computers from the Award List(s).
2. Any ambiguity arising out of the result compilation and distribution of marks, shall be resolved by the Deputy Controller (Confidential Section) with the approval of the Controller of Examinations.
3. Tabulators shall be responsible for any errors and omissions in the results, notifications and Detailed Marks Certificates.
4. Before tabulation of data, the result shall be decoded back to the original roll numbers
5. Results shall be tabulated question-wise in pre-determined format after decoding.
6. The marks of Practical/Clinical examination and from Internal Assessment, if any, shall then be computerized after obtaining copy of the original Award List(s).
7. Results of the Examinees shall be declared withheld on following counts:
 - a. Lack of fee.
 - b. Pending decision of Unfair Means case or a Court case.
 - c. Any other inconsistency in the result pending clarification before the final result
8. Final result shall only be declared after a detailed, final scrutiny is carried out by the Deputy Controller (Confidential Section). He/she shall make a detailed comparison with the original Award Lists, eliminating any chances of error/omission in tabulated results and shall authenticate/sign all results.
9. All officers/personnel involved in the tabulation of the result i.e. Tabulator & Deputy Controller (Confidential Section) shall be the signatory of the final result and shall be held responsible for any error /omission.
10. The final result will then be signed by the Controller of Examinations and Vice Chancellor, DUHS.
11. Positions/Distinctions in the final/exit examinations of all programs among all Examinees shall be declared according to the rules and regulations laid down by the University.

12. Original results shall be kept with the Deputy Controller (Confidential Section) who shall keep it in the safe custody.

11. PREPARATION OF TRANSCRIPT

1. Transcripts (semester/annual) shall be prepared as per policy and will (duly authenticated/signed by the institute) include the Institute Name, Course Title, Course Code, Credit Hours etc.
2. The end user of the institute will enter the Course Description, Catalog No. & Course Code, and Credit Hours in System Generated Software, presently the Campus Management Solution (CMS), and update regularly.
3. Transcript Section will not be responsible if any error is found in Institute Name, Course Description, Catalog No. & Course Code, Credit Hours and Enrollment in System Generated Software, presently the Campus Management Solution (CMS).
4. Transcripts will reflect the grade obtained in written and practical components of the subjects in the examination, be verified and signed by the Incharge, Transcript Section and then the Controller of Examinations.
5. Transcripts (semester/annual) shall be issued to all Examinees, passed or failed, within 2 weeks after the declaration of results, free of cost & through their respective colleges.
6. The Transcripts Section is not authorized to make any changes in the format of the transcripts. In case changes have to be made in transcript / template, prior written approval from Head of the Department should be taken.

11.1 DUPLICATE TRANSCRIPTS:

1. The duplicate transcript will be prepared within 2 weeks from the date of receipt of the application and payment of the prescribed fee.
2. The word **DUPLICATE** will be written on right side of the transcript.
3. Name / Father's Name will be corrected as per Enrollment Card and as mentioned on the Matric/O level /equivalent certificate.
4. In case of correction of Name / Father's Name, an **asterisk (*)** mark will be added at the end of the name.

5. In case of any change in policy, Transcripts will be re-issued with the word **(REVISED)**.

12. PREPARATION OF CONSOLIDATED TRANSCRIPT & DEGREE

- i. A Pass Out list of candidates will be prepared, checked, verified and then signed by the COE for onward transmission to the respective institutes, Fee Section & Admission Department.
- ii. An application is submitted by the candidate for a Consolidated Transcript. It is prepared, signed and handed over to the candidate.
- iii. An application is then submitted by the candidate for issuance of a Degree.
- iv. The Degree shall be prepared by the Assistant Controller, verified by the Deputy Controller (General Section) and after signing by the Controller of Examinations, is sent forward for signatures of the Registrar & Vice Chancellor, DUHS.
- v. The degree is then sent to the Admission Department from where it is handed over to the candidate.
- vi. A duplicate degree shall be issued only in case of loss. The Examinee shall submit an application, duly supported by an affidavit, F.I.R, newspaper cutting of lost degree and prescribed fee.
- vii. The award of scholarships, medals and merit certificates shall be in accordance with rules & regulations framed from time to time.

13. REGULATIONS FOR APPOINTMENT & DUTIES OF EXAMINERS FOR ORAL AND PRACTICAL {CLINICAL EXAMINATION}

13.1 DEFINITIONS

1. **Internal Examiner** is one who is teaching (or has taught for at least six months within two years of commencement of the concerned examination) Examinees for the particular subject (or part thereof) of examination for which he/she is appointed.
2. **External Examiner** is one who is not teaching (or has not taught during the academic year) Examinees for the particular subject of examination for which he/she is appointed.

Note: The nomenclature of Internal Examiner, External Examiner shall only be used with reference to Oral / Practical & Clinical Examinations.

13.2 CRITERIA FOR APPOINTMENT

1. Examiner(s) shall be appointed by the Chairperson/Program Director for all undergraduate and postgraduate examinations of the University.
2. Qualifications and experience prescribed for Examiners in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the relevant regulations framed by the Pakistan Medical and Dental Council, Pakistan Nursing Council and other relevant regulatory authorities.
3. Examiner(s) shall ordinarily be the faculty member of the affiliated and / or constituent colleges / institutions / departments of the University. However, the Chairperson / Program Director may appoint Examiner(s) from other Institutions / Universities provided they fulfill the minimum prescribed criteria.
4. In the subject(s) in which there is no Professor, Chairperson or Program Director, DUHS, shall have the discretion to appoint Associate / Assistant Professors, who are working as Head of Department, to act as Examiners.
5. Retired professors may be appointed as Examiners for up to ten years after the date of retirement.
6. In sub-specialties where teachers with requisite experience are not available, Consultants with recognized, relevant, postgraduate qualifications eligible to be appointed as teachers according to the Pakistan Medical and Dental Council regulations, involved in postgraduate training duly approved by the relevant authorities, may be appointed as Examiner(s) by the Chairperson or Program Director.
7. The Examiner(s) shall ordinarily be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examinations subject to the approval of the Chairperson or Program Director.
8. The teachers of the sub-specialties of Medicine and Surgery shall not be appointed as Examiners in General Medicine and General Surgery.

9. The Supervisor of a postgraduate Examinee shall not be appointed as an Examiner for his own trainees and should not take part in the final evaluation.
10. The Examiners in all postgraduate examinations should possess the same qualifications and experience as prescribed for Professors in various subjects. The subject(s) in which there is no professor, Head of the Department fulfilling the PM&DC criteria shall be eligible to act as an Examiner.
11. A teacher of any dental subject (Clinical or Basic) must possess postgraduate qualification in that particular subject so as to act as an Internal/External Examiner.
12. An Examiner may also be appointed as a Paper Setter and Paper Assessor in the same examination.
13. No person shall be appointed as an Examiner whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, father, mother, brother and sister in law, father and mother in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
14. No person shall be appointed as an Examiner against whom previously there has been an adverse report, an inquiry pending or any adverse decision made by the Vice Chancellor, DUHS.
15. The Vice Chancellor, DUHS, shall have the discretion, on the recommendations of the Controller of Examinations, to cancel the appointment of an Examiner without assigning any reason.
16. No faculty member of any affiliated college shall claim an inherent right to be appointed as an Internal / External Examiner. The Chairperson or Program Director concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as an Examiner. Any recommendation of the senior management of the affiliated college for appointment of any faculty member as an Examiner shall not be considered.

13.3 PROCESS OF APPOINTMENT OF EXAMINERS AND CONDUCT OF PRACTICAL EXAMINATION

1. The Chairperson or Program Director shall appoint Examiner(s) and may appoint a suitable substitute, if necessary.

2. The Examiners shall conduct the Oral/Practical & Clinical examination in accordance with the prescribed rules and regulations of the University.
3. Oral/Practical & Clinical examination shall be held at a place approved by the University.
4. External Examiners will always be associated with the Internal Examiners. In Oral / Clinical examination both the Internal Examiner and the External Examiner shall always examine the Examinee together, but marks given by both should be entered in the Award List separately. No single Examiner shall examine the Examinee(s) in isolation (in absence of his/her co-examiner) unless specified in the exam format.
5. The number of External and Internal Examiners shall be equal.
6. A group of examiners shall examine a maximum number of fifty Examinees per day.
7. Supervisor of a postgraduate Examinee shall not act as an Examiner for his own Trainees in the final evaluation.
8. When an Examiner(s) anticipates his/her inability to participate in any examination for any valid reasons to be recorded, he/she should return the Acceptance Form marked as "Unwilling" to the Controller of Examinations.
9. The Chairperson or Program Director, in case of any reported risk of impropriety in any examination, can appoint an alternate Examiner from the panel of Examiners.
10. Examiner(s) shall promptly communicate any change in his / her email address or telephone numbers to the Controller of Examinations.
11. While preparing the Award List(s) for Oral/Practical & Clinical Examination, the Examiner must ensure that:
 - a. The Award List is prepared separately by both the External Examiners and Internal Examiners.
 - b. Only prescribed form of the University is used for the practical awards.
 - c. It is mandatory to mention the name of the examination, subject and institution clearly on each page.

- d. No Examinee should be missed out.
- e. Fractional marks should not be awarded.
- f. Each page of the Award List is signed by the Examiner.
- g. The marks obtained by the Examinee(s) are entered correctly in the Award List(s), both in figures and words, against the corresponding roll numbers. All questions should be individually marked in the award list.
- h. Zero marks should be written in words, not numerical.
- i. The marks entered on the Award List(s) ordinarily shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written. The Examiner / Assessor(s) shall draw a line crossing the marks to be corrected in such a way that cancelled part is still legible, then enter fresh marks, and should sign against the cancelled part.
- j. Immediately after completion of Oral/Practical & Clinical examination, the Award Lists are sent to the Controller of Examinations on the same day.

13.4 REMUNERATIONS

The Examiners shall receive such remuneration as the University may notify from time to time.

13.5 DISQUALIFICATION OF EXAMINERS

1. Any Examiner who, more than twice, makes errors in conduct of examination of seemingly deliberate nature by distorting or deforming the practical results shall be disqualified as an Examiner. 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 Head of the Institution of the Examiner and, if deemed necessary, to the Chancellor of the University.
2. Vice Chancellor, DUHS, shall forward a report to the Provincial Health Department / Chancellor of the University, of such Examiner(s) who declines to attend the assigned duty of examination without any valid reasons.

3. Vice Chancellor, DUHS, shall, on the recommendations of Controller of Examinations, have the discretion to disqualify Examiner(s) violating the conditions as laid down in the Regulations for any specified period.
4. The University may frame rules & regulations from time to time governing the appointment and removal of Examiners and the manner in which they shall be required to do their work.

14 SCRUTINY OF ANSWER BOOKS / AWARDS

The Answer Book/response Sheet of the candidate will NOT be reassessed under any circumstances. The Vice Chancellor shall appoint a 3-4 member Scrutiny Committee consisting of senior faculty members with the senior most being the Chairperson. They shall decide all cases being forwarded to them.

1. After declaration of the results, an Examinee may apply to the Controller of Examinations for Scrutiny of his/her results.
2. The applicant shall submit an application, duly forwarded by the concerned Principal/Director of an Institute along with prescribed fee and a copy of the relevant Transcripts & Admit Card.
3. The candidate should be informed that after scrutiny the marks could remain the same or MAY change in either direction. The decision of the Scrutiny Committee shall be final.
4. The prescribed fee for Scrutiny shall be notified separately by the University and shall be non-refundable.
5. Applications for Scrutiny shall be received in the office of the Controller of Examinations not later than ten WORKING days after the date of issuance of Transcripts.
6. The applicant or any person on his/her behalf shall have NO right to see or examine the Answer Book(s)/ Response Sheet for any purpose.
7. The Answer Book(s) Response Sheet of an Examinee in any examination of the University shall not be re-assessed after the declaration of results.
8. Whereas Scrutiny does not mean reassessment or re-evaluation of an Answer Book(s), the Controller of Examinations or any officer authorized by him or the Scrutiny Committee approved by Vice Chancellor, DUHS, shall satisfy that the result of the applicant has been correctly compiled and declared, that is:
 - a. No answer or part of an answer has been left unmarked.

- b. The Paper Assessor has correctly transferred the total of each question from the Answer Book(s) to the Award List.
 - c. No error is detected in the grand total of the marks.
 - d. All entries in the Answer Book(s) and Practical Awards have been correctly transferred to the Result Sheet and subsequently to the Transcripts of the Examinee.
 - e. The Answer Book(s) or any part thereof has not been changed or detached.
 - f. The Answer Book(s) is in the handwriting of the applicant him/herself.
9. The benefit of grant of average marks shall not be given to the Examinee in a case of Scrutiny if the Answer Book(s)/ Response Sheet is / are not traceable at the time of Scrutiny. In such cases, verification from the original Award List(s) shall be deemed to be final.
10. The Scrutiny Committee appointed by the Vice Chancellor, DUHS, in the event of detection of any omission or mistake in the Answer Book(s)/ Response Sheet or in the compilation of the result of the Examinee shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake Controller of Examinations, with the approval of Vice Chancellor, will take necessary steps to rectify and after such rectification, will issue a revised notification and Transcript.
11. The Scrutiny Committee members will NOT have the right to add any marks to any candidate who appears to be failing.

CENTRE ADMINISTRATOR REPORTING PROFORMA

EXAMINATION: _____

CENTRE: _____ DATE: _____

NUMBER OF:

EXAMINEES _____ EXAMINERS _____

OBSERVERS _____ INVIGILATORS _____

SUPPORTING STAFF _____ OTHERS _____

INSTRUCTIONS:

Each item should be answered 'YES' 'NO' 'NA' or 'DON'T KNOW' (DK). If the answer to any item(s) is 'NO'. Centre Administrator should explain Item-wise in the 'COMMENTS'.

1. Was the laid down procedure/program of the examination adhered to?
2. Were the arrangements, premises, facilities and logistics satisfactory?
3. Was secrecy, prevention of unfair means and discipline of the Centre satisfactory? If any case of unfair means was identified then give details in Comments below.
4. Were visitors discouraged/prohibited?
5. Was Examiner/Examinee relationship satisfactory?
6. Was the standard of the examination in general satisfactory?
7. During viva voce, were specimens, X-rays, data, etc., used?
8. Were the Examinees asked to demonstrate clinical methods/practical skills in additions to verbal interactions?
9. Did the examiners award marks jointly?
10. Was the result tabulated immediately after the examinations?
11. Was the general proficiency of the Centre satisfactory?
12. COMMENTS, if any.

Name: _____

Institution: _____

Date: _____