



Vice
Chancellor

Sr. No.

No. UHS/VC-47-2026
Dated: June 12, 2026

UNIVERSITY OF HEALTH SCIENCES LAHORE

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NOTIFICATION

SUBJECT: POLICY, ORGANIZATIONAL STRUCTURE, GOVERNANCE FRAMEWORK AND STANDARD OPERATING PROCEDURES

DIRECTORATE OF POSTGRADUATE EDUCATION AND RESIDENCY PROGRAMS (DPERP)

In pursuance of the powers vested in the Vice Chancellor under the University of Health Sciences Ordinance, 2002, and already approved in 55th meeting of the Board of Governors held on 7th December, 2023, with a view to strengthening academic governance, quality assurance, postgraduate education, residency training, research supervision, student progression monitoring and digital academic management, the competent authority has been pleased to approve the reorganization and operational framework of the **Directorate of Postgraduate Education and Residency Programs (DPERP)** with immediate effect as follows

1. PREAMBLE

The Directorate of Postgraduate Education and Residency Programs (DPERP) shall be the principal academic, administrative, quality assurance and monitoring authority for all postgraduate degree programs and residency training programs of the University of Health Sciences, Lahore.

The Directorate shall be responsible for planning, implementation, monitoring, evaluation and continuous improvement of postgraduate education, residency training, research supervision and academic governance across UHS constituent institutes and affiliated institutions.

The Directorate shall ensure that every postgraduate student, resident, supervisor, research project, thesis, dissertation and academic program is appropriately monitored through a structured governance system and a digital tracking mechanism.

2. VISION

To establish UHS as a national and international leader in postgraduate education, residency training, research excellence and academic governance through innovation, quality assurance and digital transformation.

3. MISSION

To provide effective academic leadership, quality assurance, research governance, supervisor development and student support systems that ensure excellence in postgraduate education and residency training.

4. STRATEGIC OBJECTIVES

The Directorate shall:

1. Ensure excellence in postgraduate education and residency training.
2. Maintain effective governance of all postgraduate programs.
3. Strengthen research quality and productivity.
4. Develop a sustainable pool of qualified supervisors.
5. Ensure timely progression and completion of students and residents.
6. Strengthen faculty development and academic leadership.
7. Ensure compliance with HEC, PMDC, PNC and UHS regulations.
8. Establish real-time digital monitoring systems.
9. Improve student and supervisor satisfaction.
10. Support future expansion of postgraduate programs.

5. REPORTING AND GOVERNANCE STRUCTURE

Chain of Command

Vice Chancellor



Pro-Vice Chancellor



Director

Postgraduate Education and Residency Programs



Section Heads



Program Officers / Research Officers / Administrative Staff

The Director shall report directly to the Pro-Vice Chancellor.

The Pro-Vice Chancellor shall provide continuous oversight, monitoring and performance review of the Directorate and submit recommendations to the Vice Chancellor. The Vice Chancellor shall provide strategic direction and policy oversight. The Registrar shall provide administrative facilitation and institutional support only when required.

6. UHS FACILITATION CENTRE – ONE WINDOW SYSTEM

A dedicated Postgraduate Education and Residency Affairs Desk shall operate within the UHS Facilitation Centre. The Facilitation Centre shall serve as the primary point of contact for:

- Students
- Residents
- Supervisors
- Faculty members
- Affiliated institutions
- General public

The Desk shall:

- Receive applications and requests.
- Receive complaints and grievances.
- Provide information and guidance.
- Track requests electronically.
- Route matters to relevant sections.
- Provide updates regarding progress of cases.

Direct Academic Access

While the One Window System shall remain the primary mechanism for service delivery, postgraduate students, residents, supervisors and faculty members may meet the Director or relevant Section Heads whenever academic guidance, supervisory matters, disciplinary issues, quality concerns, policy interpretation, research matters or other important issues require direct consultation. The Directorate shall maintain an open-door academic support policy while ensuring that routine administrative matters continue to be processed through the Facilitation Centre.

7. ORGANIZATIONAL STRUCTURE

SECTION A

PhD, MPhil and Masters Programs

Responsible for complete management of:

- PhD Programs
- MPhil Programs
- MSN Programs

Functions:

- Curriculum implementation and monitoring
- Academic calendar implementation
- Admission planning
- Coordination with Admissions Department
- Registration and enrollment
- Student affairs
- Supervisor allocation
- Progress monitoring
- Comprehensive examinations
- Synopsis review meetings
- Thesis and dissertation monitoring
- Coordination for thesis defense processing
- Alumni tracking



SECTION B

MD Residency Programs

Responsible for all MD programs.

Functions:

- Curriculum implementation
- Admission planning
- Coordination with Admissions Department
- Registration
- Resident affairs
- Clinical rotation monitoring
- Logbook monitoring
- Supervisor allocation
- Research dissertation monitoring
- Synopsis review meetings
- Resident assessments
- PMDC compliance

SECTION C

MS and MDS Residency Programs

Responsible for:

- MS Programs
- MDS Programs

Functions:

- Curriculum implementation
- Admission planning
- Registration
- Resident affairs
- Clinical rotation monitoring
- Skills and procedural competency monitoring
- Logbook monitoring
- Supervisor allocation
- Dissertation monitoring
- Synopsis review meetings
- Resident assessments
- PMDC compliance



SECTION D

Faculty Development, DSFC Coordination and Academic Capacity Building

Functions:

Clinical Discipline Specific Faculty Councils (DSFCs)

- Scheduling meetings
- Agenda preparation
- Secretarial support
- Minutes preparation
- Follow-up of decisions
- Compliance monitoring

Faculty Development

- Supervisor development programs
- Supervisor certification programs
- Faculty development workshops
- Assessment workshops
- Curriculum implementation workshops
- Academic leadership development

Student and Resident Development

- Basic Biostatistics and Research Methodology
- Skills in Information Technology
- Skills in Synopsis and Thesis writing
- Skills in Communications
- Workshops for Essential Life Saving Skills
- Any other Course / Workshop for Postgraduate Students as prescribed by University

Future Supervisor Development

- Identification of potential supervisors
- Faculty mentoring programs
- Supervisor training pathways
- Supervisor certification records

SECTION E

Quality Assurance, Assessment, Supervisor Affairs and Academic Governance

Functions:

Academic Quality Assurance

- Internal academic audits
- Program reviews
- KPI monitoring
- Benchmarking

Supervisor Affairs

- Appointment of supervisors
- Approval of co-supervisors
- Maintenance of supervisor database
- Eligibility review
- Workload monitoring
- Performance evaluation

Coordination for Assessment

- On-campus postgraduate examinations
- Comprehensive examinations
- Clinical examinations
- Viva voce examinations

Academic Governance

- Board of Studies support
- ASRB support
- Academic policy implementation
- Regulatory compliance

8. SUPERVISOR MANAGEMENT AND DEVELOPMENT FRAMEWORK

The Directorate shall maintain a continuously updated digital registry of all supervisors across UHS and affiliated institutions. This shall be considered a strategic institutional asset.

Supervisor Database

The database shall include:

Academic Information

- Name
- Designation
- Institution
- Specialty
- Qualifications
- Academic rank

Research Profile

- Publications
- Citations
- H-index
- Research grants
- Research interests

Supervisory Profile

- Active supervisees
- Completed supervisees
- Current workload
- Student feedback
- Supervisor performance indicators

The database shall be updated quarterly.



Supervisor Workforce Planning

Every year the Directorate shall prepare a:

Supervisor Capacity and Succession Planning Report

The report shall identify:

- Existing supervisors
- Active supervisors
- Supervisors nearing retirement
- Departments with shortages
- Emerging disciplines requiring supervisors
- Faculty becoming eligible within 1–3 years
- Faculty requiring development before eligibility

9. STUDENT AND RESIDENT TRACKING SYSTEM

Through PTMS, the Directorate shall maintain real-time records of:

Students

- Registration status
- Coursework completion
- Progress reports
- Publications
- Thesis status
- Graduation status

Residents

- Rotations
- Logbooks
- Assessments
- Dissertation progress
- Competency achievement

Alerts

Automated alerts shall identify:

- Delayed students
- Delayed theses
- Delayed dissertations
- Inactive supervisors
- Registration issues
- Examination deficiencies

10. DAILY DIRECTORATE REVIEW MEETING

Time: 9:00 AM Daily

Chair: Director

Participants: All Section Heads

Purpose:

- Review pending matters
- Monitor progress
- Assign tasks
- Resolve bottlenecks
- Review red-flag cases

A Daily Action Note shall be prepared.

11. WEEKLY REVIEW MEETING

Chair: Pro-Vice Chancellor

Participants:

- Director
- All Section Heads
- PTMS Coordinator

Agenda:

- Program performance
- Student progression
- Supervisor performance
- Research progress
- DSFC outcomes
- Examination status
- Quality indicators
- Pending actions

A Weekly Directorate Performance Report shall be submitted to the Vice Chancellor.

12. FORTNIGHTLY VICE CHANCELLOR REVIEW

Chair: Vice Chancellor

Participants:

- Pro-Vice Chancellor
- Director
- Relevant Section Heads

Agenda:

- Strategic review
- Policy matters
- Program expansion
- Research performance
- Supervisor development
- Quality assurance
- Institutional risks

A Fortnightly Executive Dashboard shall be presented.

13. PTMS AND EXECUTIVE DASHBOARD

The PTMS Unit shall provide real-time dashboards displaying:

- Total students and residents
- Program-wise enrollment
- Supervisor capacity
- Supervisor workload
- Delayed students
- Delayed theses
- Examination status
- Publications
- DSFC decisions
- Accreditation indicators
- Quality assurance metrics

The Vice Chancellor, Pro-Vice Chancellor and Director shall have direct access to the dashboard.

14. PERFORMANCE EXPECTATIONS

The Directorate shall aim to achieve:

- 100% digitized postgraduate records.
- 100% updated supervisor registry.
- Quarterly review of supervisor eligibility and workload.
- Annual supervisor development plan.
- Reduction in delayed theses and dissertations.
- Improved completion rates.
- Enhanced research productivity.
- Real-time monitoring of all postgraduate programs.
- High standards of academic governance and accountability.

The Directorate of Postgraduate Education and Residency Programs shall function as the academic command centre for postgraduate education and residency training at UHS. Through program-specific management, robust supervisor development, comprehensive student tracking, quality assurance mechanisms and strong leadership oversight by the Pro-Vice Chancellor and



Vice Chancellor, the Directorate shall ensure excellence, accountability and continuous improvement in all postgraduate academic activities of the University.

This notification shall come into force with immediate effect.



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