



King Edward Medical University, Lahore

Faculty: Medicine & Allied Specialties, Surgery & Allied Specialties

Department: Clinical Sciences

Programme: Sub-Specialty Fellowship (PMDC Level-4, HEC Level-8)

Submission Date: 30-06-2025

Compliance Revisit Committee

1. Prof. Dr. Mahmood Ayyaz, VC (KEMU)
2. Prof. Dr. Syed Asghar Naqi, Registrar (KEMU)
3. Prof. Dr. Muhammad Imran, Director IQEA / QEC (KEMU)
4. Mr. Farhan Qadir, Deputy Director IQEA / QEC (KEMU)

COMPLIANCE REVISIT OF SUB-SPECIALTY FELLOWSHIP PROGRAMS SELF REVIEW 2024-25

Sr. No.	Proposed / Corrective Action	Actions/Tasks Proposed by the Compliance Revisit Committee			Proposed Implementation Date	Responsible Body	Resources Needed
1.	The university must accredits subspecialty fellowships/second fellowships/supra specialties in MD (Neonatology/ Neonatal Paediatrics), MD (Pediatric Nephrology), MD (Child & Adolescent Psychiatry), and MS (Orbit & Oculoplastic) programs from PM&DC. As well as get NOC from HEC.	Task	Responsible Body	Deadline	31-12-2026	<ul style="list-style-type: none">• Registrar Office• Program Directors• QEC	As per University Rules
		Finalize program documentation	Departments + Curriculum Committee	Within 2 weeks			
		Complete statutory approvals	Academic Council & Syndicate	Within 1 month			
		Submit PM&DC application	Registrar/VC Office	Within 5 weeks			

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		Prepare for inspection Accreditation follow-up	Departments + QA Cell PM&DC Focal Person	Ongoing As per PM&DC response timeline			
2.	The regulation of sub-specialty program should be revised after 04 years. This revision will ensure that the curriculum remains relevant and aligned with the latest industry standards and practices, ultimately enhancing the skills and knowledge of the participants.	Institutionalize a policy that each sub-specialty program's curriculum and regulations must be: <ul style="list-style-type: none"> Reviewed and revised at least once every four years Approved through statutory academic bodies Add this requirement to the Postgraduate Program Policy Manual 			31-12-2026	<ul style="list-style-type: none"> Registrar Office Chairman DPCC 	As per University Rules
3.	It is crucial for KEMU to align its transcript format with HEC guidelines to ensure compliance and facilitate smoother processes for graduates.	The Controller of Examinations Office / Registrar Office must: <ul style="list-style-type: none"> Obtain the latest transcript format template from HEC. Review it for compliance with: <ul style="list-style-type: none"> Layout Academic credentials Security features GPA/CGPA calculations Grading scales Credit hours and course codes Signatures and authentication 			31-12-2026	<ul style="list-style-type: none"> Registrar Office Controller of Examinations 	As per University Rules
4.	Campus Management System (computerization) must be implemented to cover the complete student life cycle at	Clearly outline CMS coverage across the full student journey:			31-12-2026	<ul style="list-style-type: none"> Director IT Registrar Office 	N.A

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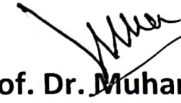
	KEMU.	<ul style="list-style-type: none"> • Application and admission • Registration and course selection • Attendance & assessments • Exam results • Clinical rotations • Fee and dues clearance • Thesis and viva progress • Degree issuance and alumni records 			
5.	Online tracking systems for meetings of DPCC, BOS, BOF, IRB, PEC, AS&RB, Academic Council, Syndicate, and Senate should be implemented.	<p>The IT Department, in collaboration with the Registrar's Office, should develop a secure web-based portal or module within the existing Campus Management System (CMS) to:</p> <ul style="list-style-type: none"> • Schedule meetings • Upload agendas • Track quorum and attendance • Store minutes of meetings (MoMs) • Monitor action items and decisions taken • Generate auto-reminders and deadlines 	31-12-2026	<ul style="list-style-type: none"> • Registrar Office • Director IT 	N.A
6.	HEC graduate policy, 2023, should be implemented in true letter and spirit.	<p>Upload the approved HEC Graduate Policy 2023 on KEMU's website Circulate policy highlights to:</p> <ul style="list-style-type: none"> • Students • Faculty • Departmental offices • Include in postgraduate handbooks/Policy Manual and regulations 	31-12-2026	<ul style="list-style-type: none"> • Registrar Office • Chairman DPCC 	N.A



Farhan Qadir
Deputy Director IQAE / QEC,
King Edward Medical University, Lahore ✓



Prof. Dr. Syed Asghar Naqi
Registrar,
King Edward Medical University, Lahore ✓



Prof. Dr. Muhammad Imran
Director IQAE / QEC,
King Edward Medical University, Lahore ✓



Prof. Dr. Mahmood Ayyaz
Vice Chancellor,
King Edward Medical University, Lahore ✓