

# PAKISTAN MEDICAL & DENTAL COUNCIL

Government of Pakistan

Ministry of National Health Services, Regulations & Coordination's,

\*\*\*\*\*

Islamabad, December, 2025

## NOTIFICATION

S.R.O (1)/2018.- In exercise of the powers conferred by sub-section (2) of Section 47 of the Pakistan Medical and Dental Council Act, 2022, the Pakistan Medical and Dental Council is pleased to make the following regulations, namely:-

### **Medical University Requirements Inspectors Proforma For Medical/Health Sciences University**



1. Name / address of the institute / University: \_\_\_\_\_
2. Date of establishment and authority \_\_\_\_\_
3. Name of Constituent Medical or Dental College or both \_\_\_\_\_  
\_\_\_\_\_
4. Teaching hospital (s) constituent and/or affiliated \_\_\_\_\_  
\_\_\_\_\_
5. Name and number of campuses and sub-campuses \_\_\_\_\_



**PAKISTAN MEDICAL AND DENTAL COUNCIL**  
**University Accreditation Criteria**

1. Prior to filling this form please review the guidelines document.
2. Prior to conducting site inspection please review mandatory and essential documents (particularly that were missing in the self-evaluation proforma).
3. See guidelines document for details on the process and mandatory requirements.
4. The definition of mandatory and essential is given below:

**\* Mandatory:** Marked with the asterisk; these are documentary evidences that must be attached with the self-evaluation proforma.  
**Essential:** These are documents that should have been preferably attached with the self-evaluation proforma. If they are not attached ask the institution to provide those documents before starting the site inspection.

| Standard number | Standard Title   | Scoring rubric |
|-----------------|--|----------------|
| 1               | Legalties, Organization and Governance Mission Statement | Mandatory      |
| 2               | Institutional Resources                                  | 200            |
| 3               | Admission Process  | 100            |
| 4               | Academic Programs  | 150            |
| 5               | Assessment Systems                                       | 150            |
| 6               | Faculty & Staff  | 200            |



|   |                          |     |
|---|--------------------------|-----|
| 7 | Student Support Services | 100 |
| 8 | QEC & Quality Assurance  | 100 |
| 9 | Research and Scholarship | 100 |

**STANDARD 1:**

**LEGALITIES, ORGANIZATION AND GOVERNANCE (mandatory)**

| S. No | Areas  | Evidence   | COMMENTS |
|-------|--|--|----------|
| 1     | <b>LEGAL REQUIREMENTS (mandatory)</b>                | <ul style="list-style-type: none"> <li>• Society/Trust or a Foundation registered/constituted under the relevant regulations of Companies Ordinance/Trust Act/Societies Registration Act (for private universities only) See annex 1 PM&amp;DC guidelines</li> <li>• Memorandum of Association</li> <li>• A brief profile of each member of management</li> </ul>  |          |
| 2     | <b>GOVERNANCE STRUCTURE AND MEETINGS (mandatory)</b> | <ul style="list-style-type: none"> <li>• Organograms *</li> <li>• Report with the names of offices responsible and the systems used for meetings of the Senate; the Syndicate; the Board of Governors, Finance &amp; Planning Committee, Academic Council, Board of Faculty, Board of Studies and Advance Study &amp; Research Board. *</li> <li>• Minutes of all Meetings for last one year.</li> <li>• Notifications of Decisions. Approval of SOPs/ToRs for compliance of minutes.</li> <li>• Notification of responsible officers *</li> <li>• Name of Officials/Office responsible for conduction of each of the body's meetings</li> </ul> |          |
| 3     | <b>CONFLICT OF INTEREST</b>                          | <ul style="list-style-type: none"> <li>• Conflict of Interest Policy along with its approval</li> </ul>  |          |
| 4     | <b>INSTITUTIONAL AUTONOMY</b>                        | <ul style="list-style-type: none"> <li>• Policy and approval of policy document showing that constituent and/or affiliated institutions have autonomy as per PM&amp;DC guidelines for undergraduate and postgraduate standards</li> </ul>  |          |



|   |                                   |   |
|---|-----------------------------------|---|
| 5 | COMMUNICATION STRATEGY/ PROCESSES | <ul style="list-style-type: none"> <li>Document showing mechanisms for dissemination of all policies and procedures related to governance, services and resources (including vision and mission statement, regulations, notices and announcements)</li> </ul> |
| 6 | LEADERSHIP INITIATIVES            | <ul style="list-style-type: none"> <li>Report on the leadership initiatives taken by the Head of Institutions</li> </ul>  |

**STANDARD 2:**

**INSTITUTIONAL RESOURCES**

| S. No | Areas                      | Evidence  | Marks | COMMENTS |
|-------|----------------------------|---|-------|----------|
| 1     | FUNDS & ASSETS (mandatory) | <ul style="list-style-type: none"> <li>Documents showing Endowment funds, working capital and tangible assets i.e. land/ buildings etc. as per annex 1?? PM&amp;DC guidelines for accreditation (For a new university).</li> </ul>  |       |          |
| 2     | INFRASTRUCTURE             | <ul style="list-style-type: none"> <li>Structural plans, covered areas campuses and Sub – Campuses (As per PM&amp;DC guidelines) * (20)</li> <li>Date of preparation/approval of Master Plan * (5)</li> <li>Lists of physical resources according to sections within each institution and in the main administrative building of the university (20)</li> <li>No of library(ies) (5)</li> <li>Map of student residential facilities (5)</li> <li>Document showing recreational area(s) for students and faculty (5)</li> <li>Document showing that the constituent and/or affiliated tertiary care hospital with laboratory, radiology, pharmacy and allocated</li> </ul> | 100   |          |

|   |                                  |  |    |  |
|---|----------------------------------|--|----|--|
|   |                                  | <ul style="list-style-type: none"> <li>beds free as per PM&amp;DC guidelines. * (20)</li> <li>Document showing number of beds for student training* (20)</li> </ul>  |    |  |
| 3 | <b>PHYSICAL RESOURCES</b>        | <ul style="list-style-type: none"> <li>Department-wise Number of books in library (5)</li> <li>List of department-wise Laboratories with detail and number of equipment (10)</li> <li>List of department-wise Computer Labs with number of computers, Printers and other facilities. (5)</li> <li>List of Journals subscribed for (hard copy or digital Library). (5)</li> <li>Month-wise usage report of Digital Library (for the last one year) (5)</li> </ul> | 30 |  |
| 4 | <b>HUMAN RESOURCE MANAGEMENT</b> | <ul style="list-style-type: none"> <li>Covered area for the HR offices (20)</li> <li>Number of staff for HR (20)</li> <li>HR policies (10)</li> </ul>  | 50 |  |
| 5 | <b>BUDGETING PROCESS</b>         | <ul style="list-style-type: none"> <li>Document showing budget and the process of its allocation and approval (5)</li> <li>Last year's approved budget and audited accounts with an analysis to show percentages: (5)</li> <li>*revenue from: tuition, grants and government funding, *expenses for: salaries, financial aid; benefits; capital expenditures, etc.</li> </ul>  | 10 |  |
| 6 | <b>PROCUREMENT</b>               | <ul style="list-style-type: none"> <li>Name of Approving authority Constitution of Purchase Committee (5)</li> <li>Approval and notification of Purchase policies/Regulations/Standard Operating Procedures (5)</li> </ul>   | 10 |  |



**STANDARD 3:****ADMISSION PROCESS**

| <b>S. No</b> | <b>Areas</b>                             | <b>Evidence</b>  | <b>Marks</b> | <b>Comments</b> |
|--------------|--|--|--------------|-----------------|
| <b>1</b>     | <b>ADMISSION POLICIES IMPLEMENTATION</b> | <ul style="list-style-type: none"><li>• Document showing policy of monitoring constituent and/or affiliated institution for student selections as per respective council guidelines (PM&amp;DC/CPSP/PNC/PCP/others)</li><li>• Admission record of last 3 years to be examined</li><li>• Evidence of merit being adhered to in admissions</li></ul> | <b>100</b>   |                 |

**STANDARD 4:****ACADEMIC PROGRAMS**

| <b>S. No</b> | <b>Areas</b>            | <b>Evidence</b>   | <b>Marks</b> | <b>Comments</b> |
|--------------|-------------------------|---|--------------|-----------------|
| <b>1</b>     | <b>PROGRAMS OFFERED</b> | <ul style="list-style-type: none"><li>• List of academic programs approved by syndicate/senate of the university (50)</li><li>• Sites of individual programs offered (25)</li></ul> | <b>75</b>    |                 |



|   |  |  |    |  |
|---|--|--|----|--|
| 2 | <b>DEVELOPMENT, APPROVAL AND REVIEW OF ACADEMIC PROGRAMS</b> | <ul style="list-style-type: none"> <li>Notification of academic courses and programs designed and approved by Respective councils (PMDC/PCP/PNC/CPSP/others). * (20)</li> <li>Minutes of relevant committee/council of the university for approval of review of academic programs if applicable. (20)</li> <li>Curricular documents of the approved academic programs (incorporating contemporary educational methodologies) * (20)</li> </ul> | 60 |  |
| 3 | <b>CREDIT TRANSFER</b>                                       | <ul style="list-style-type: none"> <li>Credit transfer policy of the university (5)</li> <li>Notification/letter of Credit Transfer case(s) in the last one year. (5)</li> </ul>   | 10 |  |
| 4 | <b>DROP OUTS &amp; EXPULSIONS</b>                            | <ul style="list-style-type: none"> <li>Program wise, department wise and semester wise list of dropout/expelled students with reasons in the last one year</li> </ul>  | 05 |  |

**STANDARD 5:**

**ASSESSMENT SYSTEMS**

| S. No | Areas                    | Evidence   | Marks | Comments |
|-------|--------------------------|--|-------|----------|
| 1     | <b>Space (mandatory)</b> | <ul style="list-style-type: none"> <li>Covered area of the offices for control room, Q-bank, result analysis and finalization, personnel office</li> </ul> |       |          |



|  |  |                  |  |
|--|--|------------------|--|
| <p><b>2</b></p> <p><b>Physical resources (mandatory)</b></p>                 | <ul style="list-style-type: none"> <li>• Computers (3 per each institution)</li> <li>• Optical readers (2 per each institution)</li> </ul>   |                  |  |
| <p><b>3</b></p> <p><b>Human resources</b></p>                                | <ul style="list-style-type: none"> <li>• Examination department headed by full time trained person <b>(10)</b></li> <li>• Data entry operators (at least 5) <b>(5)</b></li> <li>• Statistician (Three minimum) <b>(5)</b></li> <li>• policies for recruitment and placing of personnel in assessment system <b>(2)</b></li> <li>• evidence showing involvement of qualified medical educationist (at least 2) in the assessment systems (office orders, minutes of meetings) <b>(5)</b></li> </ul> <p>Job descriptions of full time and part time personnel <b>(5)</b></p> | <p><b>30</b></p> |  |
| <p><b>4</b></p> <p><b>Establishment of Assessment system (Mandatory)</b></p> | <ul style="list-style-type: none"> <li>• Notification of establishment of Examination Unit / Department &amp; Q-bank</li> <li>• TOR for various sections/ units etc within the assessment system</li> <li>• Minutes of meeting of concerned body/ committee that approved this assessment system</li> <li>• University policy for giving permission for holding examinations to its constituent and affiliated institutions (where applicable)</li> </ul>  |                  |  |



|   |                             |   |    |  |
|---|-----------------------------|---|----|--|
| 5 | Pre-examination processes   | <ul style="list-style-type: none"> <li>Minutes of meetings of how tables of specifications were developed (5)</li> <li>Samples of tables of specifications (5)</li> <li>Evidence of faculty development sessions held for training faculty in how to develop items (5)</li> <li>Policies for selection of examiners and examination (theory, practical, clinical) development (5)</li> <li>Documented procedures for ensuring quality of theory and practical/clinical exams before administration (5)</li> </ul>   | 25 |  |
| 6 | Intra-examination processes | <ul style="list-style-type: none"> <li>Policies for examination secrecy before implementation (5)</li> <li>Procedures for invigilation and exam monitoring (5)</li> <li>Policies &amp; procedures for dealing with breach of secrecy (5)</li> <li>Policies and procedures for dealing with student and personnel improper behavior (including cheating and violence) (5)</li> <li>Policies and procedures for allowing students in the examination area (5)</li> <li>Policies and procedures for dealing with absence of invigilators and examiners (in case of practical/ clinical exams) (5)</li> <li>Procedures for safe handing over of examination material to examination dept/ unit (5)</li> </ul> | 35 |  |
| 7 | Post-examination processes  | <ul style="list-style-type: none"> <li>Policies and procedures of marking the examination material (5)</li> <li>Policies and procedures of result analysis (5)</li> <li>Evidence of post examination data analysis*(5)</li> <li>Documented result reports developed by Department of Medical Education for higher authorities*(5)</li> <li>Policies and procedures for result announcement (5)</li> <li>Evidence of announced results*(5)</li> <li>Policies for dealing with failures, grievances, re-checking and appeals (5)</li> <li>Policies and procedures for giving feedback to students and concerned faculty (5)</li> </ul>  | 40 |  |

|   |                         |  |    |  |
|---|-------------------------|--|----|--|
|   |                         | Statements with (*) are not required for universities during zero inspection   |    |  |
| 8 | Communication processes | <ul style="list-style-type: none"> <li>• Policies and procedures for how the university will interact with its constituent and affiliated institutions regarding examination processes (20)</li> </ul> | 20 |  |

**STANDARD 6:  
FACULTY & STAFF**

| S. No | Areas                       | Evidence  | Marks | Comments |
|-------|-----------------------------|---|-------|----------|
| 1     | RECRUITMENT POLICY          | <ul style="list-style-type: none"> <li>• Policy document ensuring that faculty appointment criteria is in line with the relevant councils (e.g: PMDC/CPSP/PCP/PNC/others). (5)</li> <li>• Criteria and process of selection/appointment of university staff e.g: registrar, chief accountant etc. (5)</li> <li>• Notification/memorandum of staff inducted in the last one year. (5)</li> <li>• Notification/memorandum of faculty inducted in the last one year. (5)</li> </ul>  | 20    |          |
| 2     | FACULTY & STAFF DEVELOPMENT | <ul style="list-style-type: none"> <li>• Policies and SOPs for faculty development. (10)</li> <li>• Document showing budgetary allocations for faculty development including allocations for sending faculty nationally and/ or internationally for training sessions (workshops, conferences etc.). (5)</li> <li>• List the department-wise names of faculty members who have gone to foreign countries for higher studies during their employment in your institutions. (5)</li> <li>• Document showing policy for academic leave and evidence</li> </ul> | 35    |          |



|          |  |           |  |
|----------|--|-----------|--|
|          | <ul style="list-style-type: none"> <li>that faculty availed it and were paid fully or partly by the institution. (5)</li> <li>Department-wise list for workshops/ trainings attended and/ or made a presentation by each faculty member (for last 1 year) (10)</li> </ul>  |           |  |
| <b>3</b> | <b>INTEGRITY &amp; TERMINATION</b> <ul style="list-style-type: none"> <li>Policy and SOPs for termination of Faculty and staff. (10)</li> <li>Notification of the APPROVAL and termination process. (10)</li> <li>Policy and SOPs for how the university deals with issues of plagiarism by staff &amp; faculty. (5)</li> <li>Process of dealing with Biased grading in examination (5)</li> <li>List by department faculty in each of the following categories: (10) <ul style="list-style-type: none"> <li>Those who have resigned and list the reasons for each.</li> <li>Those who have been deputed and list the reasons for each.</li> <li>Those who have been terminated and list the reasons for each</li> </ul> </li> </ul> | <b>40</b> |  |
| <b>4</b> | <b>Financial Benefits</b> <ul style="list-style-type: none"> <li>Document showing comparable salaries and benefits at other institutions that you believe compete with you. (10)</li> <li>Designation Wise detail of salaries (10)</li> <li>Details of Merit Pay (if applicable) (5)</li> <li>Details of any other remuneration offered to Faculty members for their progresses (i.e. Publication of Research Paper, M.Phil &amp; Ph.D. thesis Supervision. (10)</li> <li>Notification of Approval for Merit Pay Policy. (5)</li> <li>List of Faculty Members along with the financial benefits received (eg: PhD/M.phil remunerations other than salaries). (10)</li> </ul>   | <b>50</b> |  |



|   |   |   |    |  |
|---|---|---|----|--|
| 5 | <b>FACULTY &amp; STAFF EVALUATION</b>   | <ul style="list-style-type: none"> <li>• Sample of faculty appraisal report. (5)</li> <li>• Evidence of teacher Evaluation by students and its process. (5)</li> <li>• Evidence of use of evaluation reports to improve the Teaching? (5)</li> <li>• Minutes of the meetings where faculty evaluation criteria was approved. (5)</li> </ul> | 20 |  |
| 6 | <b>FACULTY &amp; STAFF SATISFACTION</b> | <ul style="list-style-type: none"> <li>• Copies of the faculty satisfaction surveys conducted in last one year. (5)</li> <li>• Use of results of Staff Satisfaction Surveys in last year. (5)</li> </ul>  | 10 |  |
| 7 | <b>FACULTY &amp; STAFF GRIEVANCES</b>   | <ul style="list-style-type: none"> <li>• Document outlining the Procedure for grievance and redressal. (5)</li> <li>• Details of committees for the purpose Approval of Procedures. (5)</li> <li>• List of Cases that were dealt for grievances in the last one year. (5)</li> </ul>  | 15 |  |
| 8 | <b>PERSONNEL FILES</b>                  | <ul style="list-style-type: none"> <li>• Policies and SOPs for safe keeping and access to personnel files. (5)</li> <li>• Sample of personal files of Faculty Members. (5)</li> </ul>   | 10 |  |

**STANDARD 7:**

**STUDENT SUPPORT SERVICES**

| S. No | Areas                              | Evidence  | Marks | Comments |
|-------|------------------------------------|---|-------|----------|
| 1     | <b>STUDENT GUIDELINE/ HANDBOOK</b> | <ul style="list-style-type: none"> <li>• Evidence of Student Guideline/ handbook prepared by the university which includes policies and procedures related to students professional, efficient and smooth educational experiences. (can be online as well)</li> </ul> | 20    |          |



|   |   |   |    |  |
|---|---|---|----|--|
| 2 | <b>SCHOLARSHIPS/<br/>FINANCIAL SUPPORT</b>          | <ul style="list-style-type: none"> <li>• Policy and SOP for awarding the scholarship/ financial aid to the students. (10)</li> <li>• Notification of approval for scholarship Policy. (5)</li> <li>• List of awardee students with amounts in the last one year. (5)</li> </ul>   | 20 |  |
| 3 | <b>SUPPORT SERVICES</b>                             | <ul style="list-style-type: none"> <li>• Evidence of support services offered by the university to students (e.g. Hostel, health coverage, counseling, recreational facilities, career counseling, mentorship program, on-site jobs etc.). (15)</li> <li>• Relevant policy and SOP documents showing all the support services approval and process of their management. (10)</li> <li>• Proof of facilities for disabled and handicapped student (pictures of ramps, special restrooms, etc). (5)</li> <li>• List of staff/faculty deputed for counselling including career counseling for the students. (5)</li> </ul> | 35 |  |
| 4 | <b>STUDENT SERVICE<br/>EVALUATION</b>               | <ul style="list-style-type: none"> <li>• Process of feedback about these facilities from students. (5)</li> <li>• Copies of feedback forms and reports. (2)</li> <li>• Evidence of usage of this feedback. (3)</li> </ul>   | 10 |  |
| 5 | <b>STUDENT GRIEVANCES,<br/>DISPUTES AND APPEALS</b> | <ul style="list-style-type: none"> <li>• Document outlining the Procedure for grievance and redressal. (6)</li> <li>• Details of committees for the purpose of approval of procedures, (6)</li> <li>• List of Cases that were dealt with in the last one year. (3)</li> </ul>   | 15 |  |

**STANDARD 8:**

| S. No | Areas  | Evidence   | Marks |  |
|-------|--|--|-------|--|
| 1     | <b>Establishment of Quality<br/>Enhancement Cell (QEC)<br/>(Mandatory)</b> | <ul style="list-style-type: none"> <li>• Notification of establishment of QEC (2)</li> <li>• Full time head of QEC (3)</li> <li>• Covered area of the offices of QEC (10)</li> </ul> | 40    |  |



|   |                         |   |    |  |
|---|-------------------------|---|----|--|
|   |                         | <ul style="list-style-type: none"> <li>• Job description of dedicated staff (10)</li> <li>• TOR of QEC. (10)</li> <li>• Minutes of meeting of concerned statutory body that approved the department. (5)</li> </ul>   |    |  |
| 2 | QEC surveys             | <ul style="list-style-type: none"> <li>• Name of Surveys</li> <li>• Template of all Surveys forms with summaries. Attach 1-2 filled survey forms as example</li> <li>• Document showing usage and implementation of the surveys done for quality enhancement</li> </ul> | 30 |  |
| 3 | BUDGET ALLOCATED TO QEC | <ul style="list-style-type: none"> <li>• Budget allocation for the last or current year</li> <li>• Actual utilization (Budget report of QEC)</li> <li>• Copies of Budget Notifications of allocations</li> </ul>  | 30 |  |

**QEC & QUALITY ASSURANCE**

**STANDARD 9:  
RESEARCH AND SCHOLARSHIP**

| S. No | Areas | Evidence | Marks | Comments |
|-------|-------|----------|-------|----------|
|       |       |          | 100   |          |



|   |   |           |  |
|---|---|-----------|--|
| <b>1</b><br><b>RESEARCH DEPARTMENT/CELL/ UNIT /ORIC (Mandatory)</b> | <ul style="list-style-type: none"> <li>• Notification of establishment of a research department/unit/cell. (2)</li> <li>• Document of research policy and its approval from the competent forum. (3)</li> <li>• Qualification of the director of Research dept./cell/unit as per PM&amp;DC guidelines. (should be a professor). (5)</li> <li>• List of staff manning the department including: statistician, epidemiologist, data entry operators (1/250 students) and preferably one scientific writer and or skilled writer with proven ability in editing and proof reading. (10)</li> <li>• Covered area (minimum 500 square feet) and facilities (including computers 1/50 students, Internet and analytical packages, and access to digital library) available in the department. (10)</li> </ul> | <b>30</b> |  |
| <b>2</b><br><b>BUDGETARY EMPHISIS</b>                               | <ul style="list-style-type: none"> <li>• Document showing approved Budget allocation and disbursement for research (10)</li> <li>• Documentary proof of research fund given to faculty/staff/student in the last one year. (10)</li> </ul>  | <b>20</b> |  |
| <b>3</b><br><b>AREA OF RESEARCH EMPHISIS</b>                        | <ul style="list-style-type: none"> <li>• Meeting documents of how the university and its institutions decide on research areas and their priority</li> </ul>  | <b>10</b> |  |
| <b>4</b><br><b>QUANTITY OF PUBLICATIONS</b>                         | <ul style="list-style-type: none"> <li>• Department-wise list of research projects published (with their impact factor) by the faculty/staff/students in the last one year</li> </ul>   | <b>15</b> |  |
| <b>5</b><br><b>QUALITY OF PROPOSALS / PROJECTS/ PUBLICATIONS</b>    | <ul style="list-style-type: none"> <li>• Document showing processes governing approval of projects, proposals, thesis, publications, etc. (10)</li> <li>• List of approved projects, proposals, thesis, publications in the last one year (5)</li> </ul>  | <b>15</b> |  |



|   |                            |   |    |  |
|---|----------------------------|---|----|--|
| 6 | <b>PLAGIARISM</b>          | <ul style="list-style-type: none"> <li>• Plagiarism policy (4)</li> <li>• Minutes of meeting of approval of the plagiarism policy from the competent authority (2)</li> <li>• Constitution of Plagiarism Committee. (2)</li> <li>• Report of use Turn it in for last one year. (2)</li> </ul> | 10 |  |
| 7 | <b>INTELLECTUAL RIGHTS</b> | <ul style="list-style-type: none"> <li>• Policy regarding intellectual rights. (4)</li> <li>• Document showing implementation procedures (SOPs). (4)</li> <li>• Notification of approval of Policy (2)</li> </ul>   | 10 |  |



  
**Registrar  
PM&DC**