



**RULES & REGULATIONS**  
**for**  
**Postgraduate**  
**Diploma Programs**

**Rawalpindi Medical University, Rawalpindi**

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## Message of The Vice Chancellor



*As a founding Vice Chancellor of Rawalpindi Medical University, Rawalpindi the mere realization that RMU IS STRIVING HARD TO TAKE LEAD in public sector Medical Universities in particular and among other institution as well for academic excellence, research and innovation gives me immense pride. Rawalpindi Medical University has taken the initiative of establishing a knowledge hub of Medical Education by establishing a state of the art research unit and development of Research curricula, research planer, and research guide for university residents in harmony with latest global advancement in medical training. Our aim is to create a center of excellence for future*

*endeavors for innovations in research and medical education having the strong impact on health care service delivery and national health. Our mission is to promote evidence-based practices and professionalism for a greater good for humanity. We are striving hard to not only contribute to develop future specialized doctors but also make them equipped with all sort of technologies and humanity.*

## Mission

To meet the requirements of Higher Education Commission (HEC) and Pakistan Medical and Dental Council (PM&DC) and other regulatory bodies up to the level of satisfaction with accuracy, transparency and confidentiality within desired time.

## Values

- Impartiality
- Integrity
- Accuracy
- Transparency
- Credibility
- Secrecy

## Objectives

- To implement reliable and credible education system
- To maintain high level quality standards
- To make the education at par with international standards.

### a. Short Title, Commencement and Applicability:

- These Rules and Regulations shall be called **“The Rawalpindi Medical University Rawalpindi Rules and Regulations relating to Teaching and Examinations for postgraduate Diploma Programs”**.
- These shall come into force with immediate effect for postgraduate diploma Programmes of the University and will be applicable for all enrolled students.

### b. Definitions:

- “Academic Council”** means Academic Council of the University as per Act.
- “Academic Year”** means a year normally consisting of 52 weeks academic activities.
- “Affiliated Institutes and Colleges”** means an educational institute that cooperates independently but has a formal collaborative agreement with RMU for control over its academic policies, standards, programs and examinations.
- “Auditor”** means a senior subject specialist form the University or outside

who audits the results before declaration.

- “Authorities”** means entities established under Section 20 of the RMU Act 2017.
- “Board of Advanced Studies and Research”** means the Board of Advanced Studies and Research of the University.
- “Board of Postgraduate Studies”** means the Board of Postgraduate Studies of the concerned department.
- “Candidate”** means a student who intends to appear in an Examination.
- “Casual Student”** means a student who has either not completed minimum degree requirements or want to improve the Grades (if result has not been notified) but is otherwise eligible to take the courses and to appear in the examination. He shall, however, be governed by the University Examinations and Discipline Rules & Regulations.
- “Censor”** means a senior subject specialist from the University or outside who monitors the quality of oral/ practical/ clinical examinations during an on-going examination held by the University.
- “Chairman”** means the Chairman of the concerned Academic Department of the University.
- “Comprehensive Exams”** means all those exams which are taken at the end of each Academic year or at the end of degree program to evaluate the overall performance, these are mandatory to pass.
- “Constituent College”** means the Rawalpindi Medical College, Rawalpindi.
- “Contact Hours”** means the total number of lectures, tutorials and laboratory hours per week.
- “Controller of Examinations”** means the Controller of Examinations of the University.

- xvi. **“Course Teacher”** means a person appointed by the competent authority, who teaches a course and then evaluates the students as per University rules and regulations according to the procedures.
- xvii. **“Course”** means separate Theory or Practical part of a subject.
- xviii. **“Dean”** means the Dean of the concerned Faculty appointed by the Chancellor.
- xix. **“Department”** means an Academic Department of the University.
- xx. **“Examinations Committee”** means the Committee constituted by the Vice Chancellor from amongst the senior faculty members of the University and responsible for rules and regulations, monitoring and other matters of Examinations in collaboration with Controller of Examinations.
- xxi. **“External Examiner”** means a person holding suitable qualifications in relevant discipline who has not taught the subject to the class/section during the for which the examination is being held and must be notified for this activity by the controller of Examinations.
- xxii. **“Faculty”** means the concerned Faculty of the University constituted as per rules and regulations.
- xxiii. **“Government”** means Government of the Punjab, Pakistan.
- xxiv. **“Internal Examiner”** means the teacher/ person appointed by the Competent Authority and notified by the Controller of Examinations who has been teaching the subject to the class/section during the for which the examination is being conducted.
- xxv. **“Neutral Examiner”** means a teacher of the University holding suitable qualification in the relevant discipline who has not taught the subject to the class/section during the academic session for which the examination is being held and is notified by the controller of Examination on proposal of the relevant chairman.
- xxvi. **“OSAT”** means Objectively Structured Assessment of Tasks Regulations requiring further Standard Operating Procedures (SOPs) are mentioned as (\*) in this document.
- xxvii. **“Practical Part”** means the Laboratory part of the subject as prescribed in the detailed syllabi approved by the competent authority/ Forum, whose successful completion shall be the requirement of the Degree.
- xxviii. **“Pro-Chancellor”** means the Minister of Health from Government under Section 11 of the RMU Act 2017.
- xxix. **“R.I.”** means the Resident Inspector for a theory examination in the examinations center being held by RMU.
- xxx. **“Registrar”** means the Registrar of the University.
- xxxi. **“Regular Student”** means a bonafide student while enrolled during the minimum duration of a degree programme of this University and who does not maintain admission simultaneously in any other degree / diploma programme of this university or any other institution.
- xxxii. **“Subject”** means a course of studies as prescribed in the detailed syllabi approved by the competent authority/ Forum, whose successful completion shall be the requirement of the Degree.
- xxxiii. **“Supervisory Staff”** means the persons including Superintendent, Deputy Superintendent and invigilators supervising a theory examination held by the university.
- xxxiv. **“Syndicate”** means the Syndicate of the University as per Act..
- xxxv. **“Theory Part”** means the theoretical part of the subject as prescribed in the detailed syllabi approved by the competent authority/ Forum, whose

successful completion shall be the requirement of the Degree.

xxxvi. **“University** “means Rawalpindi Medical University, Rawalpindi (RMU).

xxxvii. **“Vice Chancellor”** means Vice Chancellor of the University.

**c. Explanations:**

*In these regulations:*

*The pronoun “he” and “its” derivatives are used for both male and female. Depending upon the context, the words imparting the singular number include the plural number as well, and vice-versa.*

### 1. Mode (System) of Study

The university will continue mode of study annual system basis and bi-annual basis. Marks calculation will be directly on the basis of percentages as described. The university will not only comply to all rules and regulations of HEC, PM&DC but also will lead all other institutions in the field.

#### 1.1 Courses of Study

The respective department or In-charge Diploma Program shall submit the courses of study and along with complete syllabi for proposed diploma courses to be launched for the recommendation of Academic Council and approval of the Syndicate. Such courses and syllabi shall become effective from the date of approval by the Syndicate or such other dates as the Syndicate may determine.

### 2. Organization of Teaching & Research

- a. Teaching and research in various diploma programs shall be conducted in university departments through lectures, tutorials, discussions, seminars and practical work in laboratories, field work, patient data analysis and other methods of instruction approved by the Academic Council in the light of scheme of study submitted.
- b. Each student shall follow the syllabi and courses of studies as prescribed by the Academic Council/Syndicate from time to time.
- c. The Board of Advanced Studies and Research/ Board of Postgraduate Studies of the academic departments will normally meet in the first week of every month during academic session to deal

with matters pertaining to Postgraduate Studies including the diploma courses.

- d. The In-charge Diploma Program or Director Postgraduate Studies of the concerned academic department (as directed by the VC) shall maintain all records pertaining to conduction of Postgraduate classes, course wise attendance of students in each and all other matters relating to postgraduate studies.
- e. Each postgraduate faculty member (involved in Diploma teaching) will maintain a Course File. All the academic details relevant to the course covered during the academic session and will be preserved in the file. The file will contain information on topics covered in the course, date-wise course plan, samples of quizzes, short tests, tests, laboratory work, projects, final examination and student’s marks list. The course file will be presented to the Vice Chancellor through the Dean of the faculty at the termination of the academic session for appraisal.

### 3. Medium of instruction

Medium of instruction will be English.

### 4. Duration of Program

The time duration for different diploma programs will be defined in the course of study while presenting on academic council in terms of minimum and maximum time duration. The university will mention minimum and maximum time duration for all postgraduate diploma programs before the advertisement in the newspaper.

### 5. Academic Calendar

An academic year of the university will be of 52 weeks academic activities. The schedule including teaching, Co-Curricular and Extra-curricular activities including holidays and examination periods will be issued at the start of the Academic year.

The Director BASAR shall be authorized to prepare and issue the Academic Calendar for Postgraduate Studies after approval from the Vice Chancellor. However, In-charge Diploma Program may suggest a separate Academic Calendar to the Vice Chancellor



and may implement after the approval from the vice chancellor.

## 6. Procedure for Admissions in Diploma Programs

### 6.1 Advertisement

Applications for admission are invited through an advertisement in the National Newspapers and same will be displayed on the website of the university.

### 6.2 Submission of Applications

- a) The candidate shall apply for Diploma Program admission through a process as described by the University time to time.
- b) The application fee should be remitted/ paid through Bank/ Draft/ Pay Order/ Bank Challan in favour of the Treasurer of the University payable at designated Bank Branch of the University with completed application form. The application fee is not refundable.
- c) Applications not submitted on the prescribed forms or incomplete as regards the production of certificates/testimonials or unaccompanied by the application fee will not be considered.
- d) A candidate for admission to the Diploma Program must hold Bachelor Degree (16/17 years degree program) with minimum CGPA 2.5 in case of semester System and 60% in case of Annual System in the relevant category recognized by the HEC/ PM&DC and equivalence committee of the University **OR** as per advertisement.
- e) Board of Postgraduate Studies of relevant department will decide the cases about the relevance of the Bachelor's Degree for the admission eligibility **OR** the nominated admission committee.

### 6.3 Seat Allocation

- a) Keeping in view the available facility and staff position in each department, the Chairman of the department shall recommend to the Dean, for approval of suitable number of selected candidates in each Diploma Course up to a maximum of 45.

- b) If the number of selected candidates for any category is less than five the Program in that specialization will not be offered.
- c) The regular employees of the University may be admitted to the Diploma Program, subject to fulfillment of admission criteria in addition to the above-mentioned seats subject to availability of capacity.

### 6.4 Selection Procedure

#### 6.4.1 Test

- a) Diploma Program admission seeker must meet all the conditions given by the University.
- b) A written test, may be carrying 100 marks shall be conducted by the department on the date notified in the schedule.
- c) Those admitted students shall have to pay University dues before registration for Diploma Program within specified time.

#### 6.4.2 Determination of Merit

The merit list of those students who qualify the written test and the interview will be prepared by the Chairman of the department. To determine the merit, the following are the marks for its different components for degree Programs;

- a) 50 marks for the aggregate percentage marks obtained by the candidate on the basis of bachelor degree.
- b) 100 marks for the written test.
- c) 20 marks for the interview.
- d) 10 marks for relevant experience. One mark for each year of the service of the candidate with the maximum of ten (10) marks.

#### 6.4.3 Merit Lists

- a) A separate merit list shall be prepared for each specialization based on the written test.
- b) Based on the above merit list the Chairman shall recommend to the Dean for the admission of suitable candidates. The decision of the Dean shall be final in this regard.
- c) The successful candidates shall have to pay University dues and register for respective degree program within specified time.
- d) Any seat falling vacant due to non-registration of any successful candidates

shall be filled in by the succeeding candidate on the respective merit list and letters of admission shall be issued to them.

- e) The list of selected students approved and notified by the Dean will be displayed on the notice boards and University website.
- f) Within 10 days of an official notification, the selected student is required to pay the University Dues, submit four copies of the photographs duly attested by a gazetted Officer and a no-objection certificate from the employer for joining the program, to the Chairman of the department concerned. Unemployed candidate must submit an affidavit to the effect that he/she is currently not employed anywhere.
- g) On fulfillment of obligations mentioned in (b), the selected student will be admitted to the degree program and the Chairman of the department will issue class roll number to him. The Chairman there after will send immediately the list of students who join the respective programs, to the Dean of the faculty concerned, along with the application forms, the bank draft/pay order. The Dean of the faculty concerned will register students and send it to Director ASR who will issue registration No. place in its record and notify the list of registered students to all concerned.

#### 6.4.4 FEE REFUND POLICY

The Vice Chancellor may refund the fee deposited by any student who cancels his/her admission in a discipline, program or department as under;

##### a. Students who have admitted before the commencement of classes

% age of Tuition Fee	Timeline for Refund
Full (100%) Fee Refund	Up to 15 <sup>th</sup> day of commencement of classes
Half (50%) Fee Refund	From 16 <sup>th</sup> – 30 <sup>th</sup> day of commencement of classes

No Fee(0%) Refund	From 31 <sup>st</sup> day of commencement of classes
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##### b. Students who have admitted after the commencement of classes

% age of Fee	Timeline for Refund
Full (100%) Fee Refund	Up to 15 <sup>th</sup> day of offer of admission
Half (50%) Fee Refund	From 16 <sup>th</sup> – 30 <sup>th</sup> day of offer of admission
No Fee (0%) Refund	From 31 <sup>st</sup> day of offer of admission

*Provided that any student who has got re-admission, within 7 days of first admission, in another discipline, program, department shall transfer the deposited fee to such new department. Percentage of the fee shall be applicable on all components of fee except for security and admission charges. Timeline shall be calculated continuously, covering both weekdays and weekend.*

#### 6.4.5 ADMISSION OF FOREIGN STUDENTS

- a) The admission of the foreign students will be made on the basis of the academic record of the candidate and the assessment of his/her scholarship made by the Board of Postgraduate Studies of the department.
- b) They must submit their applications to the Government of Pakistan, Ministry of Education, Islamabad, through Pakistan's representative accredited to their countries along with the following documents.
  - i) Educational Certificates (Attested Photo Copies) including details of syllabi and courses of studies prescribed for the graduation degree or its equivalent in the relevant discipline.
  - ii) Domiciles/Nationality Certificate
  - iii) Character Certificate
  - iv) Health/ Fitness Certificate
  - v) TOEFL/IELTS/ English proficiency certificate



## 7. Requirements for award of the Diploma

Diploma will be awarded for successfully completing studies as prescribed in detail scheme of study approved by the syndicate.

## 8. Transfer/Exemption of Courses

### (i) Non-Residential Course Transfer:

Maximum of 2 courses (6 credit hours) passed a percentage of at least 70% and above or Grade-B at an institute recognized by HEC/ PM&DC may be transferred at this University and the affiliated institutions; provided that the subjects for which the student is applying for transfer must be read at other institution/university being a student of the same degree in which he seeks admission before his transfer of credits is considered and that the concerned Board of Postgraduate Studies allows such transfer by assessing the relevance and contents of the subjects.

### (ii) Residential Course exemption:

Maximum of 2 courses (6 credit hours) passed at a percentage of at least 70%. Or Grade "B" at this University may be transferred/ exempted; provided that the subjects for which the student is applying for transfer must be read at this university being a regular student of the relevant degree in which he seeks re-admission before his/her transfer of courses is considered and that the concerned Board of Postgraduate studies allows such transfer of courses by assessing the relevance and contents of the subjects must be same.

## 9. Work Load

A student can be registered for the courses as determined feasible by the academic council and approved by the syndicate in scheme of study.

## 10. Weekly Classes Schedule

Weekly postgraduate diploma teaching/research schedule prepared by the departments (post graduate Director/In-charge diploma courses) and duly approved by the Vice Chancellor will be announced at least one week prior to the commencement of a session.

## 11. Pre-Requisites

At the time of enrolment in a diploma program, the student's previous academic credentials will be assessed. In case, a deficiency is found at graduation level, Chairman of the department may direct the student to take courses at the undergraduate level. In such a case, the student would be required to attend lectures in those courses and qualify a test.

## 12. Improvement of Grades

The candidate can improve the course already passed with less than 60% marks or grade "C". He can also appear in new courses for improvement of his percentage.

## 13. Registration of Courses

### 13.1 Academic Advisor / In-charge Diploma Program

Immediately after joining Diploma program, the student will be assigned by the Chairman of the department an Academic Advisor or In-charge Diploma Program for academic guidance and counseling. In consultation with his/her academic advisor/in-charge diploma program, the student will prepare a tentative course plan on the prescribed form and submit to the Chairman of the department for approval. However, if department does not have facility to provide multiple options then student has to follow the university/department plan.

### 13.2 Courses Offered

Courses to be offered in any session will be approved by the Vice Chancellor/academic council and notified by Directorate of BASAR at least two weeks prior to the commencement of the session. The Board of Postgraduate Studies of the department shall recommend the courses along with names of course instructors. The chairman of the department will be responsible through departmental director of post graduate studies/ in-charge diploma program for all these activities.

### 13.3 Registration Procedure

- a) At the beginning of each session, student shall register for the courses being offered by the department on prescribed registration forms in line with the course plan.
- b) After approval of the registration, the student will deposit prescribed dues in the University Bank account duly countersigned

by Director, PGS/in-charge diploma program/Dealing Assistant of the department and submit the dues slip in the office of the Chairman of the department. This registration will be once in a session and there will be no further registration at the time of end session examination. Session means a term (year in annual system or bi-annually).

- c) A student can apply to the concerned Chairman for withdrawal of a course up to 4<sup>th</sup> weeks from start of registration. In this case, the course will not appear in registration list as well as in transcript. Otherwise at later stage it will appear on the transcript as "Fail" and under HEC policy will not be dropped from transcript by any means.

#### 13.4 Change in Courses

A student may change or drop the courses within 15 days from the commencement of the session on the recommendation of Academic Advisor/Chairman of the department.

#### 13.5 Registration Deadline

No registration or change in the courses will be allowed after 15 days from the date of commencement of the session.

#### 13.6 Registered Students List

- a) The Chairman of each department shall forward the registration forms for only those students who provided approved "Clearance Form" signed and stamped by finance office, to the Directorate of advanced Studies and Research (ASR) within (6) six weeks of registration.
- b) The Directorate of ASR will compile and forward the final list of registered students to all concerned on the prescribed form not later than 8 weeks from the commencement of the session.

#### 13.7 Freezing of the Course

If a student needs to interrupt his program of study for a session (6months/semester) or one year he is not allowed to do so in the first session however, he can adopt the freezing facility after passing first term/session due to some unavoidable situation/circumstances. For this purpose, he has to apply to the department in writing within 15 days of start of

the session or before. On the recommendation of in-charge diploma, chairman of the relevant department and Dean, the Vice Chancellor will allow freezing of the program of study of the student for one session or two consecutive sessions but not more than one year. On adopting the similar recommendations re-enrolment will be allowed. If re-enrolment is allowed, the student will pay all the pending dues along with re-enrolment fee, scholar has to pay session fee in all cases.

#### 13.8 Re-enrollment

- a) If a student interrupts his program of study for a session or more, Vice Chancellor will allow re-enrolment of the student on the recommendations of the in-charge diploma, Chairman & Dean of relevant department and faculty. If re-enrolment is allowed, the student will pay all the pending dues along with re-enrolment fee, scholar has to pay session fee in all cases.
- b) If program requirements have changed during the period of interruption of studies, the scholar/student will be required to modify his degree program to ensure conformity to the latest version of the curriculum. The university is bound for initial plan of study, scholar has to follow the plan of university.
- c) Any such interruption shall not be allowed in first session/term and a student who does not appear in the first session/term examination shall not be eligible for re-enrollment. Such student can however seek fresh admission without codel formalities of fresh candidate but has to contact the department before the closing date of fresh applications for admission.

### 14. Examinations

#### 14.1 Final Examination

- a) Final Examination shall be held during last week of each term/session.
- b) The Controller of Examinations will notify the date-sheet of Final Examinations at least 15 days prior to the commencement of examinations.

#### 14.2 Eligibility and Attendance Requirements

- a) The Controller of Examinations will be provided a list of registered students who qualify for examination as per attendance and other requirements from the Chairman of the concerned Department at least two weeks before the commencement of end examinations.
- b) No candidate shall be admitted to Final Examination of a term/session unless he fulfills the following conditions:
- He has registered for the courses of study as per registration rules.
  - He has been on the rolls of the university during that term/session.
  - He has not been debarred for admission to the examination under any other regulation.
  - He has attended each course in which he has to be examined not less than 90% of total number of lectures delivered, the periods of laboratory practical/design work during that term in which the examination is to be held. The Dean of the Faculty may for valid reasons condone to the extent of 10% of deficiency in the above-mentioned percentage.

#### 14.3 Student Course Work Evaluation

- A student shall be evaluated in each course on the basis of Final theory Examination called Part-I and sessional work called Part-II.
- Final Examination (Part-I) will comprise comprehensive theory Examination to be held at the end of the session/term.
- Final Examination (Part-II) shall include quizzes tests, home assignments, case studies, laboratory work, fieldwork, studio work, mid tests, term projects and presentation of case studies etc.
- The teacher who has taught the course during the term shall normally be the Examiner for evaluation of Examinations in Part-I and Part-II of that course.
- Distribution of Marks: The distribution of marks in each course will be as under:

	Title	Marks
Part-I	Final Comprehensive Theory Exam	40%
	Sessional Work, Mid- Exam	20%

Part-II	Assignments, Labs/Field Work, Quizzes etc.	20%
	Course Project, Case Study, Presentation etc.	20%
Total		100%

#### 14.4 General Provisions

- Rawalpindi Medical University shall hold all the examination twice a year on preferably on semi-annual basis. In exceptional circumstances like National calamities, war or accidental loss of solved answer books, syndicate may allow a special examination.
- Examination calendar for all postgraduate examinations shall be prepared by Controller of Examinations in consultation with Chairman of the Board of Studies or Director Medical Education or Dean postgraduate specialty after the approval by the Vice Chancellor. The calendar must be prepared and approved two months prior to the commencement of the next academic year.
- Controller of Examinations shall notify the Date Sheet for Theory and OSPE/OSCE Examinations. 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.
- Examination department will entertain those Admission forms which shall be verified by Vice Chancellor or his nominee in terms of their minimum attendance (lectures, tutorial & practical) set by university (80% Postgraduate) and “*certify that the candidate is eligible as per Rules & Regulations of PMDC & RMU, Rawalpindi to take a particular mentioned examination*”.
- Admission Forms will be available online

and can be downloaded from RMU web site [www.rmur.edu.pk](http://www.rmur.edu.pk).

- vi. Examination fee once deposited shall not be refunded.
- vii. Information provided by the candidates in Admission Forms 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 Controller of Examinations on verification by the Director Postgraduate for Postgraduate courses and recorded in writing.
- viii. Admittance Card of the eligible candidate shall be uploaded on the web site at least three (3) days before commencement of the Examination. A copy of stratified list shall be sent to the Centre Superintendent.
- ix. Admittance Card shall bear the stamp of Controller of Examinations, and shall have the particulars of candidate, name of Examination Centre and her/ his latest photograph pasted on it, in the same format as required by the Government of Pakistan for the passport.

#### 14.5 Pass Marks

The minimum pass marks for each course shall be 50% for award of degree, it should not be less than 70%.

#### 14.6 Failure/Improvement in a Course

- a) A student obtaining less than 50% marks in any course shall be deemed to have failed in that course and will be awarded "F" grade.
- b) If a student fails to appear in the final theory examination (Part-I) of a course on medical or any other reason, he shall be treated as

absent and declared to have failed in that course with "F" grade.

- c) A student obtaining "F" grade in a course may register again only once for the course on the advice of Advisor/Chairman. Student will repeat both Part-I and Part-II of that course after registration.
- d) The candidate can improve the course already passed with grade "C" or below. Both the grades shall be recorded on the transcript: the GPs (Grade Points) of higher shall be included to calculate CGPA.
- e) The candidate can register himself in new elective course or courses (which has/have not already been registered) for improvement of his CGPA. The GPs (Grade Points) and credit hours of all new course (s) shall be included to calculate the SGPA and CGPA as well.
- f) A student obtaining "F" grade in elective course may register for the course on the advice of Advisor/Chairman. Student can repeat the course after registration. Both the grades shall be recorded on the transcript; the GPs (Grade Points) of higher shall be included to calculate CGPA.
- g) A student obtaining "F" grade in core course has to register for the course on the advice of Advisor/Chairman to pass it. Student can repeat the course after registration. All the grades shall be recorded on the transcript; the higher GPs (Grade Points) shall be included to calculate CGPA.

#### 14.7 Declaration of Results

The Controller of Examinations will declare results within 4 weeks of the completion of end examinations. Chairman of department has to submit all results within 2 weeks of the completion of end examinations.

#### 14.8 Transcripts

The Controller of Examination will issue a transcript to each candidate appearing in the examination. The transcript will contain information about percentage marks obtained in the courses, (corresponding grade, GPA and Cumulative GPA) overall percentage along with all other information required from HEC.

#### 14.9 Checking of Answer Book

There shall be no re-evaluation of answer books for the final theory examination (Part-I). A student may, on payment of prescribed re-checking fee, get the answer books rechecked for totaling and for verification that all questions or parts thereof have been fully marked within 15 days of declaration of result. Errors or omissions, if any, shall be rectified.

#### 14.9 Certificate of Merit

The Controller of Examinations shall issue a Certificate of Merit to a student, who 80% or above in his/her studies on the basis of the overall result, provided that the student has not failed in, or repeated any course and has completed all the degree requirements within prescribed time period of the degree.

### 15. Research Work/ Thesis

For most of the diploma courses Research work may not be mandatory and some other Practical/ Training Hours or any other requirement may be imposed as defined in the relevant defined study plan approved by the syndicate on the recommendation of the academic council. However, if research work is defined then following steps may be followed;

#### 15.1 Research Thesis

Student of diploma program needs to complete research thesis as defined in scheme of study. However, the thesis should contribute to novelty and must be knowledge based. It should sufficiently prove individual's original research work.

#### 15.2 Submission of Research Proposal

The Student can start the research work for his thesis during the 2nd term of enrolment or as defined in the scheme of study, in consultation with his prospective research supervisor. The research proposals will be duly evaluated by the Board of PGS of the concerned department in the beginning of second term on the prescribed format available on University website and submitted to the Director ASR/ASAR.

#### 15.3 Title of Research Proposal

Title of research/synopsis and the name of the Supervisor/Co-Supervisor shall be approved by the Vice Chancellor on the recommendations of the Board of Postgraduate Studies of the department.

The department may recommend a Co-Supervisor if research is of multi-disciplinary nature and involves combining expertise from two or more departments/areas.

#### 15.4 Duration of Research

Minimum duration for a student to conduct research and prepare a thesis will be six months. This duration will start from the date of approval of research proposal by the Vice Chancellor.

#### 15.5 Evaluation of Thesis

- a) A student must pass all courses before thesis evaluation is undertaken.
- b) The student will give final seminar after completion of his/her research work with the consent of his/her supervisor.
  - i. The final seminar of the research work may be opened to other members of the academic community. The concerned Director, Board of PGS of the department will notify the venue, date and time of the final seminar in consultation with the Chairman.
  - ii. The Board of PGS will recommend the evaluation of the thesis based on his/her final seminar of the research work.
- c) Evaluation of thesis will be done by the internal and external examiners. The Research Supervisor/Co-supervisor will normally act as the Internal Examiner and the External Examiner will be appointed by the Vice Chancellor on the recommendations of the Board of Postgraduate Studies of the department. The Directorate of ASR will notify the venue, date and time of examination in consultation with the Internal Examiner/s and information will be sent to the Controller of Examinations.
- d) If a student, whose thesis has not been approved, will be permitted to revise his thesis. He/She will submit the revised thesis for evaluation within the time decided by the Examiners within the prescribed maximum time limit for postgraduation degree. A student can appear in maximum three times for final examination as decided by Examiners after that scholar will not be able to continue the diploma and will be dismissed from role of honour of the university.



- e) If a student fails to submit his/her thesis/revised thesis within the approved period, his/her case will be referred by the department to the Dean for dismissal from the Program.
- f) After successful completion of thesis evaluation examination, the student will be required to submit three (03) copies of thesis (along with soft copy) complete in all respects within the stipulated time of completion of Diploma Program to the department verified by chairman to the Director ASR and finally to the controller of examination for notification of result. All records relating to the final notification of the scholar needs to be reached the office of the controller of examinations at least one month before the due date.

### 15.6 Submission of Thesis

- a) On the completion of his/her research work written in English to the satisfaction of the Supervisor/Co-supervisor, the student shall embody the results of his/her research work in a thesis according to a prescribed format, available at University website/ department/ director ASR.
- b) Three (03) copies of the thesis will be submitted to the concerned Department for the evaluation of thesis as per research schedule approved by the Vice Chancellor.

### 15.7 Criteria/ Limit of Supervision for Scholars

- a) The faculty members having MS/MPhil or equivalent degrees (with/without thesis) along with minimum Two years of relevant research/ teaching/ professional experience after getting MS/MPhil or equivalent will be considered eligible as supervisor for diploma program students.
- b) The faculty member having PhD degree or equivalent is eligible as supervisor for diploma program students.
- c) This eligible Supervisor can supervise Maximum Ten (10) scholars in diploma program.

### 15.8 Leave Rules for scholars

- a) Casual leave not exceeding 24 days per year shall be admissible. More than 10 days leave

at one time shall not be allowed. If weekend or gazetted holiday falls as prefix or suffix of leave, it will be counted as leave. Record of leave allowed by the Chairman/Dean concerned will be maintained by the Department.

- b) Leave on medical grounds without shall be admissible on production of medical certificate by the Chief Medical Officer as per Punjab Medical Attendance Rules. However, if medical leave is continued and exceeds two months, admission may be terminated and the scholar will have to get readmission.
- c) Leave will only be sanctioned on the recommendations of concerned supervisor.

### 16. Dismissal from Program

- a) If a student obtains "F" (Failing) grade in more than one courses at the end of first year/term of enrolment, he will be dropped from the program.
- b) If a student is placed on academic probation on scoring less than less than 60% at the end of 1<sup>st</sup> term or failing one course, Director Postgraduate/ In-charge diploma program will issue him a warning letter. At the end of 2<sup>nd</sup> Term if scholar is unable to score more than 60% marks, the scholar will be dropped from the role of honour of the university. The Diploma will not be awarded until the scholar scores 70% or more marks with in stipulated time.

### 17. Role and responsibilities of Board of Advance Studies and Research

The responsibilities of Board of Advanced studies and Research are prescribed as under the Act as follows: The Board of Advanced Studies and Research shall:

- Advise an authority on all matters connected with the promotion of advanced studies and research publication in the university
- Consider and report to an Authority with regard to research degree of the University
- Propose regulations regarding the award of a research degree
- Appoint supervisors for a post graduate research student and to approve the title and synopsis of the Thesis and dissertation



- Recommend panel of examiners for evaluation of a research examination &
- Perform such other functions as may be prescribed by the Statutes.

### 18. Examination Centers and Supervisory Staff

- The Supervisory Staff and Support Staff of each centre shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor and supervisory staff can be appointed from available examination staff or non-medical background staff from outside of university.
- The criteria for appointment of the supervisory staff shall be in accordance with the regulations made by Rawalpindi Medical University. No person shall claim to be a member of Supervisory Staff as a matter of right.
- The regulations relating to the duties of the Supervisory Staff may be framed and amended by Rawalpindi Medical University, as and when required. The Supervisory Staff shall perform their duties according to the regulations.
- Centre supervisory staff shall comprise the superintendent, deputy superintendent and invigilators. Deputy Superintendent and invigilators shall assist the superintendent. Supervisory staff shall wear jackets, identification card, shall not leave hall/center during examination and must not have mobile phones except superintendent and deputy superintendent.
- In case of an emergency, owing to the refusal or non-availability of the superintendent at the examination center, the Deputy Superintendent shall take over as the Superintendent and immediately inform and seek approval of the Controller of Examination, who shall then bring it to the notice of the Vice Chancellor.
- The Superintendent shall have the power to remove at once from duty any invigilator who is found to assist or aid any candidate in copying or using unfair means in the

examination. The Superintendent shall immediately send a detailed written report of such an incidence to the Controller of examinations.

- The Examination shall be held at centers approved by the Vice Chancellor and notified by the Controller of Examinations.
- The superintendent 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, computers, tape recorders or any. Only transparent pouches are allowed in case of theory examination and examination kit in case of OSCE or clinical examination
- The Superintendent shall forward to the Controller of Examinations, along with answer books, the balance of question papers, daily attendance sheet and other relevant record on the same day.
- The Supervisory Staff shall be paid remunerations as prescribed by RMU rules. The remuneration rates are subject to revision after every three years.

### 19. Instruction to the Candidates

- Candidate shall be instructed to arrive at the notified Examination Centre at least **30 minutes** before commencement of the examination.
- No candidate shall be allowed to enter the examination center without Admittance Card bearing Roll # & photograph, which shall be displayed throughout the examination.
- No candidate shall be allowed to enter into the Examination Centre after commencement of the examination. However, in exceptional circumstances, the

- Centre Superintendent may provisionally allow into the Examination Hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate submits a written valid reason, and this shall be subjected to the subsequent approval of the Controller of Examinations.
- iv. No compensation time shall be given to the late arriving candidates.
- v. In case if examination starts late, for any reason to be recorded in writing, the Centre Superintendent shall, after approval of Controller of Examinations, extend the time for the period that has been lost.
- vi. No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed. In case a candidate has to leave the Examination Centre in emergency situation before this time, for any reason to be recorded in writing by the Centre Superintendent, he/ she shall not be allowed to take the question paper with her/ him.
- vii. No candidate shall be allowed to re-enter the Examination Centre if she/ he leaves after handing over the answer book.
- viii. No candidate shall leave the Examination Centre during the examination without permission of the Centre Superintendent.
- ix. No candidate shall be allowed to use toilet facilities until at least one hour (\*) has elapsed after commencement of the examination.
- x. In subject(s) in which Multiple Choice Question (MCQ) paper and Short Essay Questionpaper are held on the same day, the candidate shall hand over both MCQ paper and MCQ response sheet to the Supervisory Staff at conclusion of the time for MCQ paper, after which SEQ paper shall start. No candidate shall be allowed to take 2<sup>nd</sup> component of paper if he has not returned MCQ paper and MCQ response sheet. Candidates are also required to submit their SEQ question paper along with SEQ answer sheet after the completion of examination.
- xi. The candidate shall be strictly forbidden to take MCQ and SEQ question paper out of the examination centre otherwise his/ her paper will be cancelled.
- xii. In SEQ/MCQ response sheet, candidate shall write his/ her roll number before starting the paper. Both the candidate and Superintendent/ Deputy Superintendent will sign the SEQ/ MCQ paper/ response sheet.
- xiii. In answer book for short/long essay question, candidate shall fill in the details on the title page of answer book. Candidate shall not, however, write his/ her name, name of institute/ teaching hospital or make any identification marks to disclose his/ her identity otherwise this can lead to strict disciplinary action.
- xiv. In answer book for essay question, candidate shall write answer on the answer book printed and specified

- for a particular question or a group of questions.
- xv. Candidate shall conclude his/ her answer to questions on the pages provided in the answer book. Continuation sheets shall not be provided.
- xvi. Candidate shall be allowed to take into the Examination Centre, pens, pencils, rubbers, slide rulers, transparent stationary cases and any item that is required for the examination.
- xvii. Candidate shall not take into the Examination Centre, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators (unless specify), ear phones, electronic equipment's, palmtop computers, programmable watches, tape recorders, blue tooth devices, headphones, or any other helping/ aids equipment. Anything, deemed as possible helping aid by the supervisory staff/ monitoring staff, found in possession of anyone shall be disqualified. Same rules are applied to the supervisory staff and helpingstaff.
- xviii. Smoking shall not be allowed in the Examination Centre.
- xix. Candidate shall not ask for and shall not to be given any explanation about the questionpaper. In case any clarification for misprint/ error, is required for any valid reason, as ascertained by the Centre Superintendent, it shall be communicated to Controller of Examinations who may explain such an error/ misprint if necessary.
- xx. Candidate shall not talk or disturb other candidates after commencement of the Examination or borrow anything from other candidates during the examination.
- xxi. Candidate shall not be allowed to use dictionary or spell-checker.
- xxii. Candidate shall not remove a leaf or any part of the answer books, otherwise strict disciplinary action will be taken against him/ her.
- xxiii. Candidate who tries to use unfair means or creates law and order situation during the conduction of the examination or otherwise shall be dealt with according to RMU regulations (\*) pertaining to the use of Unfair Means by the candidates.
- xxiv. In case a candidate is found to use the unfair means, the superintendent will register the case according to the UMC regulations of RMU. Such a candidate shall (may) then be allowed to continue that examination for the stipulated time.
- xxv. Controller of Examinations shall send a request to Vice Chancellor prior to the commencement of examination to appoint at least two security officials (\*) at the examination center to prevent/ deal with any law and order situation arising at center during the examination.
- xxvi. In case answer book of a candidate is lost after having been received by the Centre Superintendent, and the candidate passes in all other subjects of the examination, his/ her result shall be declared on the basis of and viva/ practical/ OSCE, or he/ she may

be required to reappear in that one subject in the next examination/ special examination as decided by the Vice Chancellor upon the report of the Controller of Examination. If reappearing, he/ she obtain required pass marks he/ she shall be deemed to have passed the examination. Reappearance in these circumstances shall not be counted as an attempt.

- xxvii. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the Examinations Committee and Controller of Examinations, subject to the approval of the Vice Chancellor, shall be final.

#### 20. Withdrawal of Admission Form

- i. Admission Form, once submitted for any examinations can only be withdrawn until the dead line for the submission with double fee after the approval of the concerned Dean/ Director RMU. No Admission form can be withdrawn after the dead line for submission with double fee for the examination. However, for such a candidate the attempt rules will be applicable according to PMDC/HEC criteria.
- ii. Admission Forms for subsequent concerned examination in which the candidate has applied for re-checking may be withdrawn if a candidate has been declared passed after revision of the result on account of re-checking.
- iii. Fee in any case is non-refundable. However, any fee may be re-adjusted for subsequent examination or award of degree in case of timely withdrawal of admission form (only on the provision of fee evidence).

#### 21. Appointment and Duties of Paper Setters

- i. Initial Paper Setter shall set the initial

question paper(s) for a certain subject of an examination conducted by the University.

- ii. Final Paper Setter/ Paper Moderator shall set the final question paper(s) for a certain Subject of an examination conducted by the University.

Note: The nomenclature of Internal Examiner and External examiner with reference to paper setting shall not be used.

- iii. Paper Setters shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the concerned Board of Studies and Board of Faculties.
- iv. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- v. Qualifications prescribed for Paper Setters in various subjects' postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council for examiners.
- vi. The senior most faculty member of the concerned subject except faculty from the RMU may be involved in the initial paper setting in terms of the quality of the paper set by the initial. Initial paper setting should be at least three months prior to the final examination.
- vii. Final Paper Setter shall ordinarily be from other institution/university provided he/ she fulfils the minimum prescribed criteria.
- viii. A Retired Professor may be appointed as Final Paper Setter up to ten years after the date of retirement provided he/ she is in good health and is involved in continued medical education and or professional development or affiliated with private sector

medical institution.

- ix. In a Subject where teachers with requisite experience/ designation are not available, a consultant with recognized, relevant postgraduate qualification may be eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations and may be appointed as a Paper Setter.
- x. Final Paper Setter/ Moderator shall be appointed for a particular examination only. However, he may be reappointed in subsequent examination for a term not exceeding three consecutive years from the first appointment. However, the Final Paper Setter can be re-appointed for further term after interval of at least of three years.
- xi. Supervisor of a Postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
- xii. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (Wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the same examination. A Paper Setter shall decline the appointment if he/ she has been appointed inadvertently. (Undertaking proforma should be implemented).
- xiii. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
- xiv. The Vice Chancellor has the authority to cancel the appointment of a Paper Setter on the recommendation of controller of examinations.

- xv. No faculty member shall claim an inherent right to be appointed as a Paper Setter. The Board of Studies/ Board of Faculties concerned shall consider reputation and previous conduct of every faculty member to his/ her appointment as a Paper Setter.

#### THE PAPER SETTING

- i. The Syllabus & Table of Specification will be provided by the Examination Department.
- ii. Initial Paper Setters shall set one question paper with soft copy complete with “keys” for all questions and shall send/ submit these to the Controller of Examinations through special courier in a sealed envelope marked as ‘CONFIDENTIAL’ before the date (as per SOPs) within the stipulated time.
- iii. The correspondence with Paper Setters/ Moderator shall be made at the residential address.
- iv. Final Paper Setting shall be carried out in paper setting section of the Department of Examination. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
- v. Final Paper Setter, in Theory question, is required to keep not more than 60-70% of the questions set by the Initial Setter for each individual question paper. Final Paper Setter shall set finally one question paper complete with the “keys” of all questions in the subject for which he/ she has been appointed. Paper Setter shall prepare the “key” (agreed answers/ weightage) in the prescribed manner and submit it along with the draft of question paper.
- vi. The Final Paper Setters are requested to ensure the following;
  - a) Design the questions with utmost clarity. Vague expressions like ‘Discuss’ or ‘Give an account’ should be avoided.

- b) The question paper and the 'keys' should comprise of hard copy duly signed by paper setter and soft copy.
- c) The question paper shall be strictly in accordance with the syllabus.
- d) No abbreviations shall be used.
- e) Table of specification (TOS) must be followed.
- f) The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.
- g) Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be rewritten/ retyped.
- h) Every paper (including continuation sheet) shall be properly signed.
- i) Sketch or figure, if required shall be drawn/ provided on a separate page signed and attached to the question paper from the source.
- j) Every question paper shall be kept as a 'top secret' document and no copy of any question paper shall be retained.
- k) The "key" (agreed answers/ weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.
- vii. All rough work done during the process of Paper Setting shall be and handed over to the staff officer of the section for shredding.
- viii. Paper Setter/ Moderator shall be required to sign an undertaking to the effect that he/she has carefully studied all the instructions given above and has followed these faithfully.
- ix. Paper Setter/ Moderator may also be appointed as Practical Examiner and Paper Assessor.
- x. Paper Setter/ Moderator shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- xi. Paper Setter/ Moderator shall promptly communicate any change in his/ her residential /official address and telephone number to the Controller of Examinations.
- xii. All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential and privileged documents not open to inspection, comments and utilization other than the purpose for which required unless permitted by Vice Chancellor under special circumstances.
- xiii. The University may frame and amend Regulations from time to time governing the appointment of Paper Setters and the manner in which they shall be required to perform their duties.
- Multiple Choice Questions**
- xiv. MCQs shall be invited from all Initial Paper Setters throughout the year. All initial MCQs shall be scrutinized by a panel of subject experts recommended by Board of Faculties concerned and MCQs labelled "Satisfactory" shall be deposited in MCQs Bank maintained by the examinations department.
- xv. Final paper setter shall select from MCQs Bank to set the paper and while setting the final MCQs paper he/ she shall ensure that:
- i. The Content Validity is in excess of 90%.
  - 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.

vi. No option of MCQs should be of “None of the above” or “All of the above”

### Remunerations

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

### Disqualification of paper setter

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

## 22. PRINTING SECTION

### Receiving of Question Paper setting files in Printing section

- The sealed question paper files received from the In-Charge Paper setting section by the In-Charge Printing Section for safe custody & printing.
- For each subject, one Question paper printing file/set is prepared ready to be used at time of examination.

### Proof Reading the Final Question Paper by the Controller of Examination

- At the time of Examination one of the three sets by the final Paper setter is selected.
- Question paper is matched with the table of Specifications.
- The In-Charge of Printing section proof reads the Question paper by applying both English & Medical spell checkers installed in all

computer systems of paper setting & Printing sections.

- Final Formatted Question Paper Printing file will be handed over to the Controller of Examination for vetting with following contents:
  1. Original & Formatted Question Paper set by the final paper setter.
  2. Final Proof-read Printout of the paper.
  3. Initial Setting of the relevant subject if available.
- The Controller of Examination makes changes/corrections (if any) in red ink on the final formatted printout of the paper.
- The changes made by Controller of Examination will be incorporated in the paper & the final print out is taken out.
- Once the controller of Examination has vetted that there is no grammatical, typographical, formatting technical errors and the questions set conform to the instructions provided by the university to the paper setter and the paper has high content & construct validity in relation to the syllabus and TOS, he/she signs the final printout.

### Master Copies of the Final Paper & Shuffling of MCQ's Paper

- Print out the master copy of the SEQ & MCQ after making all necessary corrections.
- Make up-to Four (04) Codes in Annual examination and up-to Three (03) Codes in Supplementary examination of the MCQ paper by shuffling the sequence of the questions as well as Responses within.
- Print out the master copy of all four codes with KEYS that will be added to the file.
- Master Check of all four codes of MCQ's paper with the master copy ensuring that no error has occurred throughout the shuffling process.
- Removal of KEYS of the master copies of four codes.
- Adding the water mark to all the codes centre-wise thus making it ready for printing.
- Final Print outs of the four codes of MCQ's paper without key carefully checked again

before the process of final printing.

### Printing of the SEQ's and MCQ's

- On receipt of printing envelopes from the conduct section, a comprehensive printing plan is made exam-wise, subject-wise, SEQ-wise, MCQ-wise, and for the MCQ's codes-wise of each exam centre.
- The Papers Printed on heavy duty printers and machines ensuring error-free printing through random checking.
- All the codes checked again at the time of shuffling of question papers to ensure that the questions statement and answers are in fine alignment and there are no formatting errors.

### Packing of the Question Papers

- The Printer Papers Are Packed in transparent envelop and sealed centre-wise in confidential envelopes received from the conduct section according to the provided dated sheet.
- The Printing envelopes are sealed by using glue and RMU LOGO stickers.
- The Confidential sealed envelopes will be packed into the "printed specifically colour-cloth bags" that are stitched by hand machine, sealed by glue gun and stamped with the controller's seal.
- The sealed envelopes are stored in the strong room in heavy looked Locker.
- The Keys of the locker and strong room are **ONLY** in the possession of Controller of Examinations.
- The printing process always be done under supervision of COE.
- No Staff member EXCEPT for the printing section can enter the printing section during the printing.
- No Staff member of the printing section can leave the section before completion of the entire process.
- All kind of Electronic devices are strictly prohibited in the printing section.