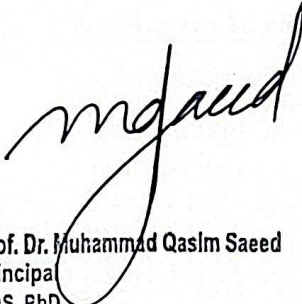


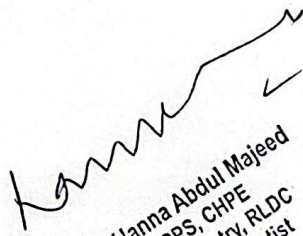
TERMS OF REFERENCE (ToR)

Academic Committees

Academic Council

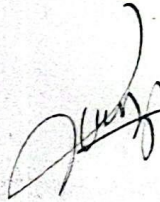
Approved by: ALL Members
Date of Approval: 19-12-2019
Last Revised: 04-03-2026

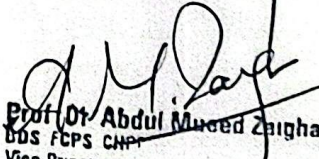

Prof. Dr. Muhammad Qasim Saeed
Principal
BDS, PhD
Rashid Latif Dental College, Lahore.


Prof. Dr. Hanna Abdul Maheed
BDS, FCPS, CHPE
Operative Dentistry, RLDC
Consultant Endodontist


Prof. Dr. Asma Rafi Chaudhry
BDS, FCPS, CHPE
Head Orthodontics Department
Rashid Latif Dental College, Lahore.


Dr. Yusra Jamil Khattak
BDS, FCPS, CHPE
Assistant Professor (Oral Biology)
Rashid Latif Dental College.


Dr. Saadia Manzar (BDS, FCPS)
Professor
Oral & Maxillo Facial Surgery
Rashid Latif Dental College
ORS-16-18080


Prof. Dr. Abdul Muneed Zaigham
BDS, FCPS, CHPE
Vice-Principal
Head Prosthetic Department
Rashid Latif Dental College, Lahore


Prof. Dr. Muhammad Shairaz Sadia
BDS, FCPS, CHPE
Director Clinical
Head of Oral Medicine & Endodontics Department
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Ref No. RLDC/001/26

2nd Feb, 2026

Notification

Subject: Nomination of Members for Year & Assessment Committee – Policy Discussion

It is hereby notified that the following faculty members have been nominated as part of the Rashid Latif Dental College Assessment Committee.

Nominated Members Year In charge:

- 1st Year: Dr. Yusra Jamil (Oral Biology) + Student Representative
- 2nd Year: Dr. Saadia Omar (Dental Materials) + Student Representative
- 3rd Year: Prof. Dr. Muhammad Shairaz Sadiq (Oral Medicine) + Student Representative
- Final Year: Prof. Dr. Abdul Mueed Zaigham (Prosthodontics) + Student Representative

Assessment In charge:

1 st Year BDS		
Assessment/Year In charge	Department	Faculty Name
Year In charge	Oral Biology	Dr. Yusra Jamil
Block 1 In charge	Biochemistry	Prof. Dr. Sumera Saghir
Block 2 In charge	Physiology	Dr. Sumbal Khalid
Block 3 In charge	Anatomy	Dr. Afifa Waseem
2 nd Year BDS		
Assessment/Year In charge	Department	Faculty Name
Year In charge	Dental Materials	Dr. Sadia Omer
Block 4 In charge	Community Dentistry	Prof. Dr. Faiza Awais
Block 5 In charge	Pharmacology	Dr. Samra Sulaiman
Block 6 In charge	General Pathology	Prof. Dr. Bushra Adeel

- 3rd Year: Prof. Dr. Ahsan Khan (General Surgery)
- Final Year: Prof. Dr. Asma Rafi (Orthodontics)
- Students Representatives of All Classis

Prof. Dr. Muhammad Qasim Saeed



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TERMS OF REFERENCE (TORs) AND STANDARD OPERATING PROCEDURES (SOPs) FOR ASSESSMENT

Program: Bachelor of Dental Surgery (BDS)

Institution: Rashid Latif Dental College, Lahore

Affiliating University: University of Health Sciences (UHS), Lahore

Regulatory Body: Pakistan Medical & Dental Council (PM&DC)

TERMS OF REFERENCE

1. Purpose

The purpose of the Assessment System at Rashid Latif Dental College is to ensure that assessment of BDS students is:

- Valid and reliable
- Fair, transparent and defensible
- Aligned with curriculum outcomes and competencies
- Appropriate to the level of learning
- Integrated across basic, behavioral and clinical sciences
- Based on appropriate assessment methods
- Consistent with UHS examination requirements
- Compliant with PM&DC regulations
- Used to provide meaningful feedback and promote student learning.

2. Scope

These TORs shall apply to:

- All BDS years at RLDC.
- Formative and summative assessments.
- Internal assessments.
- Modular/block examinations.
- Continuous assessment.
- Practical and clinical assessments.
- OSPE/OSCE and similar structured assessments.
- Viva voce.
- Written assessments including MCQs and other approved formats.
- Professional examinations conducted under UHS.
- Remedial and supplementary assessments where applicable.
- Assessment of clinical competencies and logbook requirements.
- Assessment of professionalism and other longitudinal competencies.
- Assessment documentation, moderation, result compilation and feedback.



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3. Regulatory and Academic Framework

The assessment system shall be developed and periodically reviewed against:

PM&DC Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Policy and Regulations 2025.

PM&DC Assessment of Undergraduate Medical and Dental Institutions Regulations 2025.

Applicable PM&DC accreditation/inspection standards.

UHS BDS Integrated Curriculum 2K25.

Applicable UHS examination statutes, regulations, syllabi, blueprints and assessment formats.

Approved curriculum and learning outcomes of RLDC.

Institutional academic policies and quality assurance requirements.

PM&DC currently lists both its 2025 undergraduate education regulations and its 2025 assessment regulations as applicable regulatory documents.

UHS's BDS 2K25 curriculum specifies integrated/modular teaching and assessment and includes written as well as oral/practical/clinical components in professional examinations.

4. Objectives of Assessment

The assessment system shall:

4.1 Measure achievement of learning outcomes

Determine whether students have achieved the knowledge, skills, attitudes and competencies expected at each stage of the BDS program.

4.2 Support learning

Use formative assessment and feedback to identify learning gaps and guide improvement.

4.3 Certify competence

Determine whether students have achieved the minimum required standards for progression and graduation.

4.4 Ensure patient safety

Ensure that students demonstrate appropriate clinical competence before undertaking procedures independently or progressing to higher levels of clinical responsibility

4.5 Ensure fairness

Provide standardized assessment procedures and minimize examiner and assessment-related bias.

4.6 Generate quality evidence

Maintain reliable assessment records for academic decision-making, quality assurance and accreditation.



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Assessment Committee

An Institutional Assessment Committee (IAC) shall be constituted by the Principal/competent authority.

Position	Role
Principal / Vice Principal	Chairperson
Head of Department of Dental Education / Medical Education	Co-Chair/Coordinator
Assessment In-charge	Secretary
Heads of relevant dental departments	Members
Basic science representatives	Members
Clinical department representatives	Members
Examination/Academic Coordinator	Member
QA representative	Member
IT/LMS representative where required	Co-opted member

Duties

The Assessment Committee shall:

- Develop and periodically review the institutional assessment policy.
- Ensure alignment of assessment with curriculum outcomes.
- Develop assessment blueprints.
- Review assessment plans submitted by departments.
- Recommend appropriate assessment methods.
- Ensure appropriate distribution of cognitive levels.
- Coordinate formative and summative assessments.
- Review quality of question papers.
- Ensure moderation of assessment material.
- Coordinate OSPE/OSCE and clinical assessments.
- Ensure appropriate examiner orientation.
- Monitor assessment reliability and validity.
- Review assessment results and student performance.
- Identify areas of poor performance.
- Recommend remedial interventions.



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Departmental Assessment Responsibilities

Each department shall:

- Develop its assessment plan.
- Map assessments to learning outcomes.
- Prepare an assessment blueprint.
- Develop questions according to approved formats.
- Submit assessment material within the specified timeline.
- Participate in moderation.
- Maintain records of formative assessments.
- Conduct clinical/practical assessments according to approved criteria.
- Provide feedback to students.
- Review student performance.
- Identify students requiring academic support.
- Submit assessment reports to the Assessment Committee.

Professional Examinations

Professional examinations shall be conducted according to the rules, dates, eligibility requirements, syllabus, marks distribution and examination procedures prescribed by UHS and PM&DC.

RLDC shall not independently modify UHS professional examination requirements.

UHS's BDS curriculum provides for written and oral/practical/clinical components and an integrated assessment structure.



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STANDARD OPERATING PROCEDURES

SOP 01 — Assessment Planning

Procedure

At the beginning of each academic year, each department shall prepare an assessment plan.

The plan shall identify:

- Learning outcomes
- Competencies
- Assessment methods
- Timing
- Weighting
- Number of assessment events
- Departments shall submit plans to the Assessment Committee.
- The Assessment Committee shall review the plans.
- Approved plans shall be communicated to students and faculty.

SOP 02 — Blueprint Development

Procedure

- Identify learning outcomes.
- Identify competencies/domains.
- Determine content distribution.
- Determine cognitive level.
- Select appropriate assessment method.
- Allocate number/marks of items.
- Ensure adequate sampling of the curriculum.
- Review blueprint for balance.
- Obtain departmental approval.
- Submit to Assessment Committee for review

SOP 03 — Question Paper Development

Question writers shall:

- Write questions according to learning outcomes.
- Avoid ambiguous wording.
- Avoid unnecessary negative wording.
- Avoid clues to the correct answer.
- Avoid duplication.
- Avoid culturally inappropriate or discriminatory content.
- Ensure appropriate cognitive level.
- Use clinically relevant scenarios where appropriate.
- Ensure distractors are plausible.
- Avoid grossly unethical or obviously unacceptable options where such options would make the question trivial.
- Submit questions with answer keys and learning-outcome mapping.



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SOP 04 — Question Moderation

All major assessment papers shall undergo moderation.

Moderation shall examine:

- Content coverage
- Blueprint alignment
- Difficulty
- Cognitive level
- Clarity
- Accuracy
- Answer key
- Distractor quality
- Duplication
- Grammar
- Bias
- Appropriate clinical relevance.

The moderator shall document recommended changes before finalization

SOP 05 — Confidentiality and Security

Assessment material shall be treated as confidential.

Only authorized personnel shall have access to:

- Question banks
- Final question papers
- Answer keys
- Marking schemes
- Student results
- Examiner records.

SOP 06 — Conduct of Written Assessment

Examination timetable shall be communicated in advance.

Students shall be informed about examination rules.

Invigilators shall be assigned.

Attendance shall be recorded.

Student identity shall be verified.

Examination conditions shall be standardized.

Academic misconduct shall be dealt with according to institutional/UHS regulations.

Answer scripts shall be collected and accounted for.

Scripts shall be securely transferred for marking



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SOP 07 — OSPE/OSCE

Before examination

Prepare blueprint.
Develop stations.
Prepare standardized instructions.
Prepare checklists/rubrics.
Review station feasibility.
Train examiners.
Pilot stations where feasible.
Arrange equipment and standardized patients/models where required.

During examination

Maintain standardized timing.
Provide identical instructions.
Use structured marking schemes.
Minimize examiner bias.
Maintain confidentiality.

After examination

Verify marks.
Review problematic stations.
Analyze station performance.
Document examiner/station issues.
Provide feedback where appropriate.

SOP 08 — Logbooks

Each student shall maintain an approved clinical logbook.

The logbook shall document:

Procedures performed
Cases observed
Cases assisted

Cases independently managed where permitted
Faculty verification
Clinical competencies achieved
Feedback/remedial requirements.

Departments shall periodically verify logbooks.



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SOP 9— Result Compilation

The Examination/Assessment Office shall:

- Collect marks from authorized assessors.
- Verify completeness.
- Check arithmetic.
- Cross-check absent students.
- Verify eligibility.
- Apply approved weighting.
- Generate result sheets.
- Conduct independent verification.
- Submit results to the appropriate committee.
- Maintain an audit trail.

SOP 10 — Feedback to Students

Students should receive timely feedback following formative assessment.

Feedback should:

Identify strengths.
Identify learning gaps.
Be specific.
Be constructive.
Suggest improvement strategies.
Avoid humiliating or punitive language.

Assessment should therefore function not only as assessment of learning, but also as assessment for learning.

SOP 11 — Assessment Quality Assurance

The Assessment Committee shall conduct periodic review of:

Assessment blueprint
Question quality
Reliability
Validity
Item performance
Student performance
Examiner performance
Student feedback
Assessment-related complaints
Remediation outcomes.

Findings shall be presented to the Academic Council/appropriate quality assurance forum.



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Review of TORs and SOPs

These TORs and SOPs shall be reviewed:

- At least annually;
- Whenever PM&DC regulations change;
- Whenever UHS assessment regulations change;
- When the BDS curriculum is revised;
- Following significant assessment-related issues;
- Following internal/external accreditation findings.

All amendments shall be approved through the appropriate institutional authority.

Members of the Institutional Assessment Committee

The Institutional Assessment Committee (IAC) of Rashid Latif Dental College shall be constituted by the Principal/competent authority to oversee planning, implementation, monitoring and quality assurance of assessment across 1st, 2nd, 3rd and 4th Year BDS.

Composition

Sr. No.	Committee Member	Designation/Representation	Role
1	Principal, RLDC	Chairperson	Overall oversight and approval
2	Head, Department of Dental Education/Medical Education	Co-Chairperson	Academic leadership and assessment expertise
3	Assessment In-charge/Coordinator	Secretary	Coordination, documentation and implementation
4	Vice Principal / Senior Faculty Member	Member	Institutional academic oversight
5	Representative – 1st Year BDS	Faculty member	Foundational/basic science assessment
6	Representative – 2nd Year BDS	Faculty member	Applied basic and dental science assessment
7	Representative – 3rd Year BDS	Faculty member	Integrated basic and clinical science assessment
8	Representative – 4th Year BDS	Faculty member	Comprehensive clinical assessment
9	Head/Representative, Basic Medical Sciences	Faculty member	Integration of basic sciences
10	Head/Representative, Clinical Dental Sciences	Faculty member	Clinical assessment and competency evaluation



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11	Representative, Community Dentistry	Faculty member	Community/public health competencies
12	Representative, Behavioural Sciences/Professionalism	Faculty member	Communication and professionalism
13	Quality Assurance Representative	Member	Quality monitoring and assessment audit
14	Examination/Academic Coordinator	Member	Examination administration and records
15	IT/LMS Representative	Co-opted member	Online assessment and digital assessment systems

Responsibilities of Year Representatives

Each BDS Year Representative shall:

- Coordinate assessment planning for the respective year.
- Collect departmental assessment plans.
- Ensure mapping of assessments to learning outcomes.
- Identify opportunities for horizontal integration.
- Ensure vertical integration with previous and subsequent years.
- Review duplication and gaps in assessment.
- Participate in blueprint development.
- Participate in moderation of assessment material.
- Review student performance data.
- Identify students requiring remediation.
- Present assessment-related issues to the Assessment Committee.
- Maintain appropriate documentation.



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ASSESSMENT CELL POLICIES

Academic Year 2025–2026 | All BDS Classes

The annual academic calendar for each class has been finalized through mutual discussion with each department, and all upcoming assessments have been scheduled accordingly. All departments are required to adhere to the policies outlined below.

1. SUBMISSION OF EXAMINATION PAPERS

- Access to the designated folder on Google Drive will be provided to the Focal Person of the Assessment in charge.
- All examination papers must be submitted to the Department of Dental Education and the respective Year In-Charge for quality assurance purposes at least four (4) days prior to the scheduled examination date.
- The MCQ paper and answer key should be enclosed in a single document, with the answer key placed at the end of the document.
- Each department and class will have its own restricted folder. Access will be limited to the designated Focal Person to ensure the security and confidentiality of examination papers.
- The Department of Dental Education will obtain final approval from the principal after completing the quality assurance review.
- Printing of examination papers will be carried out by the Assessment In-Charge for 1st and 2nd Year BDS, while for 3rd and 4th Year BDS, printing will be the responsibility of the respective Subject In-Charge.

Class	Assessment In-Charge
1st Year BDS	Block-2 Physiology Dept (Dr. Sumbal Khalid)
2nd Year BDS	Block-4 Community Dentistry Dept. (Prof. Dr. Faiza Awais)
3rd Year BDS	Block-1 Surgery Dept (Prof. Dr. AhsanKhan)
4th Year BDS	Orthodontic Dept. (Prof. Dr. Asma Rafi)

2. PAPER FORMATTING GUIDELINES

All examination papers must comply with the following formatting standards:

- All examination papers must be prepared in a simple Microsoft Word document.
- No pre-designed templates or tabulated formats should be used.
- The font to be used throughout the paper is Calibri, size 10/11, in Black color only.
- MCQ options should be listed using lowercase letters (a–, b), c), d)).
- Each question paper must include the following header information, in the order listed below:
 - Institution's logo
 - Full name of the institution
 - Subject name
 - Topic(s) covered in the test
 - Type of test (e.g., Class Test, Mid-Block, Block Exam, Grand Test)
 - Duration of the paper (e.g., 1 hour, 90 minutes)
 - Total marks for MCQs
 - Date of the test
 - Class (e.g., 2nd Year BDS, 3rd Year BDS)



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A complete Answer Key must be provided, with proper references — including book name and edition.

Papers received in any format other than the above will not be accepted.

3. PAPER PROOFREADING

Submitted papers will be reviewed by the Department of Dental Education and Year-In charge for quality assurance.

The Focal Person will be contacted directly for any changes or corrections

4. CONDUCTION OF PAPER AND COMPILATION OF RESULTS

On the day of the examination, the Assessment In-Charge (1,2-year BDS) / (Respective Subject in charge 3rd,4th year bds) will be responsible for conducting, distributing, collecting and checking the examination papers.

Each department is required to provide a demonstrator or faculty member for invigilation. This individual will be responsible for collecting the papers of their respective department once the examination is completed.

It is advised that papers be collected immediately after the examination and securely returned to the department for checking.

MCQ results must be marked and shared within five (4) working days after the examination to the following email address, on the drive shared by the dental education department:

rlmc.assessment@rlmc.edu.pk

Results will be compiled and submitted to the Principal by the Department of Dental Education.

Faculty members are expected to discuss the assessment outcomes with their students accordingly.

5. RECHECKING POLICY

As per the Assessment Committee's rechecking policy, students may request a paper recheck within four (4) days after the result has been uploaded.

The HOD will nominate a faculty member responsible for reviewing the paper and verifying whether any corrections are required.

Once rechecking is completed, the updated marks along with the completed Rechecking Form shall be submitted to the Department of Dental Education for record and final approval from the Principal.

6. LOGBOOKS

As per the assessment policy, all BDS students from First Year to Final Year are required to have their logbooks checked and verified by their respective departments on a regular basis.

By the end of each Block, logbooks must be submitted to the Department of Dental Education for evaluation and quality assurance.



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Internal Assessment



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Ref No. RLDC/037425

1st December, 2025

Notification

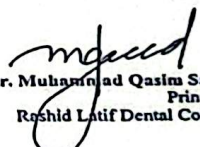
This is to inform the faculty that the following distribution of marks has been proposed for Internal Assessment criteria of UHS for Integrated BDS. The following matter shall be discussed in the upcoming assessment meetings of the respective class. The Internal Assessment carries 20% of the total marks for each block, divided equally between Theory and Practical/Tutorial components. The detailed allocation for each block is as follows:

1. Internal Assessment for Theory Examination – 30 Marks

- Attendance in Lectures: 20% → 6 marks
- Block Examination (Theory): 50% → 15 marks
- Continuous Assessment (Class Tests, Mock Exams, Assignments, Attitudes): 30% → 9 marks

2. Internal Assessment for Practical/Tutorial Examination – 30 Marks

- Attendance in Practical's/Tutorials: 20% → 6 marks
- Block Examination (Practical/Oral): 50% → 15 marks
- Continuous Assessment / Log Books / PRISME Portfolio / Practical Notebooks / Assignments / Attitudes: 30% → 9 marks


Prof. Dr. Muhammad Qasim Saeed
Principal
Rashid Latif Dental College

C.C:
Vice Principal, RLDC
Director Medical Education
All HODs & Conveners of Integrated 1st Year BDS
Office Copy



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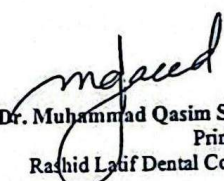
Ref No. RLDC/037525

1st December, 2025

NOTIFICATION

This is to inform the faculty that the following distribution of marks has been proposed for Internal Assessment criteria of UHS for Traditional BDS. The following matter shall be discussed in the upcoming assessment meetings of the respective classes. A total of 20 marks (10% of the overall 200 marks) have been allocated to Internal Assessment for each block, distributed as follows:

- Attendance (Theory + Practical): (25%) 05 marks
- Formative Assessment:
 1. (Class Test): (25%) 5 marks
 2. (Block Examination): (25%) 5 marks
 3. Log Books / Assignments/ Attitude: (25%) 3 marks
- Research: – 2 marks


Prof. Dr. Muhammad Qasim Saeed
Principal
Rashid Latif Dental College

C.C:
Principal, RLDC
Vice Principal RLDC
Clinical Director (RLDC)
Department of Medical & Dental Education
All HODs & Conveners of 3rd Year – Final Year BDS
Student Affairs Department
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NOTIFICATION

Syndicate, In its 93rd meeting held on 4th November 2025, approved the adoption and implementation of the PM&DC Notification No. PF-1-C-PM&DC/Notification/2025/911 dated 03-11-2025, with the following provisions:

- I. Students already enrolled up to and including the academic session 2024-2025 shall continue under the previously applicable criteria, namely 50% minimum passing marks and 75% minimum attendance, as stipulated at the time of their admission or enrollment in MBBS or BDS program.
- II. However, the policy for assessment, for the session 2025-2026, will be notify separately.
- III. The minimum number of marks required to pass the professional examination for each subject/paper shall be fifty percent (50%) in 'Theory' and fifty percent (50%) in the 'Oral/Practical/Clinical' components of the examination and fifty percent (50%) in aggregate, independently, and concomitantly.
- IV. To become eligible to appear in the professional examinations conducted by the university the candidates shall be required having attended not less than cumulative 75% of the full course of lectures delivered and practical/clinical classes conducted in the particular academic session, as well as in the individual block/semester for the Modular Integrated Curriculum/Semester scheme of studies.
- V. The above criteria shall also be applicable to all undergraduate degree programs of the university, on parity basis.

This is in supersession of this office Notification No. UHS/REG-25/1121 dated 21-05-2025.

REGISTRAR

Dated: 13-11-2025

No. UHS/REG-25/2351

Copy forwarded for Information to:

- i. Principals/Heads of all the constituent & affiliated undergraduate colleges/Institutions of UHS
- ii. Director, Institute of Allied Health Sciences, UHS
- iii. Head, College of Pharmacy, UHS
- iv. Head, Institute of Nursing, UHS
- v. Controller of Examinations, UHS
- vi. Treasurer, UHS
- vii. Director, Directorate of Undergraduate Studies, UHS
- viii. Director Students' Affairs, UHS
- ix. Additional Registrar (Registration), UHS
- x. PSO to Vice Chancellor
- xi. PS to Pro-Vice Chancellor
- xii. PS to Registrar

Shahida
REGISTRAR



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NOTIFICATION

Syndicate, in its 93rd meeting, held on 4th November 2025, in exercise of its powers under sections 27.(1), 27.(2)(xi) and 34.(x) of UHS Ordinance 2002, approved the recommendation of Academic Council for revision in assessment policy to replace SEQs with MCQs, and to restrict the theory paper to MCQs alone, in all undergraduate and postgraduate examinations of the university with effect from Annual 2026 Examinations for the annual scheme and Fall 2026 examination for the semester scheme of studies.

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REGISTRAR

No. UHS/REG-25/2371

Dated: 17-11-2025

Copy forwarded for information to:

- i. Principals/Heads of all the constituent & affiliated colleges/institutions of UHS
- ii. Controller of Examinations, UHS
- iii. Director, Research & Development, UHS
- iv. Director, Directorate of Postgraduate Studies, UHS
- v. Director Undergraduate Studies, UHS
- vi. Director Admissions, UHS
- vii. Director Medical Education, UHS
- viii. Director Media and Publications, UHS
- ix. PSO to Vice Chancellor
- x. PS to Pro-Vice Chancellor
- xi. PS to Registrar

Shafiq Latif

REGISTRAR