



POLICIES AND RULES/REGULATIONS

A. ADMISSION POLICY

1. Admission Schedule:

NCS University System, Peshawar is an affiliated Institute of Khyber Medical University, Peshawar. Khyber Medical University offers admissions in **Fall session** of each academic year.

2. Admission Eligibility Criteria for the degree Programmes:

- I. Five years degree Programme-Doctor of Physical Therapy
 - a. FSc Pre-Medical/Equivalent with 60% marks
 - b. Appearing in Khyber Medical University Centralized Admission Test (KMU-CAT)
- II. Four years degree Programmes-BS Programmes
 - a. FSc Pre-Medical/Equivalent with 50% marks
 - b. Appearing in Khyber Medical University Centralized Admission Test (KMU-CAT)

3. Admission Process:

I. Initiation of Admission Process;

To initiate the admission process, admission candidates may approach Admission Office of the Institute in working days/office timings to purchase prospectus containing admission application form. The admission application form shall be filled out in all respects and duly signed by the admission candidates and their parents/guardians. The admission candidates shall submit affidavit on stamp paper (part of prospectus) and Undertaking (part of prospectus) along with filled admission application form.

II. Required Credentials;

The admission candidates shall submit the duly attested photocopies of the following credentials;

- a. Four Passport size photographs
- b. DMCs of SCC and HSCC
- c. Certificates of SCC and HSCC
- d. Domicile and CNIC/Form-B
- e. KMU-CAT Result Card.

4. Merit List Composition:

The Admission Committee/Admission Office of NCS US, Peshawar shall scrutinize the admission applications of all admission candidates before finalizing the merit list of each degree Programme; the merit list shall be developed as follows;

- a. FSc (Pre-Medical) shall carry 50% weightage of the merit list
- b. KMU-CAT shall carry 40% weightage of the merit list
- c. Interview shall carry 10% weightage of the merit list

The top listed candidates of the merit lists for each degree Programme shall be offered admission in their desired Programmes.

5. Verification of Credentials of Selected Candidates:

The selected candidates for admission in each Programme of the Institute shall require presenting their original documents/ credentials reflected in section 3 (II). The Admission Committee/Admission Officer shall inspect/see the original documents of selected candidates for admissions in each degree Programme.

6. Submission of Fee:

The selected candidates for each degree Programme shall be required to deposit/submit fee in Finance Office of the Institute within the due date. Admission shall only be confirmed after the





submission of fee (the details of fee is reflected in fee structure of each Programme in prospectus) and also available on Institute website.

7. Submission of Migration Certificate and Registration with Khyber Medical University:

After confirmation of admission process, students shall be required to collect their migration certificates (original) from concerned BISE and submit them to Admission Office of the Institute within one week of admission confirmation. Registration of students of each degree Programme shall only be processed with Khyber Medical University after they submit their original migration certificates.

B. STUDENT DRESS CODE

The Pakistan annual season can be divided into two climate variations, summer and winter. Hence NCS University System, Peshawar have the student dress code for summer and winter. Male and female students of the Institute will be dressed as below;

MALE STUDENTS	FEMALE STUDENTS
<ul style="list-style-type: none">Formal Gray Pant with white ShirtNCS TieWhite Lab Coat.Maroon color scrubs (With NCS Logo and Programme name) for Supervised Clinical Rotation at a hospitalGreen Coat/ Sweater for Winter Season.Black Shoes.	<ul style="list-style-type: none">Green Kameez with White ShalwarWhite Dupattah with Green BoardersWhite Lab CoatMaroon color scrubs (With NCS Logo and Programme name) for Supervised Clinical Green Coat/ Sweater for Winter SeasonBlack shoes

C. RULES REGARDING PAYMENT OF FEE

1. All students must pay their fees / dues in advance at the start of every semester by the date(s) notified by the Director Finance. If any student is unable to pay the dues by the notified due date, he/she must seek written permission of the Director Finance for extension of the due date of payment of fees/ dues. This permission must always be sought before the notified due date. Request made after due date shall not be entertained. If the fee is not paid within due date the defaulter will be liable to pay fine of Rs. 100 per day for every date of late payment. Fines once levied will not be condoned.
2. If the defaulter fails to clear the fees/dues within 14 days of the notified due date, his/her name shall be struck off the roll. The student may appeal to the Director for re-admission in the same session. The authorities may allow re-admission on compassionate grounds only after payment of re-admission fee of Rs. 5000/- in addition to the fine for late payment. Fines once levied will not be condoned.
3. Name of the student who has not cleared all his/her dues shall not be entered in the admission register and not be allowed to attend the classes or appear in any examination

D. FEE REFUND POLICY





%age* of Fee	Timeline** for semester/trimester System
Full fee (100%) refund	Up to 7 th day of commencement of classes
Half Fee (50%) refund	From 8 th -15 th day of commencement of classes
No fee (0%) refund	From 16 th day of commencement of classes

- I. %age of fee shall be applicable on all components of fee except, for security and admission charges

- II. Timeline shall be calculated continuously, covering both weekdays and weekends.

The above fee refund policy has been circulated at Higher Education Institutions of Pakistan by HEC vide letter No: 10-1/HEC/A&C/2015/6542, dated, December 07, 2015) and is available at the link;

<https://www.hec.gov.pk/english/policies/Documents/National%20Fee%20Refund%20Policy.pdf>

E. STUDENT CODE OF CONDUCT / DISCIPLINARY POLICY

1. These Regulations have been framed keeping in view the Regulations Called "**The Khyber Medical University Students Conduct and Discipline Regulations, 2017**
2. These regulations shall apply to all students of NCS University System-Department of Health Sciences, Peshawar and shall come into force with immediate effect.
3. **Students Code of Honour:** Every student shall observe the following code of Honour.
 - a. Faithfulness in his religious duties and respect for convictions of others in matters of religion, conscience and customs.
 - b. Loyalty to Pakistan and refraining from doing anything which might lower its honour and prestige in any way.
 - c. Truthfulness and honesty in dealing with other people.
 - d. Respect for the elders and politeness to all, especially to women, children, old people, the weak and the helpless.
 - e. Respect for his teachers and others in authority in the Institute.
 - f. Cleanliness of body, mind, speech and habits.
 - g. Helpfulness to fellow beings.
 - h. Devotion to studies and co-curricular activities.
 - i. Observance of thrift and protection of public property.
4. **Actions against misconduct:**
 - a. Every member of the Teaching staff shall have the power to check any disorderly or improper conduct of, or any breach of the regulations, by students in any part of the Institute.
 - b. Should such misconduct occur in a class-room when a student is under the charge of a teacher, the latter may summarily impose a fine not exceeding Rs. 500/- or report the matter immediately to the Head of the institute and may ask the student to leave the class-room.
 - c. The Librarian shall be responsible for the maintenance of order in the library. In case of any disorderly conduct or any breach of regulations, he/she may require the offender to withdraw from the library for the remainder of the day or if the later deserves, a severe punishment; she/he may be fined up to Rs. 500/- or reported to the Institutional Discipline committee depending upon the nature of severity of an offence.





- d. The Head of Sports Society under NCS BIRDSS shall be responsible for the maintenance of order among the students on or near play grounds or while otherwise under his charge.
- e. The Chief Proctor and Students Proctors of Institute Proctorial Board shall be responsible for the maintenance of order among the students on the rest of the campus and for checking the behavior likely to damage the good name of the Institute.

5. **Prohibited Acts.** The following Acts are prohibited for students;

- a. Smoking within the premises of the Institute;
- b. The consumption of alcoholic drinks or other intoxicating drugs within the Institute or sports or cultural tours or survey camps or entering such places or attending any such tour or camp while under the influence of such intoxicates;
- c. Organizing or taking part in any function within the Institute without the approval of the Institute head.
- d. Collecting any money or receiving funds or pecuniary assistance for or on behalf of the Institute except with the written permission of the Institute head.
- e. Staging, inciting or participating in, or abetting any walk-out, strike, or other form of agitation against the Institute or its teachers or officers, inciting any one to violence, disruption of the peaceful atmosphere of the Institute in any way, making inflammatory speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersions on the teachers or staff of the Institute or doing anything in any way like to promote rift and hatred among the various groups of classes of students community issuing statements in the press, making false accusations or lowering the prestige of the Institute.

6. **Act of Indiscipline:** A student who;

- a. Commits a breach of rules of conduct specified in **regulations 5**; or
- b. Disobeys the lawful order of teacher or other person in authority in the Institute; or
- c. Habitually neglects his work or habitually absents himself from his class without valid reason; or
- d. Willfully damages public property or the property of a fellow student or any teacher or any employee of the Institute; or
- e. Does not pay the fees, fines, or other dues payable under the Institute regulations and rules; or
- f. Uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner; or commits any criminal immoral or dishonorable act or any act which is prejudicial to the interest of the Institute; shall be guilty of an act of indiscipline and shall be liable for each such act to one or more of the penalties mentioned in **regulation 7**.

7. **Penalties:**

- a) The penalties which may be imposed and the authorities to impose each kind of penalty are specified below:

S. No	Penalty	Authority Competent to Impose*
I.	Removal from class-room, laboratory, workshop or field work for the periods	Teacher-in-Charge





	concerned for not more than four such consecutive periods	
II.	Withdrawal from games or the field for not more than one week	Head Sporty Society
III.	Withdrawal from educational/recreational trips/tour	Head of Institute
IV.	Removal from the Institute for a period not exceeding two weeks	Head of Institute
V.	Removal from all classes or any class in Institute for a period not exceeding two weeks	Head of the Institute /Head of the Department to which the student belongs
VI.	Withdrawal from library for not more than two weeks	Librarian
VII.	Fine not exceeding Rs. 5000.00	Chairperson IDC
VIII.	Fine not exceeding Rs. 10000.00	Head of the Institute
IX.	Fine not exceeding Rs. 100000.00	Chief Executive
X.	Removal from a position of authority in Institute Sports.	Head Sports Society
XI.	Rustication.	Head of the institute
XII.	Expulsion from the Institute.	Chief Executive

Note: The institute shall constitute, its "Institutional Discipline Committee" with the approval of the Chief Executive, NCS for speedy dispose of the offence(s) other than expulsion / rustication, the case of which may be referred to the Institute Head/Chief Executive, NCS for further necessary action.

- b) The Chief Executive/ Institute Head, while dealing with a case of indiscipline, may refer it back to the institutional Discipline Committee for opinion / advice or reviews framed under the regulation 7(a):XII or as deems fit

- c) **Chief Executive's emergency powers:**





The Chief Executive may, in case of an emergency, take any action against a student or students pending reference to the Discipline Committee in case of rustication or expulsion and order the removal of a student from the Institute or restrict his entry in whole or any part of the Campus.

8. When a case against a student is referred to the Institute Discipline Committee, the Committee may if it deems fit, suspend the student from the Institute Roll with the approval of head of the Institute till its decision in the matter.
9. **Procedure In Case Of Breach Of Discipline:** An authorized person under **regulation 7** in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such act a report or otherwise, may deal with the case himself, or if in his view:
 - a) The case is one which can be more appropriately dealt with another authority or
 - b) He / She is competent to impose a penalty severe than that, he shall follow the procedure outlined below:
 - i. If he is not the Head of the Institute, he shall refer the case to the Head who may deal with it himself or refer it to the appropriate authority.
 - ii. If he is the Head of the Institute, he shall deal with it himself or refer it to the IDC.

10. Rustication and Expulsion:

a) Rustication:

- i. The Head of Institute may rusticate a student for misconduct or gross breach of discipline. Rustication when ever imposed on a student shall mean the loss of up to one academic year. The period of absence from the Institute will, however, depend upon the time when the penalty is imposed. The student under rustication will have the option of rejoining the class after completion of the penalty period. It shall be obligatory on the part of the Institute to re-admit him if he wishes to rejoin. Tuition fees shall not be charged during the period of rustication, nor with the name of the rusticated student be mentioned on the rolls of the Institute.
- ii. No fee will be charged from a rusticated student for the month or months during which his name remains struck off the rolls.
- iii. A rusticated student if re-admitted to the Institute under (i) may undertake the Institute or University examinations if he is otherwise eligible, and provided he is permitted by the Head of the Institute. The student will, himself/herself, be responsible for the shortage of attendance, if any.

b) Expulsion:

- i. The Chief Executive may expel a student for misconduct or gross breach of discipline on the report and recommendations of the Institute Discipline Committee or any teacher / officer for a period not exceeding **two academic years**. If the expulsion recommendation is more than two academic sessions, approval of the NCS Board of Governor (BoG) shall be solicited.
- ii. The current academic year of the student concerned will be counted as one academic session whether the orders passed during the mid or at the end of the very academic session by the relevant authority.





- iii. Name of the expelled student will immediately be removed from the Institute rolls, and no fee will be charged from him for subsequent months.
- iv. A student expelled from Institute may be re-admitted into the Institute after the completion of the period of expulsion..
- v. Cases of expulsion will be registered in the Institute and announced to Khyber Medical University, Peshawar
- vi. The Appellate authority (Chief Executive) may revise the notification on the recommendations of the Head of the Institute as the case may be.
- vii. No student shall be rusticated or expelled from the Institute unless he/she has been allowed a reasonable chance of replying to the accusation against him/her in due span of time, usually not less than 15 days.

11. When in the opinion of the Institute Discipline Committee, the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in Regulations 7.

12. Appeals:

- a) An appeal against the punishment of rustication or expulsion shall be referred to the appellate authority i.e. the Chief Executive, who may constitute a committee for the purpose or decide on his own.
- b) No appeal shall be entertained against the decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority imposed penalty was not competent to do so and shall be referred to the Chief Executive.
- c) No appeal by a student under (b) and Regulations 11 shall be entertained unless it is presented within fifteen days from the date on which the decision is communicated to him, provided that the Chief Executive may for valid reasons extend this period.

13. **Compensation for loss:** The Chief Executive or Head of the Institute to whom the Chief Executive may delegate his powers may direct a student to pay compensation for any loss of or damage to property belonging to the Institute, public authority or to a fellow student or to an employee of the Institute, caused by a willful act or gross negligence of the students, and if the student does not pay such compensation within definite period, the Chief Executive may expel him from the Institute.

14. **Examination offenses:** Cases of indiscipline in examination halls or around them or use of unfair means shall continue to be dealt under the in vogue regulations for examinations of the KMU.

15. **Deposit of fine:** The fine imposed shall be deposited in the Staff/Student Welfare account of the Institute.

16. **Non-compliance:** In case of non-compliance, the head of institute may recommend high penalty or as deems fit.

17. Office of Students' Affairs

Office of the Chairperson Institute Discipline Committee authorized by the Head of the Institute shall be responsible for the implementation of these regulations.

F. STUDENT ATTENDANCE AND STRUCK OFF POLICY





1. Every student is required to attend at least seventy five percent 75% of the total lectures, clinical and Labs of a particular semester being enrolled in it. Failing to do so, student names shall be notified to the Controller of Examinations KMU and shall not be allowed to appear in final examination held by Khyber Medical University.
2. The margin of twenty five percent (25%) relaxation in attendance will be admissible in the following conditions.
 - a. Death of a close family member (mother/father, mother in law/ father in law, sister/brother, daughter/son, wife/husband).
 - b. Critical medical problem certified by a qualified doctor having a qualification at least MBBS
3. The above 25% relaxation will be subjected to the approval of respective head of the departments.
4. Moreover, a proper procedure should be followed which will include writing an application by the students or guardians, addressing to their respective heads of the departments, explicitly mentioning the cause of absence.
5. Any absence other than the above mentioned two reasons will be considered as a serious disciplinary act which will result into non-appearing of students in final examination.
6. Repeated absence from lectures, clinical or lab activity, consecutively for 14 days without any information or justifiable evidence will lead to struck off the student from institute roll and to be conveyed by class teacher/coordinator to the Head of Programme.
7. Struck off as a penalty for violating the set policies of the institute will require to fulfill the following procedure before a student wants re-admission to a discipline.
 - a) It is must to bring their parents and meet the academic/disciplinary committee.
 - b) Signing of an affidavit containing clauses prescribed by the institute.
 - c) Paying Re-admission fee of amount Rs.5000.
8. Furthermore, the time frame and re-admission fee for reinstating of struck off students shall be as follows;
 - a) Re-admission within 1-7 days of struck off notification issuance shall be allowed with single re-admission fee amounting to Rs. 5000/-
 - b) Re-admission within 8-15 days of struck off notification issuance shall be allowed with double re-admission fee amounting to Rs. 10000/-
 - c) Re-admission shall not be allowed after 15 days of struck off notification. Such students shall be dropped for the current academic session and be notified to the office of Registrar/COE Khyber Medical University, Peshawar.
9. The maximum no. of struck offs allowed in a current session will be one. On second struck off, a student shall automatically be dropped for the current session and shall not be allowed to be re-admitted to the discipline.

G. LIBRARY RULES

GENERAL RULES

1. The use of NCS Library shall be open to the members of the following categories:
 - a. Faculty and Staff, NCS
 - b. NCS Students on the roll
2. Students are entitled to borrow two (02) books (excluding reference books) for a period of two weeks:





3. Faculty and staff are entitled to borrow books (excluding reference books) as per a period of one semester as following:
 - a. Assistant Professors/Lectures/demonstrators 03 books
 - b. Staff 2 books
4. The borrowed books may be renewed for a further period of two weeks, if these have not been reserved for another user. Overdue books shall not be renewed.
5. Books and other material of the following description shall not be issued to borrowers but may be consulted in the Library during working hours:
 - a. Reference books like encyclopedia, dictionaries, reports and other reference materials
 - b. Reserved books
 - c. Rare books and protected documents
 - d. Microfilms, manuscripts
 - e. Periodicals
 - f. Thesis/Dissertations
 - g. Any other material at the discretion of the Librarian
6. Mutilation of library material is a crime qualifying for penalty under Library Rules. However, books accidentally damaged should be reported promptly so that suitable assessment may be made and damages recovered
7. In case, a book is urgently required, the librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.
8. No book will be issued to the students without library card.
9. If a library card is lost or damaged, Rs.100.00 shall be charged for a new library card.
10. New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the Institute Head/Head of various Departments periodically in a specified section in the library for two months.
11. Members of the library shall be entitled to borrow books and other material from the library except those which are mentioned in rule 5 above.

LIBRARY ETIQUETTES

1. Users are not allowed to bring their personal belongings in the library. All members shall be required to leave their personal belongings (, briefcases, handbags, Shopping bags, etc) at the entrance of the library at designated place.
2. Users are not allowed to write, underline or mark the library books. The library books are carefully examined on return and the borrower will be held responsible for defacing or damaging or causing loss of library material in his/her possession.
3. Users shall leave the library material on the tables after consultation to be shelved ONLY by the library staff.
4. Complete silence should be observed inside the library except for the brief and subdued talk with the library staff at the Librarian Desk or in any other Section of the library.
5. Drinking, eating and sleeping shall not be allowed inside the library.
6. Mobile should be kept silence and phone be attended outside the library.
7. Loud talking/un-necessary discussion/disturbance etc. shall not be allowed inside the library.

LIBRARY FINES

The violation of library rules may result in following fines;





1. A fine of Rs.10 per book, per day shall be charged for late returns.
2. In case of loss of book(s) the lost books shall have to be replaced. For out of print titles, the amount equal to three times the current original purchase price of the book(s) shall be charged.
3. The total cost of the damaged or lost material, which can be replaced, shall be charged.
4. Those borrowers who have lost books shall not be allowed to borrow any library material until the lost material is replaced.
5. If the library user fails to submit the replacement cost of lost or damaged material, this amount will be deducted from the "Security Deposits" of the user; in case the stipulated amount exceeds the Security Deposits of the user. The authorities reserve the rights to withhold the issuance of degree to the student concerned till he/she either replaces the lost book/material or pays the stipulated amount.

H. HARRASMENT POLICY

The Institute follows all conditions for this as per federal HEC approval available at the link;
<https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf>

I. POLICY ON DRUG ABUSE AND TOBACCO ABUSE IN HIGHER EDUCATION INSTITUTIONS

The Institute follows all conditions for this as per federal approval available at the link;
<https://www.hec.gov.pk/english/Documents/Policy%20on%20drugs%20and%20tobacco%20control%20at%20HEIs.pdf>

J. SEMESTER FREEZING RULES AND PROCEDURE

1. Freezing of a semester shall be allowed to a student in one of the following condition(s);
 - a. Illness Medical Certificate duly signed by Registered Medical Practitioner and counter signed by MS/Head of Unit.
 - b. Maternity leaves/delivery with prescribed documented proof
 - c. Iddat
 - d. Any other reason subject to acceptance on justified rationale with the approval of competent authority of the Institute
2. Student who intends to freeze the semester is required to fulfil the following conditions before addressing an application to the Programme Head/coordinator related to the subject matter;
 - a. Freezing of a semester is allowed in 2nd semester and onward as per KMU semester freezing rules
 - b. Freezing during a semester is not allowed/freezing is allowed before the commencement of an academic session.
 - c. Clearance of all outstanding dues of previous semesters
 - d. Freezing of only one semester is allowed during a degree Programme, so that the maximum duration for a degree completion as per HEC guidelines is not affected.
3. An enrolled student seeking freezing of semester is not required to deposit the semester fee in advance for which freezing is sought, however, the student shall deposit the prescribed semester fee after resuming studies.
4. If a student freezes a semester, he/she will resume his/her studies from the same stage where she/he left. In case, the student declared not promoted due to late declaration of result etc. then the student will resume/repeat the failed/not promoted semester and shall also liable to pay the





prescribed semester fee of the Institute under the semester freezing rules of Khyber Medical University.

5. The student is required to fill out the **Semester Freezing Pro-forma** with accurate information under the supervision of admin officer. The coordinator shall forward the case to finance office with prior verification of the information mentioned therein by the student.
6. Finance officer shall appraise the financial conditions of the semester freezing and shall freeze the record of the student in the finance software system.
7. Director campus shall grant the final approval related to the subject matter. The copy of the approved Semester Freezing Pro-forma shall be distributed to the following:
 - a. Programme Admin Officer NCS
 - b. Programme Head/Coordinator
 - c. Coordinator Examination NCS
 - d. Finance office NCS
 - e. Student copy/file copy
8. The office of Registrar/COE Khyber Medical University shall be informed regarding the freezing case through a letter by the office of Director Campus
9. Student shall be required to fill out **Class Change Pro-forma** on rejoining the semester with upcoming corresponding semester (after one year). The office of Registrar/COE Khyber Medical University, Peshawar shall be informed regarding the rejoining/resuming of classes by the concerned student.
10. Time Barred fee/Extra Semester Fee (where applicable) shall also be admissible as per KMU policy, besides prescribed semester fee.

K. REGISTRATION/ADMISSION CANCELLATION PROCEDURE

1. Students who intend to cancel their admission/registration are required to address an application to the admission office through Programme coordinator.
2. The admission office shall provide **Admission/Registration Cancellation Form** to the student, wherein student shall record all the necessary information.
3. The admission officer shall recommend and forward the student request (Admission/Registration Cancellation Form) to Director Campus with prior verification of the information mentioned therein by the student.
4. Finance office shall appraise the fee submission status & complete the formalities of fee refund/recovery if applicable; student info/record shall be closed in the finance software system.
5. Students who apply for cancellation of their admission/registration having KMU registration numbers shall be reported to the office of Registrar KMU for further necessary action by Director Campus through Admission office NCS US. The copy of which along with Student Admission/Registration Cancellation Form shall be shared with the following:
 - a. Semester Examinations Khyber Medical University Peshawar
 - b. Concerned Head/Coordinator NCS
 - c. Finance Office NCS
 - d. Programme Admin Officer NCS
 - e. Student Personal File





6. Such students' rolls shall be removed from the attendance cards/lists of the semester by the concerned Programme Head/coordinator.

L. DEMOTION REPORTING PROCEDURE & RULES

1. As per KMU policy students having failed in more than 50% of the total subjects of a semester shall be relegated /demoted to the same semester.
2. This shall be notified by the Exam Section of NCS to all concerned including Programme Heads/coordinators.
3. Programme Head/coordinator shall inform the students(s) parent/guardian by writing a formal letter on the subject matter.
4. Relegated students shall be required to fill in **Class Change Pro-forma** through Programme admin officer, duly signed by student, admin officer, Programme Head/coordinator and Director Campus upon resuming/re-joining the corresponding semester after one year. Admin officers shall share the information on the subject matter to the Finance office of the Institute
5. Relegated students shall be required to deposit semester fee as per NCS fee policy for relegated/demoted students.
6. After having done with necessary actions, Finance section shall share the copy of the info (**copy of Class Change Pro-forma**) to the admin officer. Admin officer shall register the relegated student (s) in class attendance card/list of the semester.
7. Relegated students shall be required to take regular classes with regular students of that semester.

M. FEE POLICY FOR DEMOTED/RELEGATED STUDENTS

1. Due to the process of delays in results Declaration from Khyber Medical University, students used to get promoted to next semester internally whereas they have to pay full fee of the promoted semester.
2. In circumstances when students get demoted, 50% of fee paid by the student for the current semester shall be adjusted in the re-appear semester and 50% shall be treated as advance fee and shall be adjusted against next semester's fee. Resultantly, 50% of tuition fee shall be charged for the semester repeated due to demotion, in addition to the normal 100% fee for regular semester.
3. Demoted students shall be converted to the fee structure applicable to the batch/class to which, he/she has been demoted to. Fines and other dues shall be paid as applicable.

N. MIGRATION POLICY.

NCS University System, Peshawar allows and accepts migration of students in the categories of Rehabilitations, Nursing and Allied Health Sciences as per conditions laid down by Khyber Medical University Peshawar for migration.

O. EXAMINATIONS REGULATIONS/INSTRUCTIONS FOR STUDENTS

These rules are mostly in line with Khyber Medical University Examinations regulations, 2017 and does not represent fully such rules and regulations. For the sake of concerned students' convenience and institutional needs, only the most relevant ones are mentioned here.

1. **Eligibility:** A student shall be eligible to appear in a semester examination if he / she fulfils the following conditions.
 - a. No student is eligible for Institute/KMU examinations without having at least 75% attendance in a course/subject
 - b. Has paid the requisite fees for the examination and has cleared all the institute dues/fines if any





2. Distribution of Marks:

- a) Marks for all regular semesters shall be distributed as follows.
 - I) Mid Term Examination: 20%
 - ii) Final Term Examination: 70%
 - iii) Internal evaluation (i.e., Attendance/Behavior/Quiz / Tests / Assignments / Presentations): 10%

3. Midterm Examination Theory Paper Pattern: Midterm Examinations papers shall compose of Multiple Choice Questions. Each MCQ shall carry four distractors. The no. of MCQs contained in a midterm paper shall depend upon the credit hour of the course. 30 MCQs for a course having 2 Credit Hours, 45 for a course having 3 credit Hours and 60 for a course having 4 credit hours. Students shall be required to attempt their midterm examinations on OMR/response sheets containing corresponding places for the particulars of students and distractors of the MCQs of a paper.

4. Duration of Midterm Theory Examinations:

No. of MCQs	30 MCQs	45 MCQs	60 MCQs
Credit Hours of Course	1-2	3	4
Duration	45 Minutes	70 Minutes	90 Minutes

5. Midterm Examination For courses having both theory and practical/Supervised Clinical Practice:

Midterm Examinations of practical portion for such subjects shall be conducted on Objective Structured Practical/Clinical Examinations (OSPE/OSCE) pattern, guidelines of KMU for OSPE/OSCE shall be followed while conducting such types of Examinations.

6. Grading/Passing marks/minimum CGPA

- a. The following grading system of Khyber Medical University shall be applicable to graduate Level semester examinations

Marks Obtained (%)	Letter Grade (LG)	Numeric Grade (NG)
Below 60	F	0.0
60 – 64	C	2.0
65 – 69	C+	2.5
70 – 74	B	3.0
75 – 79	B+	3.5
80 – 89	A	4.0
90 – 100	A+	4.0

- b. The minimum passing marks in each subject shall be 60%.
- c. For completion of the degree, the minimum qualifying CGPA is 2.00.

7. Promotion to Next Semester: For Eight Semester (four years) Professional Degree Programmes: The following shall be requirements for promotion to next semester;

Sr. #	Promotion to Next semester	Requirement





1.	From 1 st to 2 nd	Passing 50% subject, fraction being counted as one i.e. 3 out of 5, or 3 out of 6 subjects.
2.	From 2 nd to 3 rd	Passing all subjects of 1 st Semester (if available) and 50% of the 2 nd Semester.
3.	From 3 rd to 4 th	Passing all subjects of 1 st & 2 nd Semesters (if available) and 50% of the 3 rd Semester.
4.	From 4 th to 5 th	Passing all subjects of 1 st , 2 nd & 3 rd Semesters (if available) and 50% of the 4 th Semester.
5.	From 5 th to 6 th	Passing all subjects of 2 nd , 3 rd & 4 th Semesters (if available) and 50% of the 5 th Semester.
6.	From 6 th to 7 th	Passing all subjects of 3 rd , 4 th & 5 th Semesters (if available) and 50% of the 6 th Semester.
7.	From 7 th to 8 th Final degree awarding in case of 4 year professional degree Programme	Passing all subjects of 1 st to 6 th Semester (if available) and 50% of the 7 th Semester. During the Final Semester the university may arrange exam of failed subjects of previous semester even if they are not offered as regular course in that semester.

8. **Maximum duration of a degree Programme:** Maximum Duration of a degree Programme is 1.5 * actual duration of the Programme. This extra time period relaxation covers all possible causes like semester freezing, penalty, and demotion.

9. **Instructors Evaluation:**

- Each student in a semester shall be bound to give feedback regarding the course instructors through a prescribed mechanism.
- Any student, who failed to do so shall be fined Rs: 1000/- by head of the department/or QEC and such fine shall be credited to the student/staff welfare bank account of the Institute.

10. **Calculation of Semester Grade Point (GP):**

Grade Point (GP) for single course = Numeric grade (NG) x Credit Hours (C.H)

11. **Calculation of Semester Grade Point Average (GPA):**

Sum of Grade Points of one semester ÷ Sum of Credit Hours of that semester

12. **Calculation of Cumulative Grade Point Average (CGPA):**





Sum of GPs of all the subjects / semester ÷ Sum of Credit Hours taken in all Semesters

13. Instructions to students (for Midterm Examinations)

- a. Students must arrive at the examination venue/Institute at least half an hour before the start of the examination. Late students shall not be given extra time.
- b. Check the exam date sheet and seating plan carefully. Make sure you know the time and location of your exams.
- c. Bring your exam roll no for every exam. You shall not be allowed into the exam hall without your valid roll no. In case, roll no slip has been lost/misplaced, 100rps/- shall be charged for provision of new roll no slip.
- d. Must sit according to the seating plan (displayed outside at wall of every exam room) in exam hall/room.
- e. Mobile phones, smart watches and other electronic devices are strictly not allowed in exam room/hall. If brought due to some valid reasons, it must be turned off and placed in basket and cannot be stored in coats or pockets.
- f. Students are required to bring their own writing instruments. No borrowing, lending or exchange of any material is allowed during the exam.
- g. Ensure that you use the washroom before arriving for your exam as you shall not be permitted to leave the exam room during the first 30 minutes.
- h. No food item (except for medical reasons) is allowed.
- i. Follow instructions given by the invigilator(s) and instructions stated on the question paper. Failure to follow instructions stated on the question paper or given by the invigilator(s) may lead to penalty.
- j. Cheating attempt/misbehavior/non-compliance/fraud/changing seating area by any means by any student is strictly prohibited during exam. In case of violation, strict disciplinary action(s) shall be initiated against involved student(s).
- k. Red ball point, pointer or marker cannot be used as writing instruments. Blue or black ball point is only permitted.
- l. No student shall be allowed to leave exam hall/room before 30minutes of exam start time.
- m. If any student wishes to withdraw from paper for any non-serious/non-medical reason, shall give in written (i.e., I, at my own will withdraw myself from this paper) on his/her question paper along with their signature on it. No post exam paper shall be arranged in this case and zero marks shall be marked. Students withdrawing from paper during exam due to illness must produce valid medical note/prescription from registered medical practitioner of that very day. In that case, post exam (Mid only) shall be arranged for that very student.
- n. All students must sign their attendance sheet before leaving the exam room/hall.

For Further information related to subject matter, students are advised to visit the following links;

1. "KMU Semester Examinations Regulations, 2017, available at the link:

<https://iphss.kmu.edu.pk/sites/default/files/Examinations%20Regulation%202017.pdf>





2. Amendments/additions in KMU semester Examinations Regulations, 2017 notified vide notification No. KMU/CE/SS/2022, dated, 15-06-2022, available at the link;
<file:///D:/NCS%20University%20System%20Peshawar/Spring%202023/NCS%20Prospectus/KMU%20Policies/Amendments-%20KMU%20Examinations%20Regulations.pdf>

P. INSTITUTIONAL RESEARCH POLICY

- a. **Institutional Research Committee – IRC** has been constituted for ensuring quality research at undergraduate level. The constitution and functions of the committee are as follows
- b. **Constitution of the committee:**
The committee may be chaired by a faculty of Assistant Professor or above level and be managed by the Secretary among the committee members. All the Research supervisors will be the members of the committee.
- c. **Functions and Responsibilities of the Committee:**
 - i. To ensure quality medical research at undergraduate level
 - ii. To divide students in research groups. Each group may have 3 to 4 students in it.
 - iii. To recommend supervisors for the students Final Dissertation
 - iv. To rectify and ratify the students research topics & proposals.
- d. **The Scheme of Research:**
Total credits of research in final semester of DPT & BS Paramedics are (0+6) in number, while total credits of research in final semester of BSN are (0+5) in number; each credit of research is equivalent to 3 Contact Hours per Week. Total of 240-288 contact Hours to be covered by each student/student group in last 2 semesters. For convenience, the following scheme to be followed.
 - i. **2nd last Semester:** Allotment of Supervisors to groups, Research Topic selection, submission of synopsis and its approval by Institutional Research Committee and data collection commencement
 - ii. **Final Semester:** Data Analysis, Dissertation writing commencement, Submission of Final thesis/dissertation and its defense.
- e. **Supervisors:**
 - i. Supervisor must be lecturer or above in respective discipline with at least 1 year research experience. It will be mandatory for Supervisor to conduct the student's research sessions and document it on a prescribed pro-forma.
 - ii. Each Supervisor may only supervise 2 research projects at one time of the same semester. In special cases, permission may be given by the committee to supervise more research groups.
 - iii. The Supervisor has to teach the student's necessary research skills and also data analysis.
 - iv. A research Supervisor has to maintain documentation of student's sessions. Internal assessment should be marked by the supervisor of each student on the basis of student's participation in group and performance in research.
 - v. The Institute may remunerate the supervisors for supervising the research projects on "per project basis". (3000 PKR/project)
- f. **Final Defense**
 - i. The final defense of students shall be conducted in front of the Institutional Research Committee, external examiner and supervisor (Internal Examiner); external & internal examiners will evaluate the students according to Khyber Medical University (KMU) policy/rules for dissertation defense.





- ii. Plagiarism policy of the KMU is to be followed.
- iii. 4 copies of final approved thesis has to be submitted by each student group;
 - One copy to be submitted to examination Department KMU
 - One copy (soft copy) for the Department,
 - One hard copy for library
 - One student copy.

7. Guidelines for the preparation of Synopsis

Guidelines for synopsis (Available with the chairperson IRC)

8. Guidelines for the preparation of Thesis

Guidelines for thesis (Available with the chairperson IRC)

9. Under graduation students research procedure

- a. Students of all Programmes in their 2nd last semester shall submit their research titles to concerned supervisors; the concerned supervisor shall forward the students' research titles to secretary/Chairperson of IRC through concerned Programme coordinator.
- b. List of titles shall be presented and approval shall be granted by IRC.
- c. Students shall submit their research Proposal to IRC in soft form one week prior to proposal defense through proper channel as described in the first step.
- d. Proposal defense shall be conducted and final approval shall be granted by IRC with or without major and minor corrections.
- e. Ethical consideration & approval shall be granted By IRC.
- f. Official data collection request letter shall be issued by the Director campus for the students' research data collection to concerned organizations.
- g. Data shall be collected by the students and shall commence thesis writing for their research project on prescribed format.
- h. The collected data shall be analyzed by the students through SPSS Software under the supervision of their supervisors.
- i. Students shall submit their thesis to their respective supervisors in hard form for review.
- j. Final thesis defense shall be conducted through viva by internal & external examiners and concerned supervisors of the discipline.
- k. Hard binding copies four (4) in number of final approved thesis shall be submitted by the students to the concerned supervisors.

