



HITEC-Institute of Medical Sciences

SOP for Examinations

DOCUMENT #: SA-SOP-26

ISSUE # 01

ISSUE DATE: 04-11-2025

SOP for Examination



HITEC-Institute of Medical Sciences

Document Update Request

DOCUMENT #: SP05-F-05

ISSUE # 01

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Following document needs to be

Created

Revised

Deleted

Document No.: SA-SOP-26

Issue. No. 01

Title:

SOP For Examinations

Change(s) Needed/ Creation Required:

Created as per direction of worthy Principal

Initiator's Name: (Maj (Retd) Muhammad Azmat Shakeel Department: _____

Designation: Manager Student Affairs Sign. z maz Date 04 November, 2025

STATUS

Request Approved

Request Disapproved

Remarks:

Put up for approval of the Principal.

Reviewed By:

Dir Adm & Ops

qm

Approved By:

Principal



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1.0 SCOPE:

This SOP applies to **all students** enrolled in the MBBS program.

2.0 OBJECTIVE:

The objective of this SOP is to ensure the smooth conduct of examinations (End Block, Send Up, and Annual Professional Exams) by outlining the responsibilities and procedures for handling student attendance, absence reporting, and communication among relevant departments and stakeholders.

3.0 ABBREVIATIONS:

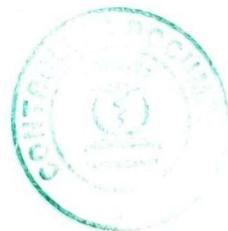
HoD	Head of Department
SA Dept	Student Affairs Department
IMS	Institute of Medical Sciences

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 HoD SA
- 4.2 Respective Class Teacher
- 4.3 Hostel Warden
- 4.4 Manager Student Affairs
- 4.5 Exam Cell

5.0 PROCEDURE

- 5.1 **Attendance Taking.** The Class Teachers with the help of CR / GR are responsible for taking attendance of the class at least 15-20 minutes prior to the exam.
- 5.2 **Absence Reporting.** If any student (hostelite boys or girls living in internal / external hostel or day scholar) is absent during the exam **in case of theory paper**, the CR / GR / Class Teacher should immediately **inform** the following:-
 - 5.2.1 Exam Cell.
 - 5.2.2 SA Department.
 - 5.2.3 Hostel Warden (if the student is a hostelite).
 - 5.2.4 Parents / guardians of the absent student.





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5.2.5 In case of **OSPE / practical / ward test**, the incharge batch / dept representative overall responsible for conducting the OSPE / practical / ward test should immediately **inform** the following :-

5.2.5.1 Exam Cell.

5.2.5.2 SA Department.

5.2.5.3 Hostel Warden (if the student is a hostelite).

5.2.5.4 Parents / guardians of the absent student.

5.3 **Whereabouts Confirmation.** The Class Teacher, in coordination with the Hostel Warden and SA Department, will make efforts to know the whereabouts of the absent student and document the same.

5.4 **Hostelite Absence Handling.** For hostelite students found missing from the exam centre / hall for any reason, efforts should be made to ensure that they join the examination hall. The Warden should ensure all hostelites leave the hostel well before the exam commences.

5.5 **Date Sheet Sharing.** The date sheet be shared with the SA Department, GM (H&C), and wardens of girls' and boys' hostels by Exam Cell.

5.6 **Documentation and Follow-up.** The Exam Cell will document the absence and follow up with the student and relevant departments as necessary.

5.7 Cooperation of all stakeholders is highly appreciated for ensuring smooth conduct of examinations.

6.0. RELATED DOCUMENTATION

NIL

