****

**KHYBER GIRLS MEDICAL COLLEGE**

**POST GRADUATE MEDICAL EDUCATION DEPARTMENT**

 **RULES AND REGULATIONS**

Rules and **r**egulations regarding admission followed will be as formulated by the Khyber Medical University. Seats for each class shall be fixed in advance, before the beginning of each session and announced by public notice.

**Application**

Applications for admission shall be invited by the Director PGMEC through advertisement, in the prescribed form and complete in all respects must reach the office of the Director PGMEC within 30 days of the advertisement.Applications will be scrutinized by an Admission Committee .

 ***ADMISSION***

Selection will be purely on **open merit**. The Admission Committee shall prepare and notify a merit list indicating the following factors:

(a) Performance in all previous examinations. (Matric, Fsc, MBBS)

 (b) Entry Test Marks

(c) Interview marks.

(d) Experience in relevant field.

 All applications shall have the following enclosures

a. Photocopies of certificates, MBBS, DMC, Academics, House job and Experience.

b. Three passport size photographs.

c. NOC for in service candidates.

d. Original documents to be presented at the time of interview.

 **Admission selection committee**

1. Director PGME

2. Joint Director

3. Members: All Heads of Departments.

**Eligibility**

i. MBBS/BDS

ii. GRE test (GAT)

**Marks**

i.Entry test (30)

The candidates must appear in entry test in the subject applied for

ii. Academic Record (20)

iii. Teaching experience in the relevant subject (2 Marks/Yr. max 10 marks)

iv. Interview (40)

1. HOD: (30)
2. Other members : (10)

If the candidate fails to appear for interview, he/she shall not be considered for admission.

**Late Admission**

Late admission up to one week after the last date of admission may be allowed by the Principal, KGMC on the recommendation of the Admission on the payment of a late fee of Rs. 5000/-

 **Ineligibility**

 Anyone who has been stated as:

1. Expelled by any university or college for misconduct use of unfair means or turpitude.
2. Already enrolled in a degree program or ceased to be student in any other university.
3. Convicted of any offence in a Court of Law or served a sentence in a Jail.
4. Debarred from seeking admission in any College.

 **Migration**

Admission by migration may be allowed provided:

a) Migration certificate from the previous University showing record of lectures attended.

b) Head of the Department and the director KGMEC agree to accept the applicant.

c) Prior permission is obtained from the Principal, fulfils all conditions and deposited Rs: 5000/- as migration fee.

 **Readmission**

 If a student remains absent from his class continuously for 14 days or more, he will be struck off the rolls of the Institute. He may be readmitted if Admission Committee is feels that the absence was not willful and beyond human control, provided such an application is submitted within 15 days. Re-admission fee of Rs. 5000/- shall be charged.

 **FEES AND OTHER DUES**

i. Each candidate shall be required to pay tuition fee and such other charges as may be determined by the College from time to time.

Admission fee: Rs. 20,000/= (Non refundable)

Security fee: Rs. 10,000/= (Refundable)

Tuition fee: Rs. 70,000/= per semester (Non refundable)

Rs .25000/= of KMU affiliation retention fee per year

 ii. If any candidate wants to cancel the admission before the start of first semester, 100% tuition fee will be refunded; however, admission fee will be not refundable.

 iii. Student who leaves the program within the 7 days of admission, 10% of whole due of 1st semester will be deducted. No refund for student who leaves the program after 21 days of starting the classes.

iv. All fee and dues of the first semester must be paid within 7 days, otherwise seat will be offered to the next candidate.

v. A candidate will be fined Rs. 100 daily if dues are not paid within 15 days.

vi. KMU and other dues affiliation and examination fee will be paid by the students.

 **Fee Return Policy**

If any candidate wants to cancel the admission before the start of the classes of first semester, 100 % tuition fee will be refunded; however, admission fee will be not refundable. Tuition fee will not be refundable after the start of classes

 **Study Leave and No Objection Certificate**

An employed person may be considered a regular scholar subject to production of:-

“A no objection certificate (NOC) from the employer concerned that the studies of the scholar in degree program would not affect his official duties”.

 **Leave of Absence**

a. A research scholar may be allowed leave of absence up to two semesters on valid grounds, after the approval of the PGMEC.

b. Leave of absence shall be excluded from the total period of study; no fee is required during the leave of absence.

c. Only one maternity leave will be allowed during the whole study period.

 **Requirements**

1. The program shall comprise of course work of 24 credit hours and a dissertation of 6 credit hours.
2. Degree shall be completed within four consecutive semesters.
3. The course requirements shall be completed in the first two semesters. Dissertation shall be completed by the end of the fourth semester.
4. Students shall follow the syllabi and courses as prescribed by the PGMEC.

 **Miscellaneous**

Candidates submitting incorrect documents shall be refused admission. In case of difference of opinion about regulations or their interpretation, the explanation of the Director PGMEC shall be considered final.One percent seats shall be reserved for disabled students.

**COURSE WORK**

a. A total of 30 credit course work in the

1. Major course
2. Course(s) related to the major courses.

b. Thesis on a topic approved by the PGMEC.

c. Viva-voce

**Registration of courses**

1. At start, the scholar shall register for the courses of study on the prescribed registration card. The HOD shall forward it to the Controller of Examinations.
2. No change or drop of the registered course(s) shall be allowed after 30 days of the commencement of semester. A candidate choosing not to register in any course within fifteen days from the start of a semester shall deem to have dropped the semester.
3. No freezing/dropping shall be allowed in the first semester. Scholar dropping a semester shall be required to pay tuition fee for the semester.
4. M.Phil scholar dropping all the registered courses or choosing not to register in any course within fifteen days from the start of a semester shall deem to have dropped the semester.
5. M.Phil scholar may be allowed to transfer the credit hours from other accredited Universities/DALs. The HOD shall evaluate and recommend the transfer of credit to PGMEC for approval. No credit hour of a course shall be transferred if the letter grade is less than “B”. If a PhD candidate with research in progress, transfers along with his supervisor, the PGMEC on the recommendation of the HOD may allow a maximum of 15 credit hour courses to be transferred.
6. The courses allowed to be transferred should be compatible with the syllabus of the University. The grade point of the transferred credit course shall be used in calculating the GPA and CGPA calculation.
7. M.Phil scholar shall be responsible for providing the letter grade and grade point from the last University/DAL attended.

 **RESEARCH WORK**

The candidate studies research program to:

O gain a deeper understanding of his/her chosen field of study

O focus on specific issues

O test certain theories

O expand ones current knowledge

Thesis is the formal, systematic exposition of a coherent piece of research work carried out over the period of registration. An original contribution as recognized by HEC and PM&DC.

 **Thesis**

1. It is a distinct contribution to knowledge and evidence of originality, discovery of new facts, independent critical judgment and invention of new methods of investigation.
2. It shall not include research work for which a degree has already been conferred.
3. Write up will follow prescribed standards (introduction, material and methods, results, discussion, references)

 **Thesis Examination**

1. The plagiarism test must be performed on the dissertation **before** its submission. A copy is be submitted to HEC.
2. The viva-voce examination in defense of the thesis shall be conducted by a committee consisting of the chairman of the department, supervisor and the external examiner.
3. List of approved external examiners consist of persons of eminence in the respective field of research. The external examiners critically examine the thesis for its suitability for the award of degree.
4. The candidate shall submit five copies of thesis forwarded by supervisor and chairman.
5. The PGMEC shall appoint three external examiners from the suggested panel to evaluate the thesis. If the thesis is adjudged as adequate by two of the three examiners, the PGMEC shall allow the candidate to appear in the viva-voce (thesis defense) examination.
6. If two of the three external examiners find that thesis is inadequate, it may be rejected and the registration of the candidate shall be cancelled.
7. If the examiner suggests modifications/revisions, the candidate shall resubmit thesis within one year to the same external examiner.
8. Research scholars are required to pass a viva-voce (thesis defense) examination. It shall be open to public and shall be notified in local and national news papers.
9. If the candidate fails to satisfy the examiners, one chance shall be given to defend the thesis for the second and final time within a period of six months. If the candidate fails again then his registration shall be cancelled.
10. Candidate, who successfully completes, shall be awarded the degree.