



Govt of Khyber Pakthunkhwa  
Faculty of Paramedical and Allied Health  
Sciences (FPAHS)



23 E SCHOOL ROAD UNIVERSITY TOWN PESHAWAR

Ph #.091-9216008 Fax #.091-9216538 website. [www.kpmf.edu.pk](http://www.kpmf.edu.pk) Email. [info@kpmf.edu.pk](mailto:info@kpmf.edu.pk)

No.200/ADMINISTRATIVE CONTROL/REGULATION FOR EXAMINATION HALL/FPAHS

Dated:20-02-2025

To:

1. All Superintendents of the Examination Halls
2. All Deputy Superintendents of the Examination Halls
3. The Owner of the Examination Hall
4. The Administration of the Paramedical Institute

Subject: **ADMINISTRATIVE CONTROL AND REGULATIONS FOR EXAMINATION HALL DURING EXAMINATION PERIOD MARCH 2025.**

Memo:

In order to ensure the smooth, transparent, and fair conduct of examinations, it is imperative that strict guidelines be followed regarding the administrative control and management of the examination hall. The following directives are to be observed and strictly implemented:

**Administrative Control:** During the entire duration of the examinations, the examination hall will be under the exclusive administrative control of the examination staff appointed by the Faculty of Paramedical and Allied Health Sciences. No interference in the examination process will be tolerated.

**Restricted Entry:** Only students appearing for the examinations and the officially designated examination staff will be permitted to enter the examination hall. No unauthorized persons, including visitors or non-designated personnel, will be allowed inside.

**Prohibition for Teaching & Administrative Staff:** The teaching and administrative staff of the Paramedical Institute are strictly prohibited from entering the examination hall during examinations. Any attempt to interfere with the examination process will be considered a serious violation of examination protocols.

**Responsibilities of the Examination Hall Owner:** The owner of the examination hall will be responsible for ensuring the proper arrangement and maintenance of furniture, lighting, ventilation, and auxiliary support throughout the examination period. Any issues affecting the examination environment should be addressed immediately.

**Maintenance of Discipline:** The examination staff must ensure that a strict code of conduct is followed within the examination hall. Unnecessary movement, discussions, or use of unauthorized materials/electronic devices is strictly prohibited.

**Security Measures:** To maintain the integrity of the examination process, security arrangements should be in place to prevent cheating, impersonation, or any other malpractice. Surveillance mechanisms, such as CCTV cameras (if available), should remain operational throughout the examination period.

**Emergency Preparedness:** In case of any medical emergency, technical issue, or other unforeseen circumstances, the examination staff must immediately report to the Deputy Commissioner of the concerned District & CEO of the Faculty of Paramedical and Allied Health Sciences KP and Regional Directors Health for prompt resolution.

**Compliance with Rules and Regulations:** Any violation of the above-mentioned instructions will be taken seriously and may result in disciplinary action against the responsible individuals.

All concerned individuals are required to comply with these directives in order to uphold the integrity, discipline, and smooth functioning of the examination process. Your cooperation in this regard will be highly appreciated.

For any queries or further clarification, please contact the undersigned.

Sincerely,



**Chief Executive Officer**  
**Faculty of Paramedical and Allied Health Sciences**

Copy for information forwarded to:-

1. Secretary to Govt: of Khyber Pakhtunkhwa Health Department.
2. Deputy Commissioner of District.
3. Regional Director Health Central, Southern, Northern & Hazara.
4. PS to Advisor to Chief Minister for Health Khyber Pakhtunkhwa.
5. Office file for record.