



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)
Accredited by NAAC with 'A⁺⁺' Grade

EXAMINATION RULES OF MGM INSTITUTE OF HEALTH SCIENCES

**(On All Matters Pertaining to Examinations Including Appointment of Paper-Setters and
Examiners, Cancellation of Examinations, Examiner ship Etc.)**

**(Approved vide BOM – 04/2007 Resolution No. 4, amended up to
Annexure-63 of AC-53/2026)**

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RULES OF MGM INSTITUTE OF HEALTH SCIENCES

(All Matters Pertaining to Examinations Including Appointment of Paper-Setters And Examiners, Cancellation of Examinations, Examiner ship Etc.)

1. Short title and commencement

- 1.1. These Regulations shall be called, "Rules of the MGM Institute of Health Sciences".
- 1.2. They shall come into force from the day it is approved by Board of Management.
- 1.3. Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Memorandum of Association and Bye Laws of the MGM Institute.
- 1.4. Nothing in these rules will contradict any of the provision contained in the relevant Rules and Regulations of the respective statutory bodies eg- NMC, UGC, INC, PCI, RCI, Allied Health Council etc governing individual courses (as amended from time to time).

2. Definitions

- 2.1. These are rules and regulations governing the conduct of examinations, unless there is anything repugnant in the subject or context
- 2.2. "Competent Authority" mean Controller of Examinations
- 2.3. "MGM Institute / MGM University / MGMIHS" appended herein after as MGM Institute of Health Sciences
- 2.4. "Academic calendar" means a academic activities vis-a vis date of commencing and ending on such date as prescribed in academic year declared in May each year as decided by the Academic Council.
- 2.5. "Admission to an examination" means the issuance of an admit card to a candidate in token of his having completed all the conditions laid down in the relevant Rule(s), by a MGM Institute of Health Sciences. Provided that, a candidate who does not fulfil all such conditions may, at the discretion of the Competent Authority of MGMIHS, be admitted provisionally. However, in case all conditions are not fulfilled by the candidate him subsequently, his/ her admission shall be liable to be cancellation.
- 2.6. "Applicant" means a person who has submitted for application to the MGM Institute in the prescribed form for admission to an examination.
- 2.7. "Candidate" means an applicant who has applied for an admission to MGMIHS Examination through a Constituent College /Department, in which he/she has been prosecuting a regular course of study and admitted to the examination by the MGMIHS.

- 2.8. "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- 2.9. "Examination fee" means the fee inclusive of the fee payable for the exam and statement of marks as may be prescribed by the MGM Institute from time to time.
- 2.10. "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his/her failure or absence thereof and shall include a student who may have joined a College / Department again in the same class.
- 2.11. "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 2.12. "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 2.13. "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 2.14. "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after obtaining a Post Graduation degree and perused an appropriate course.
- 2.15. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 2.16. "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 2.17. "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted under Rule 59 of the MGMIHS examination Rules.
- 2.18. "Student" means a person who is enrolled as such by the University / constitute college, for receiving instructions and qualifying for any degree/ diploma awarded by the University.
- 2.19. Double evaluation of Answer book: Double evaluation is a process in which a second senior examiner reevaluates an answer book section wise, irrespective of marks of the total marks awarded by the two evaluators for the paper, which is rounded off to the nearest integer (whole number), shall be considered for computation of the result for UG Medical & Allied Health Sciences programmes (UG & PG).
- 2.20. Moderation of Question Papers: Moderation of Question Papers is a process where a senior faculty moderates the question papers previously set by the paper setters.

3. **Eligibility:** Unless otherwise specifically provided, the conditions prescribed for admission to examinations under this rules shall apply to all persons who apply to appear in the examination of the University.
4. **Course of study:** A candidate, desirous of taking a university examination, unless otherwise provided in any Rule, shall prosecute a regular course of study in one or more Colleges / Departments to the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the respective relevant Rule.

Explanation: 'Prosecution of a regular course of study', means attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.”

5. The Institute Head/Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, at least two weeks before the date of the commencement of the written examination.
6. Notwithstanding anything contained in the Examination Rule, the following provisions shall apply with regard to the deficiency in attendance at lectures and practicals for the course of study in the various faculties, namely –
 - 6.1. A deficiency of attendance at lectures and practicals maximum to the extent of 10% can be condoned by the Institute Head /Principal / Dean on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student with due justification on case to case basis. The Institute Head /Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned along with reasons thereof in each case.
 - 6.2. In no case the deficiency of attendance above 10% shall be condoned under any circumstances and the student will not be allowed to appear for the examination in the concerned subject.
7. A candidate shall submit his application form for admission to the examination through the Institute Head/Principal / Dean of his college along with prescribed fees.

8. The Institute Head/Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.
9. Application forms received after the prescribed date will not be accepted.
10. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council, based on the relevant guidelines of the respective statutory bodies e.g. NMC, UGC, INC, PCI, RCI, Allied Health Council etc.,
11. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. Any change (s) in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination. Such changes may not be applied retrospectively
12. No question shall be put at any examinations, calling for or necessitating a declaration of religious faith and / or belief, on the part of the examinee, in any manner.
13. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees. However, an applicant who is found ineligible for an examination shall be entitled to refund of net examination fee paid. If he/she has not appeared any of the papers
14. If a candidate suppresses any vital information or gives false information to appear at an examination for which he/she is otherwise not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He / She may be debarred for a term from appearing in subsequent examination and / or a fine of Rs.1000/- will be imposed in addition. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
15. All examinations except *viva-voce* shall be conducted by means of printed or xerox question papers, including such other modality as may be prescribed by the MGMIHS from time to time.

16. Notwithstanding anything contrary to this Rule, no person shall be admitted to a University Examination if he / she has already passed the same examination or an examination of any other University, which has been recognised as equivalent to the said examination.
17. The MGMIHS shall prepare and publish a schedule of examinations for each and every course conducted by at least 1 to 2 months before the examination is due.
Explanation: "Schedule of Examination" means a table giving details about the place, date, day and time of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
18. All arrangements for the conduct of the Examinations shall be made by the Board of Examinations of the MGMIHS.
19. Board of Examinations shall prepare a panel of not less than four names, along with their addresses, suitable for appointment as Paper Setters/Examiners for each subject/Practical examination out of the names recommended by the members of Board of Studies or from the panel of examiners in the subject concerned.
20. The Board of Examinations shall maintain a permanent list of teachers in the University along with their academic qualifications, experience as Teacher, Paper setter, Moderator and examiner in the past and detail information required by the Board of studies.
21. Internal and External Examiners: - An "Internal Examiner" means a person who is a teacher in the same College / Department / constituent college of MGMIHS. "The External Examiner" means, examiner who is not covered under the definition of internal examiner. All external examiners will be invited from outside the state as far as possible as per the guidelines of NMC or the respective statutory bodies.
22. Invitation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed, the syllabus of previous question papers.

23. Each paper setter shall set and submit to the Controller of Examinations, the required number of sets of question papers through question paper module within the prescribed period. He/She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s). Copyright of any question paper set by an examiner shall vest with the MGMIHS.
24. The Paper-setters, who fail to submit their question papers to the Controller of Examinations within the prescribed time limit, shall cease to be examiners / paper setters for all future examinations.
25. Examiners shall be appointed for examinations to be held within that academic year. However they shall be eligible for reappointment, maximum for 2 years consecutively. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to the examinees.
26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examination for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Institute Head/Principal / Dean of the constituent college where the practical examination is to be held shall make all arrangements for smooth conduct of the Central Assessment Process and practical examination at that centre, as and when required.
29. The Vice-Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution who would be designated as a centre-in-charge of examination at that Centre.
30. In exceptional cases the Vice-Chancellor may appoint a person as the Centre-in-charge for the University Examinations at a centre even though he/she may not be a teacher in that College/Institution.
31. The Controller of Examinations shall be responsible for the proper co-ordination in conducting of all examinations of the University at various centres.

32. The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the MGMIHS.
33. The Centre-in-charge shall claim expenses on submission of detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The Accounts Section of MGMIHS shall also supply the copy of the rules and payable rates of remuneration and T.A. /D.A for the conduct of examinations to the Centre-in-charge.
34. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the Examination centre no ministerial/ clerical/ laboratory staff will be detailed as invigilators. The Centre-in-charge shall take all necessary steps to ensure this.
35. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
36. The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in a reasonable time in advance.
37. The Centre-in-charge shall send the sealed question and answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
38. The results of the examinees shall be tabulated in a prescribed form at the examination section of the university only. In no case such exercise can be undertaken at any examination centre or college level.
39. A tabulator/computer programmer may be engaged at the examination section to be appointed by the Vice-Chancellor for the purpose. He/She shall be an either teachers of constituent College of the University or staff members of the MGMIHS office or both or an accredited and independent agency, nominated by the Vice-Chancellor.

40. The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a person hereinafter called the "Scrutineer". at the examination section of the university, minimum of the level of Assistant Registrar.

41. Terms of Tabulators and Scrutineers

41.1. The rates of remuneration payable to the examiners shall be fixed by Executive Council from time to time.

41.2. The Tabulator / Computer Programmer shall perform the following duties :

41.2.1. Online posting of marks obtained by an examinee in the prescribe format after computerized decoding.

41.2.2. Computerized totalling of marks.

41.2.3. Indicating failures in accordance with the provisions under Rule.

41.2.4. Present final result for analysis and verification to the Controller of Examinations.

41.2.5. Explanation: The result for purposes of this Rule includes pass, fail, distinction, exemption and such other terms as may be prescribed by the Rule).

41.2.6. Preparation of list of examinees entitled for any awards, medals or prizes;

41.2.7. Preparation of the result-sheet in the proforma prescribed for its publication.

42. The Chairperson of the Board of Examinations (Vice Chancellor) shall have power to approve the results after the conduct of the University theory and practical examinations, upon completion of tabulation and result processing.

43. The Board of Examinations may interpret the provisions of any Rule, Rules and Regulations necessary for declaration of results (Grace rule if applicable). The interpretation of Rules by the Board of Examinations shall be placed before the Vice-Chancellor whose decision thereon, shall be final.

44. Amendment of Results

44.1. Due to errors:- In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor / Pro Vice-Chancellor, provided the

errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

Error means –

44.1.1. Error in computer/data entry, printing or programming and the like.

44.1.2. clerical error, manual or machine, in totaling or entering of marks on ledger / register

44.1.3. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

44.1.4. Due to fraud, malpractices etc.

44.1.5. In the case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue orders to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary.

45. **Feedback:** The Board of Examinations will peruse the analysis of examination results by the examination section, and the consolidated feed-backs received from the external examiners. Such suggestions/ instructions may be passed on to all concerned for further necessary action for implementation.

46. In exceptional cases, the Board of Examinations may suggest any amendment or modification of any examination Rule, which, in its opinion is considered necessary.

47. **Grievance Redressal Mechanism**

Mechanism to deal with examination related grievances is transparent, time-bound and efficient Response: A mechanism is prepared MGMIHS to address exam related grievances of students. This mechanism helps students for seeking photocopies of answer scripts and re-totalling of marks.

47.1. **Re-totalling of Answer-Books:** - The Answer-books may be scrutinised for retotalling of total marks and for verification that all answers have been assessed in case any candidate applies for the same. However, if any answer(s) is/are found unassessed, the Vice-Chancellor shall call for such answers to be checked by a subject expert and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.

- 47.2. As a result of such verification / retotalling, if it is found that the result of any examinee needs to be changed, the Vice-Chancellor shall publish a supplementary list embodying the results on such verification.
- 47.3. Before a reply is sent to the applicant, the report of the verification / retotalling of the answer-books by the scrutineers shall be counter-checked and signed by the Board of Examinations.
- 47.4. Application for Retotalling of marks from an examinee shall be submitted to the Controller of Examinations within **SEVEN DAYS** from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of seven days from the date of its declaration. Verification of the written answer books shall be undertaken by subject experts at MGMIHS as appointed by the competent authority.
- 47.5. The Vice-Chancellor may decide spot-evaluation of answer books of each examination if such faculties exist at the examination centres. As per guidelines issued under para 59 below on CAP scheme.
- 47.6. Application for photocopies of answerbooklet from an examinee shall be submitted to the Controller of Examinations within **Seven Days** from the date of declaration of the result concerned.
- 47.7. Heads of passing of various courses in their respective faculties shall be as per the guidelines prescribed by the statutory council like NMC, INC or such other council or as per the rules prescribed by the Board of Examinations subject to approval of the Board of Management.

48. Internal Assessment:

- 48.1. The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.
- 48.2. The internal assessment marks, should be uploaded in the portal of examination management system as per session calendar. Also, hardcopy should be submitted for record purpose before 15 days of commencement of University examination.
- 48.3. The name of student has to be same as per PRN.
- 48.4. Result sheet should bear the signature of the students in front of their names and marks awarded.
- 48.5. The internal assessment marks should be duly signed by the head of the department and countersigned by the Dean/Principal of the college with dates and place in sealed cover to the Registrar.

- 48.6. The result sheet should have the specific date mentioned on it on which the said test was held.
- 48.7. The result sheet should be sealed properly under signature and seal of the HOD
- 48.8. The internal assessment is put up on the notice board of the department of college for a period of one week. Theory answer papers should be distributed to the students after declaration of the result of each examination for feedback to students and then these should be re-collected.
- 48.9. All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result. These documents may be verified periodically by deputing representative faculties from the MGMIHS.
- 48.10. Grievance redressal: A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.
- 48.11. In case of absence of student/s for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness and verify the genuineness of certificates in support of the reason submitted by the student. After verifying the reason for the absence, the committee may allow the candidate to appear for the additional examination, if satisfied.
- 48.12. In case of any complaint from the students regarding the internal assessment examination, a written complaint should be lodged with the Dean through the HOD. Such complaints should be discussed in the said committee meeting. The decision of the committee must be communicated to the student(s).
- 48.13. Candidate who is not satisfied with the decision of the committee at college level can appeal to the University for Redressal of his/her grievance(s).
- 48.14. One additional examination, if deemed fit, may be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal examinations (periodical/terminal/preliminary). Such an additional examination may be arranged after preliminary examination but at least 2 weeks before the University examination to submit final result of Internal Assessment Examination to the MGMIHS.
- 48.15. Computation of internal assessment shall be done by the respective HODs as per the rules and regulations prescribed for the purpose from time to time

49. The Standard of passing:

- 49.1. **Under Graduate:** A candidate to be eligible to pass the examination must have obtained not less than 50% of aggregate marks in practical and theory separately in each subject.
- 49.2. **Post Graduate:** A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in theory and practical examinations in all paper taken together but 40% marks in each paper and clinical, oral & practical is mandatory.
- 49.3. **Distinction:** 75% and above marks obtained out of the maximum marks allotted to a subject
- 49.4. A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination attempted as a whole.

50. Moderation of question papers:

- 50.1. The moderation of question papers received from question setters pertaining to undergraduate examinations will be undertaken, detailing senior professor from the constituent colleges in respective subjects in UG courses.
- 50.2. Moderation of question papers in respect of Post-Graduate examination will be done, appointing subject experts/senior faculties' from senior most faculty / outside College/ University /outside the state.
- 50.3. All the sets of question papers received from the examiners shall be reviewed by the moderator, appointed by the university. He/ she has to edit all the sets regarding language, objectivity, ambiguity, contents, feasibility of writing answers in prescribed duration etc.
 - 50.3.1. The MCQ will only be edited without replacing the question
 - 50.3.2. Short Answer Questions (SAQ) and Long Answer Questions (LAQ) can be restructured or rearranged with justification in writing.

After editing, the moderator shall submit all the sets to the Controller of Examinations in a sealed envelope. The latter will select any one set out of all these by drawing lottery for printing and distribution to the centre in charge, maintaining strict confidentiality and accountability at all levels.

51. Vigilance Squads: A Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit each examination centre to:

- 51.1. Ensure that the University Examinations are conducted as per norms laid down.
- 51.2. Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.

- 51.3. Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
- 51.4. Visit any Examination Centre without prior intimation and enter office of the Incharge of Examination Centre to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination and report directly to the University.
- 51.5. The Vice-Chancellor shall appoint vigilance squad which may include – senior teachers of constituent college, desirably to include one lady teacher; and any other person as the Vice-Chancellor considers appropriate.
- 51.6. The Chairperson of Vigilance Squad shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter relating to proper conduct of examinations, as warranted.
- 51.7. The Dean/Principal of the College where the examination centre of is located shall be personally responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the MGMIHS as well as to the law enforcing authority.

52. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.

- 52.1. No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators shall be ordinarily made at the time of University examination.
- 52.2. No internal faculty should ordinarily refuse examination duty which must be considered as a honour and bounden duty.
- 52.3. The paper setters/examiners/moderators shall also ensure that their availability for assignment is communicated to the MGMIHS, within the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.
- 52.4. The paper setters/examiners/moderators shall follow all the rules / directions / instructions given by the MGMIHS from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.

- 52.5. There shall be one senior supervisor at each examination centre, having minimum of five years of experience of teaching/ working in the constituent College. The supervisor is to be appointed by the Centre In-charge.
- 52.6. The Dean/Principal of the concerned college shall himself / herself be the Centre In charge. Substitute arrangement required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for eligibility conditions appointment of examiners, any lapse(s) occurring during examination.
- 52.7. The external senior supervisor (Centre observer) appointed by the University shall report to the centre in-charge of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
- 52.8. He/ she shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre well in advance. He/ she shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 10 minutes before the start of the examinations by the senior most invigilators. It must be ensured that no clerical staff in assigned invigilation duty.
- 52.9. He / She shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incident, he/she shall immediately report the cases of unfair means to the Controller of Examinations, along with his/ her report. He/ she should not leave the examination centre during the examination period.
- 52.10. He/ she shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 52.11. The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 52.12. On receipt of examination forms at the University, the Admit cards and the list of eligible students shall be sent to the concerned examination centers by the University one week before the commencement of respective examination.
- 52.13. The Head of the Department/ Dean/Principal immediately shall dispatch the answer books to the University after the practical as to reach the University same day or within 2 days.

53. Unfair means Resorted to by the Candidate

- 53.1. General: On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University, the Board of Examinations shall have power at any time to institute inquiry and to punish for such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a Constituent College or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.
- 53.2. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work disqualified either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
- 53.3. **Definition –Unless the context otherwise requires**
- 53.3.1. Competent Authority: The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- 53.3.2. “Unfair means” include one or more of the following acts of commission or omissions on the part of student/s during the examination period.
- 53.3.3. Possessing unfair means material and or copying there from.
- 53.3.4. Transcribing any unauthorized material or any other use thereof

- 53.3.5. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- 53.3.6. Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- 53.3.7. Mutual / Mass copying.
- 53.3.8. Smuggling-out or smuggling-in of either blank or written answer books as copying material.
- 53.3.9. Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- 53.3.10. Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.
- 53.3.11. Insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
- 53.3.12. Impersonation at the University/College/Institution examination.
- 53.3.13. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
- 53.3.14. Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.
- 53.3.15. “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- 53.3.16. “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- 53.3.17. “Possession of unfair means material by a student” means having any unauthorized material, including cell-phones, ear pods, blue tooth device, smart watch, electronic devices if any on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

- 53.3.18. “Student found in possession” means a student, reported in writing , as having been found in possession of unfair means material by the invigilator or member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorized in this behalf.
- 53.3.19. “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (59.4.17) above, the presumption shall be that the material did relate to the subject of the examination.
- 53.4. “Chief Conductor” means Dean/Principal of the College concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as the examination centre-in-charge, by the University.
- 53.5. Disciplinary control: During examination, examinees and other students shall be under disciplinary control of the Chief Conductor / centre in charge.
- 53.6. “Procedure to be followed by the invigilator incharge” the Examination Centre in charge shall, in the case of unfair means, follow the procedure as under:
- 53.6.1. The examinee shall be called upon to surrender to the chief Conductor, the unfair means material found in his or her possession, if any, and his/her answer book to the chief conductor/ centre in charge.
- 53.6.2. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- 53.6.3. Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Supervisor (Appendix - III) shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give an undertaking, the concerned Supervisor and Chief Conductor shall record such fact(s) accordingly, under their signatures.

- 53.6.4. Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case.
- 53.6.5. The case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 53.6.6. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- 53.6.7. May report the case to the concerned Police Station as per provisions of Maharashtra Act. No. XXXI 1982 - An act to provide for preventing mal-practices at University; Board and other specified examinations.
- 53.6.8. Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked.
- 53.6.9. All the materials and list of material mentioned in sub-clause (59.6.1) and the undertaking with the statement of the student and that of the Supervisor as mentioned in clause No. (59.6.2) and (59.6.3) and the answer book/s shall be forwarded by the centre in charge Chief Conductor, along with his / her report, to the Controller of Examinations / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked “Suspected unfair means case”.
- 53.6.10. In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned.
- 53.7. Procedure to be followed by Examiner during Assessment: If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the CAP In charge along with the evidence, to the Examinations with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.
- 53.8. A prima facie case of unfair means reported to the University/College/Institution by the invigilator/ Centre In charge / Supervisor and or examiners, shall be inquired into by the Committee appointed by the Vice Chancellor. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinize the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for

framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima- facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

53.9. Result : Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed about the decision accordingly.

53.10. Appointment of Unfair Means Inquiry Committee: For the purpose of investigating unfair means resorted to by examinees at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made in regulations of the MGM Institute of Health Sciences Regulation. The term of the Committee shall be not more than one year subject to provisions in Bye Laws further.

53.10.1. The members of the College/Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.

53.10.2. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defense, that the principle of natural justice has been followed that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

53.11. Procedure of the Unfair Means Committee:

53.11.1. The Controller of Examinations of the University or the Officer authorized by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as so why the charge/s leveled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

- 53.11.2. The examinee may appear before the Enquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.
- 53.11.3. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.
- 53.11.4. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case
- 53.11.5. The Committee should follow the above procedure in the spirit of the principles of natural justice.
- 53.11.6. After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned
- 53.11.7. The Committee shall submit its report to the University along with its recommendations regarding punishment to be inflicted or otherwise.

53.12. Punishment

- 53.12.1. The Board of Management as recommended of the Board of Examinations in the cases of University examination, shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:
- 53.12.1.1. Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- 53.12.1.2. Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.

53.12.1.3. Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

53.12.1.4. Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

53.12.1.5. In addition to the above-mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.

53.12.1.6. As far as possible the quantum of punishment should be as prescribed (category-wise) as under:

Sr. No	Nature of Malpractice	Punishment
1	Possession of copying material.	Annulment of the performance of the examinee at the University examination in that particular paper
2	Actual copying from the copying material.	Cancellation of result the particular subject concerned.
3	Possession of another student's answer book	Cancellation result of the particular subject concerned for both the candidates
4	Possession of another student's answerbook + actual evidence of copying therefrom.	Cancellation result of the particular subject concerned.
5	The answer book is not written in candidate's own handwriting	
	(a) Smuggling-out or smuggling in of answer book as copying material (b) Smuggling-in of written answer book based on the question paper set at the examination. (c) Smuggling-in of written answerbook and forging signature of the Jr. Supervisor thereon.	All Examinations of that semester/year to be cancelled semester and the student to be awarded fail grade in all courses registered for the semester. Further the student is disallowed from appearing in supplementary examination.
6	Attempt to forge the signature of the invigilator on the answerbook or supplement.	(i) Cancel the entire Examination of that session taken by the candidate and also to debar him three subsequent sessions.
7	Interfering with or counterfeiting of University /College/Institution seal, or answerbooks or office stationery used in the examinations.	Cancellation of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent one sessions of the University examinations

- 53.13. The examinee concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorized on its behalf, under intimation to the College/Institution he/she belongs to as well as the Centre In charge.
- If on a previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices at the examination, in this event, he/she shall be dealt with severely with enhanced punishment. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
- 53.13.1. Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical examination / Dissertation/Project Report preparation including Plagiarisation shall be dealt with as per the procedure and quantum of punishment provided for the theory examinations.
- 53.13.2. The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. (Note : The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used in that.)
- 53.14. Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination: The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University under information to the respective institutional Head / Dean/Principals.
- 53.14.1. Definition : Unless the context otherwise requires
- 53.14.1.1. “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examination by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.
- 53.14.1.2. Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (53.12.1.6) relating to the examination.

- 53.14.1.2.1. Leakage of question/s or question paper set at the University / College / Institution examination before the time of examination.
- 53.14.1.2.2. Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- 53.14.1.2.3. Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
- 53.14.1.2.4. Examiner / Referee showing negligence in detecting malpractice used by student/s.
- 53.14.1.2.5. Jr. Supervisor, Sr. Supervisor, Chief Conductor/ Centre Incharge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.
- 53.14.1.2.6. Or any other similar act/s of commission and or omission/s which may be considered as malpractices or lapses by the competent authority.
- 53.14.1.2.7. "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.
- 53.14.1.2.8. 'College' means, constituent or affiliated college or recognized institution of a University.
- 53.14.2. Investigating Committee: The Committee appointed by the Board of Examinations shall investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- 53.14.3. Procedure for Investigation: The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the

Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.

- 53.14.4. The Competent Authority or the Officer authorized by it on its' behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.
- 53.14.5. The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.
- 53.14.6. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 53.14.7. Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- 53.14.8. The Committee should follow the above procedure in the spirit of principle of natural justice.
- 53.14.9. If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.

- 53.14.10. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
- 53.14.11. Punishment :- The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination: -
- 53.14.12. Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.
- 53.14.13. Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 53.14.14. Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 53.14.15. The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 53.14.16. An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(53.14.14) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- 53.14.17. The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- 53.14.18. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

53.14.19. As far as possible the quantum of punishment should be prescribed category-wise as here under :-

Sr.No	Nature of Malpractice	Punishment
1	Possession of copying material.	Annulment of the performance of the examinee at the University or College or Institution examination in that particular paper
2	Actual copying from the copying material.	Cancellation of result the particular subject concerned.
3	Possession of another student's answer book	Cancellation result of the particular subject concerned for both the candidates
4	Possession of another student's answerbook + actual evidence of copying therefrom.	Cancellation result of the particular subject concerned.
5	The answer book is not written in candidate's own handwriting	
	(d) Smuggling-out or smuggling in of answer book as copying material (e) Smuggling-in of written answer book based on the question paper set at the examination. (f) Smuggling-in of written answerbook and forging signature of the Jr. Supervisor thereon.	All Examinations of that semester/year to be cancelled semester and the student to be awarded fail grade in all courses registered for the semester. Further the student is disallowed from appearing in supplementary examination.
6	Attempt to forge the signature of the invigilator on the answerbook or supplement.	(i) Cancel the entire Examination of that session taken by the candidate and also to debar him three subsequent sessions.
7	Interfering with or counterfeiting of University /College/Institution seal, or answerbooks or office stationery used in the examinations.	Cancellation of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent one sessions of the University examinations

53.14.20. The competent authority, may impose a fine on the concerned person, if declared guilty, in addition to the above mentioned punishment,

53.14.21. The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.

55 . Verification of Answer Booklets

On receipt of answer book bundles from the Examination centers, the exam cell staff shall inspect that the packing of the answer book bundles are as per the instructions issued by the University and the seals are intact. If any tampering of the seals or any other abnormality is noticed, it shall be brought to the notice of the Camp Center In-charge immediately. The supporting staff should also ensure that the concerned Examination on center puts no identification marks on the answer book packets and the candidates have used the prescribed answer booklets issued by the University. If any discrepancy is found in the total number of answer scripts received, the same should be intimated by the Centre In-charge to the COE.

All the Answer booklet bundles received in Exam cell from exam centres will carry a filled up label which will hold details of all the packets placed inside the bundle. Exam cell staff who receives the bundle should verify the packets, open the bundles and count of answer booklets in each packet with respect to the data shown on the label of the envelop received. Any disparity should be notified to the University on the same day itself without fail.

54. Central Assessment Programme Scheme

54.1. Preliminary :- Evaluation of Answer books of university exam have following steps.

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of is being introduced by way of this (1) declaring the results in the shortest possible time, (2) Increasing the reliability of the results, (3) Maintaining uniformity and consistency in the assessment, (4) Increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages :

54.1.1. Pre-assessment work

54.1.2. Assessment, Moderation and Re-evaluation process

54.1.3. Post-Assessment work

54.2. **PRE-ASSESSMENT:-**

54.2.1. Central Assessment Process (CAP) : The CAP will conducted at the CAP cell identified by University and decided by the Vice Chancellor or the Controller of Examination as Deemed Fit.

54.2.2. Appointment of CAP Director: The Controller of Examination will appoint CAP director for the CAP taking place at different centres for the Central Assessment

Programme The CAP director shall be appointed by the University from amongst the following:

- 54.2.2.1. Dean/Principal of the concerned Constituent College or his/her nominee from amongst the senior faculty members.
- 54.2.2.2. Officer of University / University Authority not below the rank of Professor.
- 54.2.2.3. The CAP Director shall make arrangements regarding the space and the supporting staff as required for the CAP centre.
- 54.2.2.4. The Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the appropriate, CAP Director shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the CAP Director, the substitute appointments of examiners/ moderators shall be made by the Controller of Examination from the list of examiners approved by the University.

54.3. Assessment Process and Guidelines for central assessment programme (CAP)

- 54.3.1. The assessment of the answer book shall be carried out at the respective centers under the direct supervision of CAP Director. The CAP Director is authorized to appoint requisites staff as per the provisions for the purpose from time to time in order to ensure smooth and fair conduct of central assessment programme (CAP).
- 54.3.2. After completion of a particular theory paper examination, the papers to be scanned by the staff appointed by the Controller of Examinations. After scanning of answer booklets are sealed in the presence of the CAP Director/ COE and it will be sent/ submitted to the University immediately.
- 54.3.3. The software scans each answer booklet and stores the digitized answer booklet in a highly secure manner on server. Using the scanner machine, the team start the scanning, and the images are then stored in an appropriate created folder. Post-scanning, all answer booklets are converted into the encrypted format and stored on the application server.

- 54.3.4. All uploaded digitized answer booklets are verified subjected to Quality control (QC) to ensures the quality of scanning of papers.
- 54.3.5. After the QC done the barcoded answer booklets will be mapped and the identity is masked and other details of the student which prohibits any kind of bias during evaluation.
- 54.3.6. CAP will be conduct at established CAP Centre of Institute or CAP cell of the University in hybrid manner i.e. physical & Remotely.
- 54.3.7. On the day of the CAP, the online assigned answer book will be available in the respective evaluator's login in that particular subject. before starting the online evaluation, the evaluator has to register face for login the portal. During the online evaluation the software will continuously capture live image and steaming during online pro.
- 54.3.8. Evaluator will see the evaluation summary in their login page like :
- Subject Code –It describes a particular subject assigned to the evaluator.
 - Subject Name - It describes a particular subject code name.
 - Evaluation Pending - It describes the total number of answer booklet is remain or pending for evaluation.
 - Evaluated by Other - It describes the number of answer booklets evaluated by others.
 - Assigned to me - It describes the total number of answer booklets assigned by you.
 - Evaluated by me - It describes the total number of answer booklets evaluated by you.
- 54.3.9. If there is any discrepancy in the assigned answer books display on the screen regarding the visibility, missing of pages, scanning error, the same should be immediately communicated to the authority concerned, including the Controller of Examination, telephonically as well as in writing in email/letter.
- 54.3.10. The CAP Director shall arrange for the online assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 54.3.11. As soon as the online marks are uploaded on the University examination portal, the same should be processed immediately.

54.3.12. The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in academic calendar of MGM Institute of Health Sciences / University.

54.3.13. The result sheet along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.

54.3.14. No faculty/ staff whose ward is appearing in the ongoing examination will be involved in the CAP centre/ evaluation/ examination process.

54.3.15. Strict confidentiality and sanctity of the examination practical premises and CAP centre will be ensued. Adequate number of electronic jammers will be installed by the centre in charge.

54.4. The centre in charge shall have to provide following infrastructure for CAP:

54.4.1. One strong room with a lockable cupboard as per requirement.

54.4.2. One assessment hall with at least ten Desktops with good internet facility capacity of at least ten examiners at a time for assessment.

54.4.3. The CAP cell shall be under CCTV surveillance. The access shall be controlled seating Proper light and ventilation arrangements.

54.5. **Appointment of staff:**

The Centre in charge may appoint one senior faculty as CAP Director in charge with one clerk and an Assistant CAP Director for help. The CAP Director in charge shall have to maintain one register for record of attendance of authorized staff and examiners.

54.6. **Procedure of evaluation:**

54.6.1. Attendance of authorized staff and examiners will be obtained in the designated permanent registrar. Those are physically done onscreen evaluation at CAP Centre

54.6.2. The CAP Director will prepare the detail plan/ programme of assessment in consultation with the respective examiners of examination with due regard for timings of the practical / clinical and viva-voce examination.

54.6.3. If practical/ clinical examination is not stipulated in the prescribed syllabus for a particular paper/ subject, still the evaluation of written papers will be done at the CAP in the above manner by examiners, so appointed, for the purpose by the university.

54.6.4. A consolidated list of internal and external examiners will be made available to the centre in charge by the university.

54.7. The assessment procedure:

Appointment of examiners in respective subjects must be checked first and then issued to him/her. The answer booklet packet, question papers and model answer keys if any, shall be provided by the CAP in charge. Issue the following forms to the examiners will be ensured:

54.7.1.TA/DA forms

54.7.2.Local conveyance form if applicable

54.7.3.Online assessment forms

54.7.4.Empanelment form if not yet submitted by the particular examiner.

54.7.5.Feedback form

These forms may be collected back from the examiners after filling after counter signature by the respective convener, CAP I/C and then to the accountant for scrutiny same day for necessary payment action after it is passed by the competent authority.

54.8. **Process of on Screen Evaluation:**

54.8.1. In case of PG examinations in the Medical & Allied subjects such as- MD/MS , DM/MCh, including MPT, M.Sc. (Medical & AHS) and M.Sc (Nursing),each paper has to be evaluated by every examiner (Internals as well as externals) independently and record their marks accordingly. There after the online evaluation, software will calculate the mean/ average/better of marks awarded for each paper and record in the marking system.

54.8.2. In case of the UG and all other PG courses in Bio-medical /Management subjects, the answer books assign divided section wise between examiners for online evaluation individually marks to be recorded in marking system.

54.8.3. After completion of online evaluation of answer books the CAP Director shall confirm the all answerbooks are assessed as assigned to the evaluator before the concerned examiner is allowed to leave the CAP Centre.

54.8.4. In case of MCQs evaluation may be done OMR as far as possible in the CAP itself, under supervision of the CAP Director or by appointing an accredited technical agency, appointed centrally by the University

54.9. **Central Assessment Time:** from 09.00 AM to 5.00 PM (Time schedule may be changed according to physical /climatic condition of the area or the discretion of the centre on justifiable ground)

- 54.9.1. **Central Assessment programme Days:** without compromising academic standards of practical examination, the CAP in charge may allow examiners to assess answer booklets on practical examinations days for biomedical programmes. Adequate time may be given to accommodate unforeseen exigencies if any
- 54.10. Maximum up to 60 papers per day can be allowed, subject.
- 54.11. Assessment of answer books is compulsory for Allied Health Sciences practical examiners- both internal and external examiners including the convener.
- 54.12. Assessment of Medical programmes answer books are separate set of examiners for Theory evaluation and Practical examination
- 54.13. Carrying Mobile phone is strictly prohibited at the assessment hall by any one
- 54.14. Special Precautions:
- 54.14.1. Ensure safe storage of un-assessed answer booklets as well as scanned answer booklets in sealed packets.
 - 54.14.2. Maintain high standards of confidentiality and vigilance during entire online assessment process. In case any breach individual responsibility will be fixed by the centre Incharge.
 - 54.14.3. Ensure that all the scanned answerbook packets are sealed under CAP Director /Assistant CAP Director signature
 - 54.14.4. Ensure that all the cupboard as well as the strong room is sealed daily under the signature of CAP Director /Assistant CAP Director.
 - 54.14.5. Strong room the cupboard is opened by the exam superintendent /CAP Director only
 - 54.14.6. The Date and Time of sealing and opening the room/ cupboard is recorded in a permanent register under their signature
 - 54.14.7. CAP Director should not hand over keys to any other person under any circumstance
 - 54.14.8. Please ensure that the issued answer books are received back on the same day
 - 54.14.9. Ensure that only an unauthorized person is allowed to enter the assessment hall/ strong room.
 - 54.14.10. There may be attempts by students their parents trying to contact examiners(s) or the CAP Director. This must be prevented by all means.
 - 54.14.11. Adequate number of jammers will be operationalised in the CAP centre.

54.14.12. It any answer book related discrepancies are observed (such as less No. of bundles/ papers, missing serial number on these or absence of identification counter foil of students etc), such incidents must be informed to the controller of examination immediately.

54.14.13. **Unfair means cases:** During assessment if any candidate found revealing identity in any manner, inserted any currency notes, used any particular ink other than black / blue or written any figure symbol in the answer book, etc. the examiners may direct complete assessment of the paper. However, a detailed report to the effect be prepared in duplicate and sent to the Controller of Examinations separately under sealed cover after obtaining the signature of the examiner on the report through the CAP incharge and the centre superintendent.

54.15. **Accounts:**

54.15.1. Expenditure incurred in remuneration for examiners and honorarium to the staff appointed for the theory assessment will be paid centrally. The same will be met in a consolidated manner in the practical examination expenditure also.

54.15.2. The account clerk assigned to handle practical expenditure, will account for the assessment program expenditure also.

54.15.3. TA/DA for practical examiners will be paid one time only.

54.15.4. A consolidated statement of such expenditure after each examination will be submitted by the centre in charge to the University within one week from conclusion of examination.

54.16. **Transport :**

54.16.1. The sealed answer booklet bundles will be transported to the University on under proper security arrangement by the Centre In Charge as to reach written 48 hours after conclusion of evaluation process.

54.16.2. It will be the sole responsibility of the official carrying the material securely to the University examination section.

54.16.3. Where is the practical examination is shifted or combined the Centre In-charge will make necessary arrangements to send the concerned theory papers for evaluation at the new centre In-charge under proper security arrangement under intimation to the Controller of Examination as well as the concerned convener.

54.17. Other instruction from the MGMIHS:- The University shall issue instructions to all concerned on the following:

54.17.1. Consistency and uniformity in assessment.

- 54.17.2. Remedial measures in respect of discrepancies detected / noticed in the question Paper.
- 54.17.3. Unfair means to be noticed by the assessor/s with care and due vigilance.
- 54.17.4. Administrative, financial and organizational details as relevant
- 54.17.5. To collect feed-back from the evaluators particularly the external examiners on the ongoing examination process, strength, weakness and suggestion for further improvement.



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed to be University u/s of 3 UGC Act, 1956)
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APPENDIX - I

CONFIDENTIAL

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI.

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Full Name (in :
Block Letters)

.....
Surname First Name Father's / Husband Name

Address :

Examination :

Paper No. & :

Subject

Seat No. : In Words :

To,
Unfair Means Committee,
MGM Institute of Health Sciences,
MGM Educational Campus, Sector -18,
Kamothe, Navi Mumbai – 410 209

Sir,
I appeared at the above examination held on
..... college
(Centre) in the Morning / Evening session.

I give below my statement as follows:-

Place :

Date : **Time** :

Signature of the Candidate



MGM INSTITUTE OF HEALTH SCIENCES

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APPENDIX - II

CONFIDENTIAL FORM OF UNDERTAKING

Full Name of the Candidate (in Block Letters)	:	 Surname	 First Name	 Father's/Husband's Name
Permanent / Local Address	:			

To,
Unfair Means Committee,
MGM Institute of Health Sciences,
MGM Educational Campus, Sector -18,
Kamothe, Navi Mumbai – 410 209
Sir,

I, the undersigned student of College / Institution
appearing for Examination at the
.....College (Centre), do hereby state on solemn affirmation as under:-

I understand that I am involved in an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University Authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as **null and void**.

In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date :

Before me.....

Chief Conductor of the Centre and Rubber Stamp of the College / Institution / University



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APPENDIX – III

CONFIDENTIAL

Report of the Jr. Supervisor / Sr. Supervisor / Chief Conductor / Centre Incharge

Block No. :
Examination :
Subject :
Date :

To,
The Controller of Examinations,
MGM Institute of Health Sciences,
MGM Educational Campus, Sector -18,
Kamothe, Navi Mumbai – 410 209
Sir/Madam,

I, the undersigned Jr. Supervisor appointed on the abovementioned Block at the
..... Examination held at
..... College (Centre), am hereby making report
against Candidate Seat No. Shri. / Kum.
..... at the examination, as follows:-

Yours faithfully,

(Signature Jr. Supervisor)

Date :

Time

Name & Address of the Junior Supervisor

.....

On the basis of the report made by the Jr. Supervisor / Flying Squad, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No..... and therefore, the case be forwarded to the University for investigation.
Forwarded to the Controller of Examinations, MGM Institute of Health Sciences, Navi Mumbai for necessary action.

Seal of the College / Institute / University (Centre)	Signature of the <u>Chief Conductor</u> / <u>Centre Incharge</u>
Place :	
Date :	Signature of the <u>Centre Observer</u>
Encl. :	

(N.B. : Kindly enclose a copy of the relevant question paper)



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APPENDIX - IV

CONFIDENTIAL

To,
The Inspector / Sub-Inspector,
..... Police Station,
.....
.....

Sub. :- Complaint against the student for the alleged use of Unfair Means at the
..... examination held in the
.....

Sir,
On behalf of MGM Institute of Health Sciences, Navi Mumbai, the
..... examination held in the First Half / Second Half of 200... is
conducted in the premises of the
..... College / Institute / University. I have been
authorized by the University of vide letter No.
..... dated to initiate action under the provisions
of Maharashtra Police Act XXXI of 1982, an Act to provide for preventing malpractices at University,
Board and other specified examination.

I enclosed herewith the details of the following student/s who has / have used Unfair Means at the
..... examination.

I therefor lodge a complaint against him / her with the Police Station under
section-7 of the Maharashtra Act XXXI of 1982.
Shri. / Kum. has committed the offence at
the examination and therefore request to
initiate appropriate action under the provisions prescribed for the purpose.

Yours faithfully,
.....

Examination Centre Incharge

Name of the Centre :

Date: Time Place



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**Details of the following student/s who has / have used Unfair Means
at the examination.**

1. Name of the Student
2. Examination Seat No.
3. Name of the College through
which he/she appeared for the
examination
4. Name of the subject, Date &
Time
5. Name of the Jr. Supervisor
6. Name of the Sr. Supervisor who
detected the case
7. Material found with the candidate
8. Other information if any in
connection with the case

Place :

Date :

Received the complaint

(Name of the police station)

**MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed to be University u/s of 3 UGC Act, 1956)
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APPENDIX-V**ACCEPTANCE LETTER****EXAMINATION**

Name of Examiner

:

* Address for communication

:

Telephone No.

:

Mobile No.

:

Residential Address

:

E-Mail ID

:

To,

Controller of Examinations,**MGMHS, Navi Mumbai.**

Re – Appointment of Dissertation Evaluator/ Paper Setter / Practical Examiner / Moderator in the subject of _____ at the Examination.

1. I am pleased to intimate to you my acceptance of the invitation as examiner communicated to me vide your letter No. _____ dated: _____.
2. I have also intimated to my chairman or convener about the same.
3. I hereby declare and undertake
 - i. That I don't any *relative appearing at the Examination.
 - ii. That I have not coached during the current academic year any student or students for the examination at which I have been invited to examine and / or to set the paper.
 - iii. That I have not written any book as guides for students, annotations and digests of criticisms with reference to the examination at which I have been invited to work as Examiner and / or Paper-setter.
4. I here by agree to abide by the rules of the University pertaining to the examination in from time to time and also follow scrupulously all such instruction as may be issued by the University and/ or Chairman or convener from time to time.
5. I hereby solemnly declare & assure that I shall observe at most secrecy regarding the examination work entrusted to me and that I shall do my work quite impartially without being subject to any malpractice.

Date:

Yours Faithfully,

Signature

+ Examiner is also requested to inform immediately without fail about his acceptance or other wise to the Chairman or Convener.

* The term relative includes "Wife, husband, son daughter, grand- son, grand daughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, aunt first cousin, son-in-law, brother-in-law and sister-in-law" Step-relations are not included in the above definitions.



MGM INSTITUTE OF HEALTH SCIENCES

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APPENDIX-VIII

External Examiner's Feedback Form For CAP (Evaluation Process)

Name	
Designation	
Department	
E-mail Id	
Complete Address with pin code	

As part of the university's programme of continuous improvement, it would be appreciated if you could provide feedback on your experience of the conduct of the University examination by answering the questions below

Question	Excellent	Good	Average	Poor	Comments
Were evaluation rules & Instructions were briefed before the onscreen evaluation					
Was the identity of student disclosed during On-screen evaluation					
Visibility of answer book was cleared					
Whether questions are adequate to subject					
Was the content and pattern of question paper in accordance with CBME/Non-CBME					
Was evaluation more simplified than physical evaluation					
Was marking system of question are user friendly					
Was the venue and environment suitable for such an online evaluation?					
Was questions are framed as per the syllabus & CBME pattern					
Any other specific Observations /Suggestions pertaining to Examination activity					

Thank you for completing this form.

(Submit Duly Filled & Signed form along with Mark-sheet in sealed cover)

Date : _____

External Examiner's signature

**MGM INSTITUTE OF HEALTH SCIENCES**(Deemed to be University u/s of 3 UGC Act, 1956)
Accredited by NAAC with 'A++' Grade**External Examiner's Feedback Form For Practicals**

Name	
Designation	
Department	
E-mail Id	
Complete Address with pin code	

As part of the university's programme of continuous improvement, it would be appreciated if you could provide feedback on your experience of the conduct of the University examination by answering the questions below

Question	Excellent	Good	Average	Poor	Comments
Were the instructions for the practical examination appropriate for you to fulfill your role as an examiner?					
Were the practical examination arrangement and distribution of practical questions justified					
Was the timing of the examination appropriate?					
Did the Convener make an explicit statement as to the purpose of the examination and the processes and procedures that would be followed during the examination?					
Did the Convener manage the examination in accordance with University procedures					
Was the examination conducted in a manner that did not disadvantage the student?					
Did examination progress satisfactorily?					
Was the content and pattern of practical examination in accordance with CBME/Non-CBME					
How do you rate the examination experience and evaluation process?					
Was the venue and environment suitable for such an examination?					
Were the arrangement for food and refreshments proper?					
Rate your overall experience about examination process					
Did any unusual events occur which could have disadvantaged the student?	YES / NO				
Would be willing to be an external examiner again at some time in the future?					
Any other specific Observations /Suggestions pertaining to Examination activity					

Thank you for completing this form.

(Submit Duly Filled & Signed form along with Mark-sheet in sealed cover)

Date : _____

External Examiner's signature



Voucher No. _____

Cheque No. _____

Date of Despatch _____

MGM UNIVERSITY OF HEALTH SCIENCES, NAVI MUMBAI

EXAMINATION First Half / Second Half of the year 20.....

N.B : Incase where the same examiners are appointed to examine at more examinations than one or ore subjects than one, a separate bill should be made in respect of each such examination or subject.

To, (Name of Convenor / Moderator / Paper Setter/ Examiner) _____

in (Subject) _____ at the (Class) _____

Examination of (Month & Year) _____ 20 _____

	Rs.	Ps.
1) Moderatingset/s of question paper/s at the rate of Rs.....per set.		
2) Drawing up.....set/s of theory question paper/s at the rate of Rs.....per set.		
3) Examining Candidates practically / orally or clinical at the rate of Rs..... per candidate (No. of practicals..... and No. of days for each practical.....)		
4) Examining Thesis / Dissertation at the M.D.,M.S., Examination at the rate of Rs.....per Thesis / Dissertation.		
5) Examining Answer Books of MBBS / M.Sc. /		
6) Supplying Model Answer.....		
7) Supplying Marathi / Devnagari version ofsets of question paper/s @ Rs.....per set.		
8) Minimum remuneration		
9) Chairman's allowance.....		
10) Exam. Supt. allowance.....		
Received payment (Signature & Date) (Pre- receipted)	Grand Total Rs.	
One Rupee Revenue Stamp for over Rs.499/- Checked _____ CAP Incharge _____ Address for Correspondence _____	E. & O.E. Signature of claimant _____ Passed for Rs. _____ Ps. _____ Rs. _____ Date : _____ Finance & Accounts Officer	

Note: Examiners are requested not to include in their bills the fees due to Assistant and Servents at Practical Examinations. Claims for such fees should be made on separate bills to be prepared by the concerned persons and countersigned by the Examiners.

* In case of a Joint bill individual receipts of the colleagues are also to be submitted along with the bill.

Note: 1) All entries in this form must be filled in by the person preferring the bill. Forms in which any entry is left blank will be returned for completion to the person preferring the bill.

2) Payment of Remuneration will become due after six weeks from the date of the declaration of results of the examination for which it is due.

3) Payment of this bill will be made by cheque only.

4) Payment of this bill claimed one year after the date of the examination result will be considered as time barred for payment.

5) The bill must be pre-receipted.

APPLICATION FORM FOR EXAMIANERSHIP

Name of Institution : _____

Name of Person : _____

Name of Department : _____

Date of Birth : _____

E-mail ID : _____

Phone No / Mobile No. : _____

Residential Address : _____

Post Graduate Qualification : _____

Specialty course : _____

Year of Passing : _____

Name of Institute : _____

Whether approved as PG Teacher : _____

If yes, letter no of University : _____

Name of the University : _____

Details of teaching
experience starting form
lecturer / Asst Prof with
dates

Post	Date from	Date to	Institute

Any Academic :
position held in the _____
University _____

Details if any court :
case pending / _____
convicted by the _____
court of law / _____
debarred from the _____
University from _____
examination _____

Signature of the :
applicant _____

Recommendation of professor and Head of the department

Signature of H.O.D :

Recommendation of Dean / Director / Principal of the Institute

Signature of Head of :
Institute



MGM INSTITUTE OF HEALTH SCIENCES

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GUIDELINES OF CONDUCTION OF THEORY EXAMINATION FOR CENTRE INCHARGE

Centre In-charge is a usually a Head of the Institution/ Professor/Senior Associate Professor appointed by University for conduction of University Theory Examinations.

A] Duties and Responsibilities of Centre In-charge

1. University delivers sealed packets of question papers, answerbooks and related stationery to Centre In-charge prior to commencement of University theory examinations.
2. Before taking into possession sealed packets of the question papers, please ensure that the same belongs only to your Centre as per statement provided.
3. Take possession of question papers and answerbooks from University; keep the same in 'safe-custody' until handing-over the said material to the Sr. Supervisor and keep account thereof meticulously.
4. Carefully count envelopes of question papers as and when the same reach Examination Centre. O.M.R. answersheets i.e. Section "A" will be accompanied by M.C.Q. Question Papers. Please ensure that Subject Code, Subject, Paper Number, Date and Time commensurate with schedule of examination.
5. While taking into possession sealed packets, please ensure that the same are neatly sealed from all the sides.
6. Ensure that total number of sealed packets tallies with total number of the same shown in statement provided along with the said packets.
7. Tally Subject Code, Subject, Paper Number, Date, Time and Total Number of Papers Printed on sealed envelope with the statement.
8. Hand-over statement duly signed by Dean/Principal/Representative to the University Representative in lieu of acknowledgement as receipt of packets shown in said letter. In case of any doubt, difficulty or suggestion about number of sealed envelopes provided or about contents on the said envelopes, write separately on piece of paper in this regard and do not write on the statement. Also, after taking into possession of sealed packets of question papers, confirm number of candidates mentioned in the statement tallies with number of question papers provided (This

exercise may be done after visit of the University Representative to the Centre is over). If not, intimate the same immediately to the University by way of telephone/e-mail, so as to sort out shortfall of question papers by providing additional question papers, if available. In case the same are not available, instructions about taking out photocopies of the same will be given immediately by the University.

9. In case of shortage of question papers, there is a permission to take out photocopies thereof.
10. In case schedule of examination is changed due to unavoidable circumstances, please verify fresh dates and time of examination is/are in conformity with revised schedule. Further, in case revised dates and time is/are not amended, distribute question papers after making change in accordance with revised schedule and announce the change in schedule prior to commencement of examination in examination hall.
11. In order to avoid malpractices during examination period, make appointment of an efficient and alert Sr. Supervisor; and Jr. Supervisors as per requirement of seating arrangement.
12. In case mistake occurs due to distribution of wrong question paper which is not as per schedule through oversight, full responsibility lies with Centre Incharge. Please get doubts, if any, cleared from the University and act as per instructions of the University. However, ultimate responsibilities will lie with Centre Incharge.
13. **One day prior to commencement of examination period, arrange a meeting of all the concerned officers and staff; and send "Report of First Day Meeting" immediately on the same day by email.** Please ensure attendance of Centre Observer at a time of meeting. Discuss the following items pertaining to Conduct of Examination:-
 - a. Remain alert to avoid malpractices during examinations.
 - b. Give detailed idea about the duties and responsibilities to Sr. Supervisors and Jr. Supervisors
 - c. Emphasize that cooperation and responsibilities of all concerned are important to conduct examination smoothly.
 - d. Concerned officers and staff must remain present in office at least one hour before commencement of examination.
 - e. On O.M.R. answersheet i.e. Section "A" answersheet, there are various columns like Seat Number, Question Booklet Version, Candidate's Signature, Invigilator's Signature, Date, etc. The said columns should be filled up by blue/black ball pen. Time of 15 minute should be allotted for this work.
 - f. Collect answersheets of Section "A" alongwith question papers after half an hour. Before five minutes of collection of these answersheets, distribute answerbooks of Section "B/C" among

candidates. At this time, Jr. Supervisor should take precaution to avoid difficulty to any candidate during solving answers of Section "A".

14. Ensure that total number of rooms which are available in conformity with number of candidates. Also verify that seating arrangement is satisfactory (e.g. Light, Fans, Water, etc.). It is also to be ensured that one independent room with requisite cupboard is available to keep confidential material and examination stationery therein. Please see that tube lights and fans are in working conditions in each examination block/hall. Toilets should be cleaned every day. Arrangement should be made to conduct examination smoothly.
15. It is necessary to seal cupboard containing question papers and answerbooks meticulously so as to maintain confidentiality of examination. The cupboard must be sealed every time after obtaining signatures of Centre Incharge, Chairman of Internal Vigilance Squad thereon.
16. Distribution of examination related material i.e. stationery, question papers and answerbooks among the supervisors must be done within suitable period.
17. After completion of every examination, all the Sections (A+B/C) must be kept in sealed cloth envelop facultywise / subjectwise/paperwise. The same may delivered to examination section and obtain due acknowledgment. Bundles of answerbooks must be classified neatly facultywise /subjectwise/ paperwise. The following contents must be written on each bundle of answerbooks:-

Exam Centre Name	
Programme/Batch Year/Semester	
Date	
Time	
Subject	
Paper Number	
Section (A+B/C)	
Total Number of Answerbooks	
Signature of Sr. Supervisor	Centre Incharge and Seal of Examination Centre

Prepare list of used and unused material showing number against each of them and keep the said material in separate box. The following matter may be written on the box:-

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI	
Unused Materials	
Total number of Unused Question Papers and Answerbooks of Section "A"	
Total number of Unused Question Papers and Answerbooks of Section "B/C"	

B. Officers/Staff for Conduct Examinations

1. Appointment of Centre In-charge are made by the University.
2. Appointment of other staff viz. Sr. Supervisor, Jr. Supervisor, Clerk, Peon, Waterman, Sweeper and Watchman are to be made by Centre In-charge in accordance with MGMIHS Notification.
3. It is necessary to entrust work of Jr. Supervisor to teaching staff only. In case there is shortage of teachers, it is necessary to obtain prior permission of the University to appoint non-teaching staff of the college. Appointment of a particular Jr. Supervisor should not be made when there is an examination of a particular subject schedule to be held and that same subject the concerned Jr. Supervisor teaches in the college/centre.
4. It is necessary to convene meeting of Jr. Supervisors one day prior to commencement of examinations.
5. Showing block wise appointment of Jr. Supervisor must be sent to the University within seven days of completion of examinations.

C. Seating Arrangement at Examination Centres

1. As per ratio one bench: one candidate, please verify total number of students to be accommodated in each room. While selecting rooms, please select those rooms which can accommodate at least 30 candidates. In case such types of rooms are not available, big halls can be used for the purpose. However, in such case, arrange one block consisting of 30 candidates.

2. It is necessary to display following information in each block/room regarding seating arrangement:

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI	
Exam Centre Name	
Block/Room No.	
Programme/Batch Year/Semester	
Date	
Time	
Subject	
Paper Number	
Seat Number	From to (Total Candidates:)
Total Candidates	
Total Present Candidates: _____ Total Absent Candidates: _____	

3. Keeping in view number of candidates to be accommodated in different rooms in chronological order, prepare a chart of whole seating arrangement for all examination days and for all sessions.
4. Clerks appointed for seating arrangement should be instructed to paste printed seat numbers on benches as per chart of seating arrangement. Please ensure that there should be sufficient space left in between two candidates so as to prevent them from resorting to copying.
5. On every evening, one day prior to examination day, seat number of candidates pasted on benches. After putting seat numbers, permission to enter in such room should not be granted without prior permission of Centre In-charge.
6. Information about total summary of seating arrangement should be displayed on board. The said board should be placed near the entrance gate of the College/ Institution one hour prior to commencement of examination. Also, instruction poster about malpractices and punishment should be displayed near blackboard and also near entrance of each room.

D. Duties and Responsibilities during Examination Period

1. All the peons should report for duty one and half hour prior to commencement of examination and should complete the cleaning work.
2. Work of opening of rooms should be done in presence of Centre Incharge.
3. Sr. Supervisor, Jr. Supervisors and Clerks should remain present at Examination Centre one hour prior to commencement of examination.
4. Blank answerbooks, J.S.R etc. should be kept ready in order to hand-over the same to each supervisor roomwise. Precaution should be taken while handling answerbooks. The same should

not be folded and also same should not get spoilt by means of water/dust/sweating. Instructions in this regard should be given to Jr. Supervisors and other staff members.

5. After ensuring Subject Code, Subject, Date and Time in conformity with schedule of examination, the packets containing question papers should be opened 15 minutes prior to commencement of examination. Prior to opening of these packets, all the columns should be filled in legible handwriting and duly signed. Also it is necessary to obtain signatures of Centre Incharge, Two students and Internal Vigilance Squad Chairman so as to confirm packets are sealed.
6. Jr. Supervisor should take with him packets of answerbooks and J.S.R. to examination blocks half an hour prior to commencement of examination.
7. Packets of question papers should be kept ready blockwise and also in accordance with number of students accommodated in one block and the same will be handed-over by Sr. Supervisor to Jr. Supervisor 5 minutes prior to commencement of examination.

Time Table

Bell	Details	Morning Session	Afternoon Section
First	Entry for Examinees into Examination hall	9.40	1.40
Second	Distribution of Question Papers & Answersheets of Section "A"	9.55	1.55
Third	Solving of Question Paper of Section "A"	10.00	2.00
Fourth	Collection of Answersheets of Section "A"	10.30	2.30
Fifth	Ten minutes before scheduled end timing	12.50	4.50
Sixth	Time is over and stop writing	1.00	5.00

Note: 1. Morning Session- 9.40 to 9.55: Announcement about important instructions in respect of Section "A" answersheet.

2. Afternoon Session- 1.40 to 1.55: Announcement about important instructions in respect of Section "A" answersheet.

Sanjay
28.6.24

Controller of Examinations



MGM INSTITUTE OF HEALTH SCIENCES

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GUIDELINES OF CONDUCTION OF THEORY EXAMINATION FOR SENIOR SUPERVISOR

Duties and Responsibilities of Sr. Supervisor

1. Centre Incharge should appoint efficient and alert Sr. Supervisor in order to avoid any type of malpractices. The Sr. Supervisor should brief Jr. Supervisors about the measures and instructions to avoid malpractices during the examination by the examinees. Also, Sr. Supervisor should announce following instructions in Examination Block/Hall prior to commencement of examination:-
 - *Candidates should not keep examination related materials either in examination block/room or with himself/herself. Also, should not carry any electronic gadgets like mobile/smart watch etc.,*
 - *Except drawing diagram related with the subject in answerbook, color pencil and color inks should not be used elsewhere.*
 - *Do not make any objectionable sign/s on answerbook and also any type of objectionable writing which does not pertain to the subject (viz. "Shri" or names of Gods/Goddess, etc.) should not be written on answerbooks.*
 - *Signs, Circle, Squares, etc. should not be made around any answer.*
 - *Such types of instructions are also mentioned on answerbook. In case of violation of these rules, action will be taken against said candidate under unfair-mean activity. All candidates should be apprised about the same.*
2. There will be two packets, one of question papers and another of answerbooks with Sr. Supervisor; out of which, packet of answerbook is to be handed-over to Jr. Supervisor who will carry the same to his / her respective block.
3. Five minutes prior to commencement of examination, Sr. Supervisor should hand-over question papers equivalent to number of the candidates to Jr. Supervisors and request Jr. Supervisors to keep

themselves ready for distribution of question papers to the candidates. Thereafter, Jr. Supervisors should make following announcements in front of candidates:-

- *Now question paper of Section "A" will be provided to candidates. After receipt of question paper, kindly check pages inserted therein. Question Papers which are torn out or Pageless or without printed matter, should be replaced immediately prior to writing of answerbook. Complaints regarding such type of question papers will not be entertained after completion of examination. Thereafter, candidates should write their respective seat numbers in prescribed place of front page. Candidates should read all the instructions printed on front page of answerbook. They should start solving question papers only after ringing of bell.*
- *While solving MCQ, instructions must be followed meticulously, e.g. while solving M.C.Q., black or blue ink should be used. Whitener should not be used. Once empty circle of option is darkened, don't erase it out with help of blade or eraser. If it happens like that, marks will not be allotted.*

L. Anand
28.6.24

Controller of Examinations



MGM INSTITUTE OF HEALTH SCIENCES

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GUIDELINES OF CONDUCTION OF THEORY EXAMINATION **FOR JUNIOR SUPERVISOR**

Duties and Responsibilities of Jr. Supervisor

1. Jr. Supervisor should be physically present full time at Examination Centre. Under any circumstances Jr. Supervisor will not leave Examination Centre. All the personal belongings (electronic items, calculator, mobile, written and printed papers, etc.) must be kept outside the examination hall and prior to solving of question papers by candidates. The candidates should be checked, if needed. During course of examination period, please check that candidates are not conversing with each other, no exchange of papers, no contact with outside person or any type of occurrence of malpractices.
2. Jr. Supervisor should ascertain hall ticket with candidate at the time of each paper.
3. Jr. Supervisor should remain present at the Examination Centre one hour prior to commencement and get apprised with information from Centre Incharge. All the concerned should set wrist watches in accordance with wrist watch of Centre Incharge.
4. Jr. Supervisor should take in his / her possession seat summary, blank answerbooks, blank J.S.R.s and tally the same with seating arrangement at his / her respective class.
5. Jr. Supervisor should take possession of question papers packets and keep themselves ready for distribution among candidates.
6. Jr. Supervisor should ensure that candidates have occupied their respective seats according to their seat numbers, photos on Hall Tickets belong to them. Jr. Supervisor will also give necessary instructions in this regard.
7. After distribution of Section "A" of question paper among candidate, Jr. Supervisor should ensure that seat number is written properly on OMR sheet. Also Jr. Supervisor should ensure that all information is filled up at prescribed place and as per prescribed procedure. Jr. Supervisor should put his/her signature on answersheets and Section "A" of question paper. He/she should put full signature on Section "A". Jr. Supervisor should note in his/her report the Serial Numbers of Answerbooks of candidates.

8. Separate answersheet must be provided for Section "A" and that must be withdrawn after 30 minutes. Five minutes before collection of answersheets of Section "A", Jr. Supervisor will distribute question paper of Section "B/C". At this time, Jr. Supervisor should take precaution that candidates are not disturbed while solving Section "A".
9. Instructions should be given to candidate during last period 10 minutes to draw slanting lines on the blank papers of Section "B/C" and also get the same done from them.
10. Those candidates who are absent, absentee of such candidates must be noted in Junior Supervisor Report with signature.
11. During examination period, candidate should not be allowed to leave Examination Centre under any circumstances. Also during examination period, no person or officer except officers appointed by the College/Institute Internal Vigilance Squad, will be allowed to enter into Examination Centre.
12. Jr. Supervisor should make announcement before the candidates and take action accordingly:-
 - *Announcement No. 1 : When time of solving Section "A" will be over. At the time, it is necessary for all candidates to hand-over question papers and answersheet. After distribution of answerbook of Section "B/C", please check pasted barcodes information pertaining to candidate i.e. Seat Number etc. is correct or not. And, then only write answers of Section "B/C" in answerbook. If not done like this, concerned answers will not be assessed.*
 - *Announcement No. 2 : There will be warning before 10 minutes prior to prescribed time limit for Section "B/C"; candidate should ensure that he / she has put signature in the prescribed space on the front page of answerbook. Slanting lines should be drawn on blank pages of answerbook.*
 - *Announcement No. 3 : Candidate should not put any type of sign of revealing identity. Information regarding "Revealing of Identity" is printed on Section "B/C" answerbook.*
 - *Announcement No. 4 : After completion of examination period, announcement may be made to all candidates to hand-over their respective answerbooks to me and no candidate shall leave his seat unless and until my collection and counting of answerbook is over.*
13. In case any candidate has written answerbook by resorting to malpractices by taking disadvantage of laxity of Supervisor and same has come to the notice of the University after completion of the Examination, suitable action will be taken against the concerned Supervisor.

G. Special Instructions

1. If any Candidate has written seat number of other candidate on answerbook of Section "A" inadvertently, he/she may be allowed to finish answerbook and thereafter, suitable rectification may be done on the said answerbook. Report in this regard may be sent to the University in a separate envelop.
2. Subject of any other candidate may not have been included in a seat summary due to an oversight and that at the said subject has been shown on his hall-ticket, he/she may be allowed to appear for examination and report may be sent to the University accordingly.
3. Evaluation of Section "A" is done on computer by using OMR technology through scanning. Therefore, the same should not be mishandled. While handling the said answersheets, extra precaution has to be taken before and after solving M.C.Q.; special instruction in this regard may be given.
4. Answersheet of Section "A" is of different nature. In order to fill up requisite information therein, Jr. Supervisors are supposed to guide candidates properly. As per rules, candidates may be instructed to write their Seat Number, Question Booklet Version Number, etc. on answersheet.
5. Jr. Supervisor must instruct students about Section "B/C" answerbook.

S. Kumar
28-6-24

Controller of Examinations

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI

Handing-Over of Answerbooks to the University Representative

Examination: _____

Date: _____

Theory Centre Name: _____

Morning Session

Time: _____

Course and Subject	Section "A"	Section "B/C"	Total Answerbooks	Total Packets of Answerbooks
Grant Total				

Afternoon Session

Time: _____

Course and Subject	Section "A"	Section "B/C"	Total Answerbooks	Total Packets of Answerbooks
Grant Total				

Signature of Receiver
(University Representative)

Signature of Centre Observer

Signature of Centre Incharge
and Seal of the College

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI

Junior Supervisor's Report

Date :-

Examination: _____ Centre: _____ Seat No. From: _____ To _____

Subject: _____ Block No.: _____ Total Strength of the Block: _____ Paper: _____.

Total No. of Answer-books sent in this bundle _____ Number of candidates in this block_____.

Seat Number of the Candidate's 'Present'	Main Answer-book No.		Student's Signature	Seat number of candidates 'Absent'
	Sec.A	Sec. B & C		
Total				

I certify that verified the candidate's seat number on each Answer-book submitted by each candidate in the book and that the same tallies with the number allotted by the University.

Sr.No.		Name	Signature
1.	Block Supervisor		
2.	Senior Supervisor		

**Blockwise Information regarding allotment of Jr. Supervisor for Jr. Supervisory duties
at Theory Exam Centre**

Exam (Month & Year) : _____

Centre Name : _____

Exam Date	Session	Block No.		
		Faculty of Examinee	Name of Jr. Supervisor	Suubject of Jr.Supervisor
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			
	Morning			
	Evening			

Date: ____/____/20____

Place: _____

Name and Signature of Centre Observer

Name and Signature of Centre Observer



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SOP FOR EVALUATION OF EXAMINATION FOR UG (MBBS)

(a) Theory Examination

1. There will be theory papers as per the title mentioned in curriculum as per UG CBME curriculum of the respective subject by NMC and adopted by academic council.
2. Every learner shall undergo a period of certified study extending over 4 ½ academic years, divided into nine semesters from the date of commencement of course to the date of completion of examination which shall be followed by one year of compulsory rotating internship.

a) **Attendance:**

There shall be a minimum of 75% attendance in theory and 80% in practical /clinical for eligibility to appear for the examinations in that subject. In subjects that are taught in more than one phase - the learner must have 75% attendance in theory and 80% in practical in each phase of instruction in that subject. There shall be minimum of 80% attendance in family visits under Family adoption programme. Each student shall adopt minimum 3 families and preferably five families. The details shall be as per Family Adoption Program guidelines.

Learners who do not have at least 75% attendance in the electives will not be eligible for the Third Professional - Part II examination/ NEXT.

b) **Internal Assessment:**

Learners must secure at least 50% marks of the total marks (combined in theory and practical clinical; not less than 40% marks in theory and practical separately) for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject. Internal assessment marks will reflect as separate head of passing at the summative examination.

Format of IA is as under:

(c) **Clinical / Practical and Oral Examination**

The examination will be held in person by respective Institutions following the standards and guidelines provided by the NMC.

1. University Practical /clinical examinations will be conducted in the laboratories and /or hospital wards. University practical examinations in all medical departments shall be conducted under CCTV surveillance wherever feasible, ensuring that the confidentiality and privacy of clinical subjects/patients are not compromised. The video footage must be submitted to the Dean of the respective Medical College by the Convener and retained for a period of six (6) months.
2. The Convener shall facilitate interaction between examiners and examinees at the commencement of each examination day, as per the University timetable. The Chairman (i.e., the senior-most examiner) shall provide a detailed explanation of the practical examination format and the scheme of mark distribution to each batch of students





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3. Viva / Oral examination will assess approach to patient management, emergencies, and attitudinal, ethical and professional values. Candidate's skill in interpretation of common investigative data, X-rays, identification of specimens, ECG, etc. is to be also assessed. Each department of the medical college must prepare an adequate number of structured questions that align with the "must-know" topics for the viva examination. Students will draw question chits or slips at random and answer the questions accordingly. The number of questions drawn by each student can be capped based on the weightage of marks. The set of capped questions should consist of good mix of easy, moderate and hard questions
4. Four examiners (Two internal and Two external) will together take clinical / practical and viva-voce examination together, and not in isolation.
5. Clinical examination for the subjects in Clinical Sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/Teacher, for which candidates shall be examined as per the criteria mentioned by NMC in the UG CBME curriculum.
6. Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.
7. The convener must ensure that none other than those detailed officially for examination duties enters the examination venue and the adjoining corridors under any pretext.

After conducting practical / clinical and Viva-Voce examinations at departments, examiners will upload final marks in the examination portal through OTP based login of the convener. The marks entered shall be reviewed by all examiners before final submit. On final submission, a printout of marks submitted shall be taken and signed by all examiners and send to University in a sealed envelope marking confidential.
8. If a student has not achieved the minimum passing marks in the practical examination assigned on the day of the examination, the reasons for their underperformance must be clearly documented and the student wise report to be attached (Annexure-1). These remarks must be countersigned by all the Examiner and the Convener.
9. The uploading will be done by the Convener in presence of other examiners, maintaining due confidentiality. No clerical staff will be involved in entering marks.
10. The Oral examination shall be thorough and shall aim at assessing the candidate knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the speciality, which form a part of the examination.
11. There should be adequate and relevant clinical material/ cases/ exercise/OSPE-OSCE Stations, available for testing the clinical knowledge and demonstrate skills by the exam appearing candidates.





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12. Question paper of Practical examination (detail list of experiments / Long Case/Short Case / Micro teaching topic) submitted to the examination section along with Answer books in the format provided by examination Section in a printed form so that a record is maintained by the exam office (Format attached Annexure 2).
13. The Practical examination questions/ clinical cases/ OSCE/ OSPE/ station for assessment should be prepared by Convener with consensus of external examiners and must ensure the confidentiality of the same.
14. The entire practical examination including oral examination must be under CCTV surveillance and the recording should be safely and confidentially saved /stored by Convener / Head of the Department, one copy of the recording to be submitted to UG section of respective Dean office. In addition to above one copy of video recording of University practical examination to be submitted to examination section of MGMIHS as repository. Submitted to examination section in the form of pen drive. The quality of video and audio should be good.

S. S. S. S.
04/07/2025

Controller of Examinations
MGM Institute of Health Sciences,
Navi Mumbai



**MGM INSTITUTE OF HEALTH SCIENCES**(Deemed to be University u/s of 3 UGC Act, 1956)
Accredited by NAAC with 'A' Grade**FOR UNDERGRADUATE
SPECIFIC REPORT TO BE SUBMITTED BY EXAMINERS FOR UNDERPERFORMANCE
(Less than 40%) OF STUDENTS IN UNIVERSITY PRACTICAL EXAMINATION***Please rate on scale of 1-10, comments can be mention wherever applicable*

(On a scale of 10 where: Best =10, Better =9, Very good=8, Good=7, Above Average=6, Average=5, Below average=4, Weak =3, Very Weak=2, Not Applicable =1)

Candidates Seat Numbers:	Comments with Rating
Standard of the written and Verbal answers of Practical Examinations	
Students' performance in relation to the exercise/ practical question/ Clinical Exercise/Long Case/ Short Case etc	
Quality of candidates' knowledge and skills, with particular reference to the exercise/ practical question/ Clinical Exercise/Long Case/ Short Case etc (Please specify)	
Rate the Performance of the students in psychomotor and affective domain if applicable to the given Practical Examination Question	
Rate the Performance of the students in clinical and procedural skills based on direct observations by the examiners	
Clinical decision-making skill or "the cognitive processes which constitute professional thinking	
Knowledge, skills, and values that are requisite for professional practice-clinical-reasoning and decision-making.	

	Name of Examiner	College Name	Signature with Date
Name of Convener :			
Name of Internal			
Name of Internal			
Name of External :			
Name of External :			
Name of External :			





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Annexure -2

Practical Examination In Date/Month/year	
Name of Programme	Under Graduates University Examinations
College	MGM Medical College, Navi Mumbai / Aurangabad
Department	

Question No	Seat No	Title of Practical questions (Experiment /Question/ Long Case/Short Case/ OSPE/OSCE/ Spotting)	Allotted Marks

1. Name & Signature of Convener	2. Name & Signature of External examiner
3. Name & Signature of Internal examiners	4. Name & Signature of External examiners



MGM Institute of Health Sciences

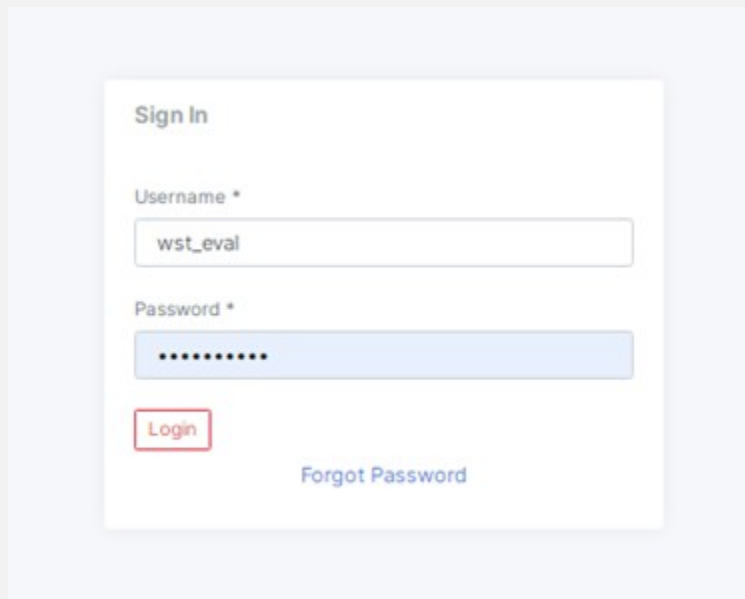
GUIDELINES FOR ONLINE EVALUATION

Steps for Evaluator Guide

Link – Enter URL here Ex - osm.mgmuhsapps.in

1. For **EVALUATOR LOGIN** goto **URL** from your browser (Google Chrome / Mozilla Firefox) and put your username and password which is received on **registered Email and Mobile Number. (Please check Inbox / Spam folder if not received)**
2. Make sure you are entering an username and password without adding spaces.
3. An username and password are case sensitive.

Evaluated Sign In Page



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username *** (Label) with a text input field containing 'wst_eval'.
- Password *** (Label) with a password input field containing eight dots.
- Login** (Red button)
- Forgot Password** (Blue link)

Verify Passcode

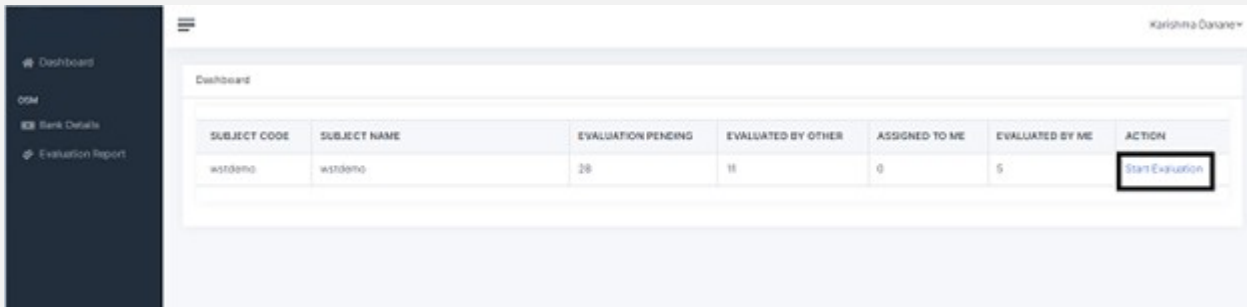
1. After entering an username and password you will receive a numeric **Passcode (OTP)** on registered Email and Mobile number.
2. If your username & password is incorrect, you will receive one time passcode on your registered email & mobile number. You have entered the passcode here to pass two-factor-authentication.



A screenshot of a web form titled "Passcode (OTP)". The form is white with a light blue border and is centered on a light blue background. It contains a label "Passcode *" above a text input field. The input field has a blue border and contains the placeholder text "Passcode". Below the input field is a red rectangular button with the text "Verify" in white.

Dashboard

1. After successful login you will land on the dashboard.
2. Dashboard shows evaluation summary of all tests assigned to you.
3. You will be able to see the evaluation summary like :
 - **Subject Code** –It describes a particular subject assigned to the evaluator.
 - **Subject Name** - It describes a particular subject code name.
 - **Evaluation Pending** - It describes the total number of answer booklet is remain or pending for evaluation.
 - **Evaluated by Other** - It describes the number of answer booklets evaluated by others.
 - **Assigned to me** - It describes the total number of answer booklets assigned by you.
 - **Evaluated by me** - It describes the total number of answer booklets evaluated by you.
4. On the dashboard you can click on the “Start Evaluation” button to start the evaluation.. It will automatically assign an answer paper to you.

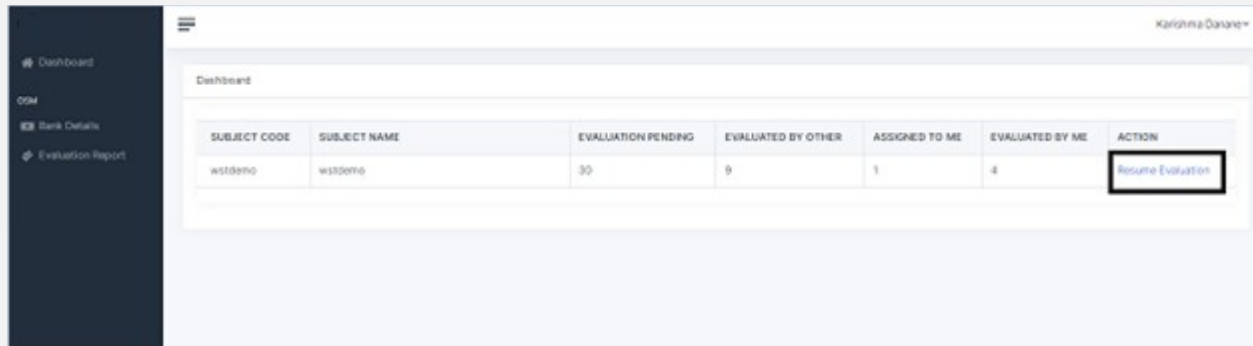


The screenshot shows a web application dashboard. On the left is a dark sidebar with navigation links: 'Dashboard' (selected), 'Bank Details', and 'Evaluation Report'. The main content area is titled 'Dashboard' and contains a table with evaluation data. The table has columns for Subject Code, Subject Name, Evaluation Pending, Evaluated by Other, Assigned to Me, Evaluated by Me, and an Action column. A single row of data is visible with values 28, 11, 0, and 5. The 'Start Evaluation' button in the Action column is highlighted with a red rectangle. The user's name 'Karishma Dhanraj' is visible in the top right corner.

SUBJECT CODE	SUBJECT NAME	EVALUATION PENDING	EVALUATED BY OTHER	ASSIGNED TO ME	EVALUATED BY ME	ACTION
wst08no	wst08no	28	11	0	5	Start Evaluation

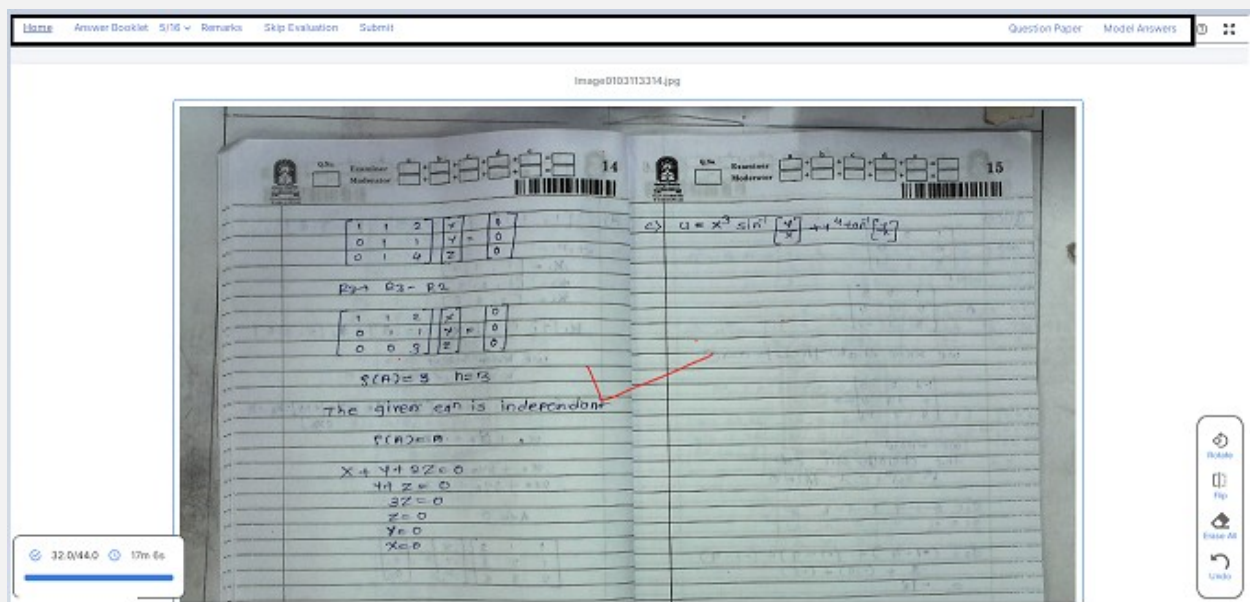
Resume Evaluation

1. If you start the evaluation after assigning the paper and for some reason evaluation is pending you can restart or resume the evaluation by clicking on this resume evaluation link.



Navigation buttons

1. On the top of the page shows navigation buttons. Navigation buttons: Show Answer Book, Show Question Paper, Show Model Answers, Show Remarks, Show Booklet Pages, Show Skip Evaluation, Show Submit Paper.



Answer Book

1. You can now start evaluation. Right side of this page shows all the scanned images.
2. You can use a mouse scroll to see images one after another..
3. Student information pages are masks.(hide student Seat No)

Home **Answer Booklet** 116 v Remarks Skip Evaluation Submit

Question Paper Model Answers

Karishma Doner

Image0903153258.jpg

Q1A 5.0

Q1B 5.0

Q1C 5.0

Q1D 5.0

ANY 4 OF 7 = 0.0

Q2A 6.0

Q2B 6.0

Q2C 6.0

Q2D 6.0

Q2E 6.0

Q2F 6.0

Q2G 6.0

0.0/64.0 0m 10s

6

7

d) $\tanh x$
soln
 $y = \tanh^2 x$
diffn w.r.to x
 $y_1 = \tanh^2 x \cdot \frac{1}{1+x^2}$
 $(1+x^2)y_1 = \tanh^2 x$
 $y = \tanh^2 x$
 $(1+x^2)y_1 = y$

e) $w = \gamma(1+y^2)$
diffn z =
 $z = \gamma(1+y^2)$
diffn w.r.to z
 $\frac{d}{dz} \left(\frac{\gamma(1+y^2)}{\gamma(1+y^2)} \right) = \frac{d}{dz} \gamma$
 $w = \frac{d}{dz}$
 $m = 1$
By Binomial theorem
 $(1+x)^m = 1 + m \cdot x + \frac{m(m-1)}{2!} x^2 + \frac{m(m-1)(m-2)}{3!} x^3 + \dots$
 $= 1 + (1) \cdot x + \frac{(1)(1-1)}{2!} x^2 + \frac{(1)(1-1)(1-2)}{3!} x^3 + \dots$
 $= 1 + x + \dots$

Marking Window & Display Message

1. Drag your mouse to the left side corner of the page, the marking window will open.
2. You have to enter marks for each question in their corresponding text boxes. Subtotal and total are dynamically computed based on your entries.
3. When you enter marks in the textbox and press enter, a message will be displayed on the right side, if marks are saved successfully. Total marks and subtotal are updated dynamically.

The screenshot displays the Marking Window interface. On the left, a marking table is visible with columns for question ID, marks, and a score. The table is as follows:

Q1.A	1.0	5.0
Q1.B	1.0	5.0
Q1.C	1.0	5.0
Q2.A	1	6.0
Q2.B	1	6.0
Q2.C	1.0	6.0
Q3.A	1.0	7.0
Q3.B	1.0	7.0
Q3.C	1.0	7.0

The central area shows a handwritten solution for a problem involving $\tanh x$ and its derivative. The solution is written on lined paper and includes the following steps:

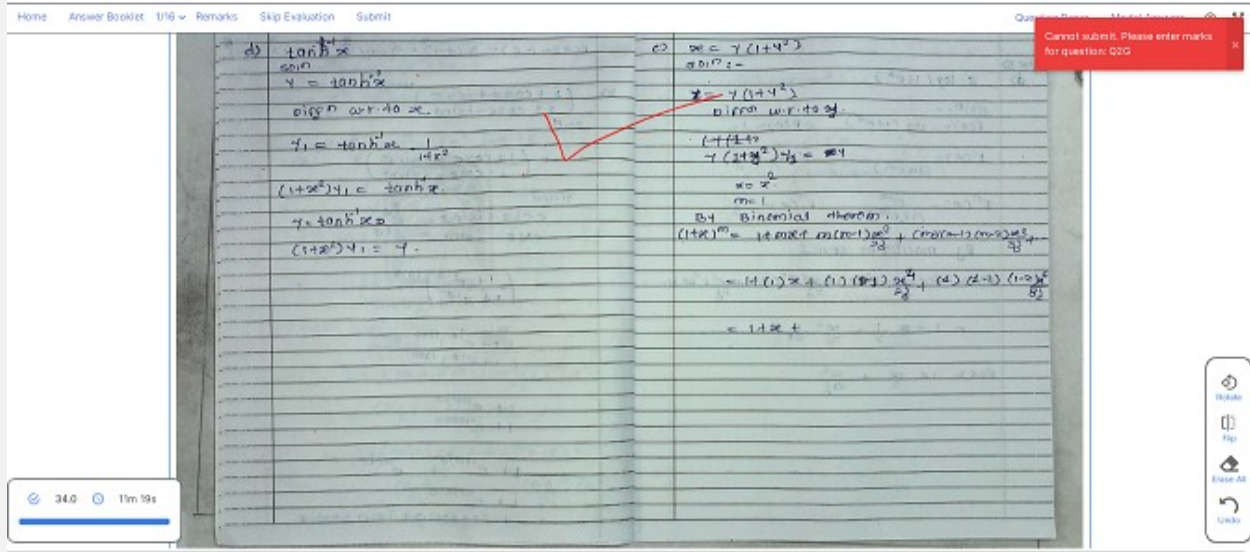
d) $\tanh x$
 soln
 $y = \tanh x$
 diff w.r to x .
 $y_1 = \tanh x \cdot \frac{1}{1+x^2}$
 $(1+x^2)y_1 = \tanh x$
 $y = \tanh x$
 $(1+x^2)y_1 = y$

The right side of the interface shows a message panel with the following text:

Saved: (Q1.A) -- (1.00) marks
 Saved: (Q1.B) -- (1.00) marks
 Saved: (Q1.C) -- (1.00) marks

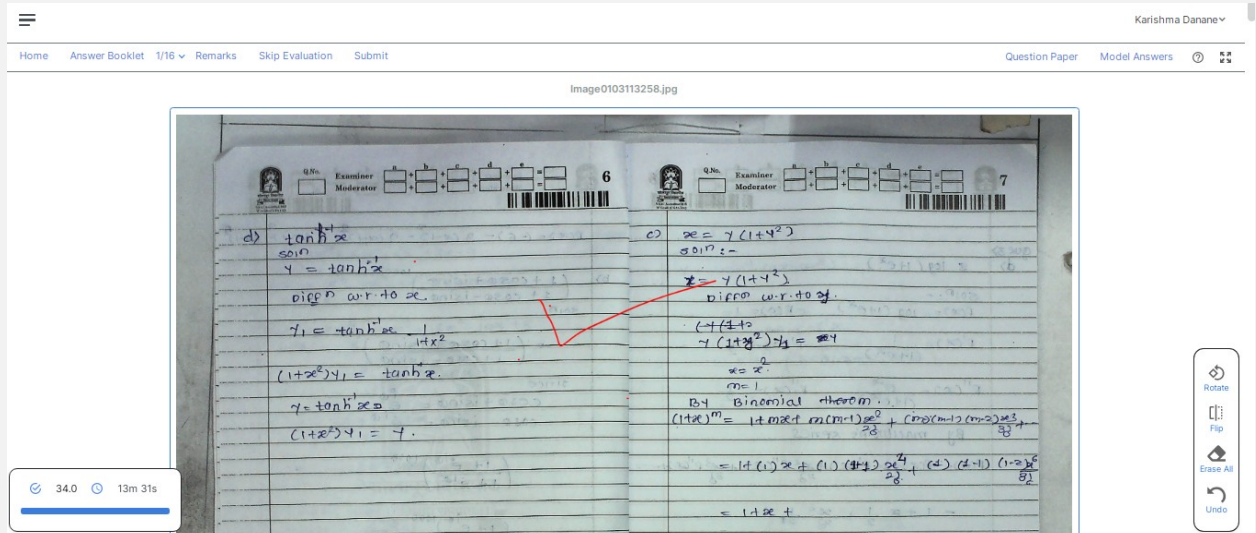
Error Message

1. Without entering each & every question mark paper can not be submitted, and if a student is not Eligible to get a single mark then you have to enter zero in the marking window. If you enter nothing in the marking window you get an error like this.



Marking / Drawing

1. You can use your mouse to draw mark on the scanned image. Marking/ drawing on each scanned image is necessary otherwise you will not be able to submit the answer paper.



Short keys for mark

1. You can also use short keys for mark scanned images, just press **control button+left mouse click** for right mark & **control button+alt button+ left mouse click** for wrong mark. Right mark will be shown in green & the wrong mark will be shown in red.

The screenshot shows a scanned image of a handwritten answer sheet for a Business Statistics exam. The interface includes a sidebar on the left with a table for marking questions:

Q No.	Mark
Q1A	5.0
Q1B	5.0
Q1C	5.0
Q1D	5.0
ANY 4 OF 7 = 19.0	
Q2A	5.0
Q2B	4.0
Q2C	6.0
Q2D	5.0
Q2E	5.0
Q2F	6.0
Q2G	6.0

At the bottom of the sidebar, there are buttons for '34.0' and '15m 20s'. The main area shows the handwritten answers with green checkmarks and red crosses indicating the marking status. On the right, there are icons for 'Rotate', 'Flip', 'Erase All', and 'Undo'.

Question paper view

1. Clicking on the Question Paper button will show this section.

The screenshot shows a question paper for the BA-2008000206020002 Third Year B. Com. (Honours) (Sem. VI) Examination, April - 2022. The paper is for Business Statistics: Paper - VI. The time is 2 Hours and the total marks are 60. The instructions are:

- (1) All candidates must write their names and roll numbers in the space provided.
- (2) Figures to the right indicate full marks of questions.
- (3) Simple calculator can be used.
- (4) Statistical tables and graph papers will be provided on request.
- (5) Unaided solutions are used.

Attempt any three questions from Questions 1 to 4 :

1 (a) Explain briefly statistical decision theory. What are the ingredients of a decision problem? 6

(b) Each unit of a product produced and sold yields a profit of Rs. 50 where as a unit produced but not sold results in a loss of Rs. 30. The probability distribution of the number of units demanded is as follows : 6

No of Units demanded	0	1	2	3	4
Probability	0.20	0.30	0.25	0.10	0.05

How many units should be produced to maximize the expected profit? Also calculate EVPI.

Model Answers View

1. Clicking on the Model Answer button will show this section.

The screenshot displays a sample question paper for the Third Year B. Com. (Honours) (Sem. VI) Examination, April - 2022, Business Statistics : Paper - VI. The paper includes a barcode, exam details, instructions, and a list of questions. The 'Model Answers' button in the top navigation bar is highlighted with a red box.

BA-2008000206020002
Third Year B. Com. (Honours) (Sem. VI) Examination
April - 2022
Business Statistics : Paper - VI
Time : 2 Hours] [Total Marks : 50

Instructions :
(1) (2) Figures to the right indicate full marks of questions.
(3) Simple calculator can be used.
(4) Statistical tables and graph papers will be provided on request.
(5) Usual notations are used.

Attempt any three questions from Question 1 to 6 :

1 (a) Explain briefly statistical decision theory. What are the ingredients of a decision problem? 6
(b) Each unit of a product produced and sold yields a profit of Rs. 50 where as a unit produced but not sold results in a loss of Rs. 30. The probability distribution of the number of units demanded is as follows : 6

Remark / Comment view

1. Clicking on the remark button will show this section. You can add remarks/comments here. You can also see your evaluation history here.

The screenshot displays the Remark / Comment view section. It includes a form to add remarks and a list of evaluation history. The 'Remarks' button in the top navigation bar is highlighted with a red box.

Write your remarks here...

Add Remark

2022/10/11 11:39:16 1270.01 admin
+ Karishma Danane

2022/10/11 11:36:59 1270.01 admin
+ Karishma Danane

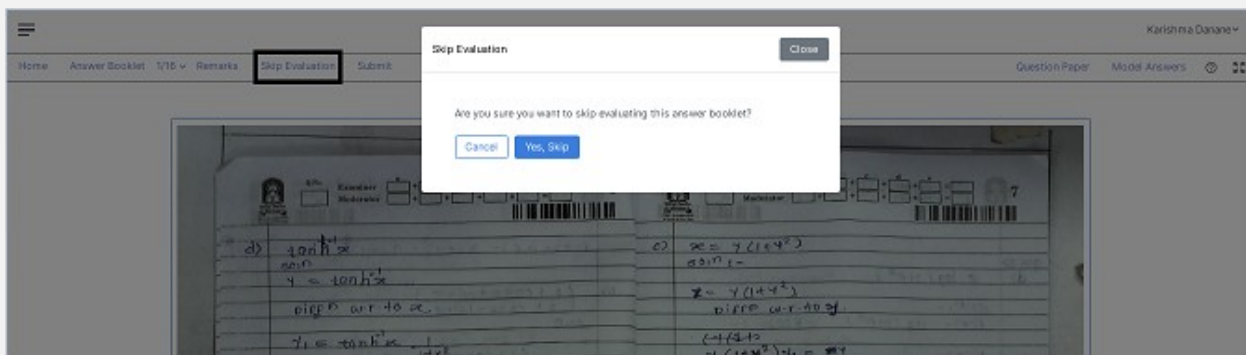
2022/10/10 17:51:14 103121154162, 172.190.01 eval_demo
rule2_rulegroupquestion2_7_Q2G 4.0

2022/10/10 17:51:13 103121154162, 172.190.01 eval_demo
rule2_rulegroupquestion2_6_Q2F 4.0

2022/10/10 17:51:13 103121154162, 172.190.01 eval_demo
rule2_rulegroupquestion2_5_Q2E 4.0

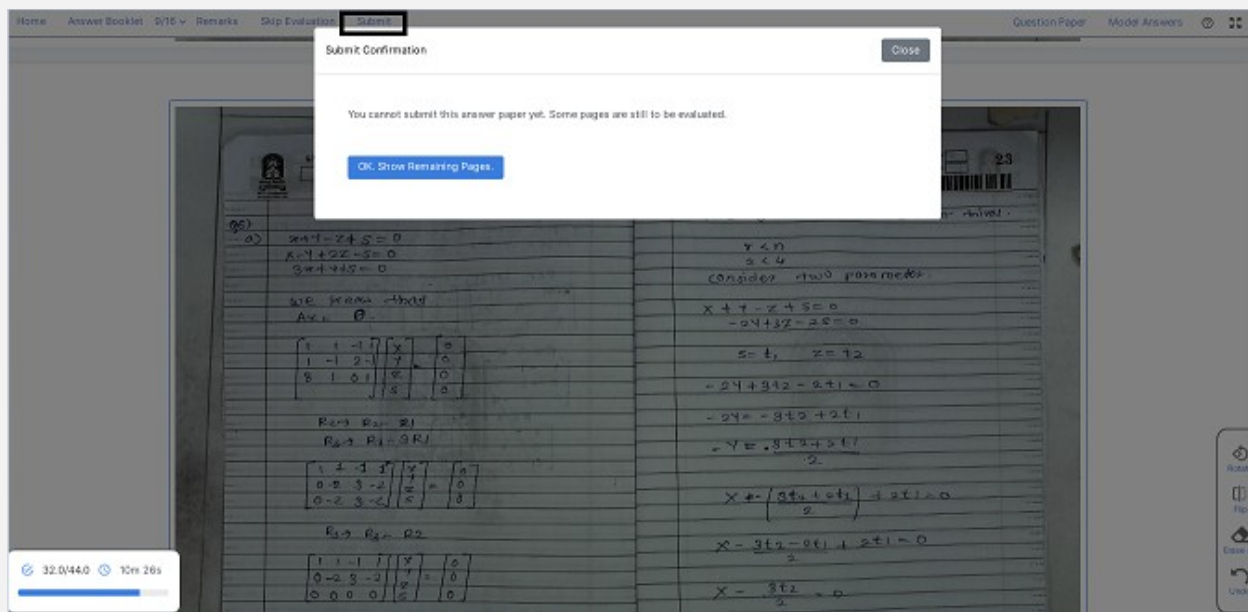
Skip Evaluation

1. If you found any mistake or error in the answer booklet like:
 - Answer paper pages not visible.
 - Answer paper pages missing.
 - Answer paper not properly scanned.
2. At that time there is one button to skip this particular paper or answer booklet & you have to add a comment in the comment box to skip the paper.



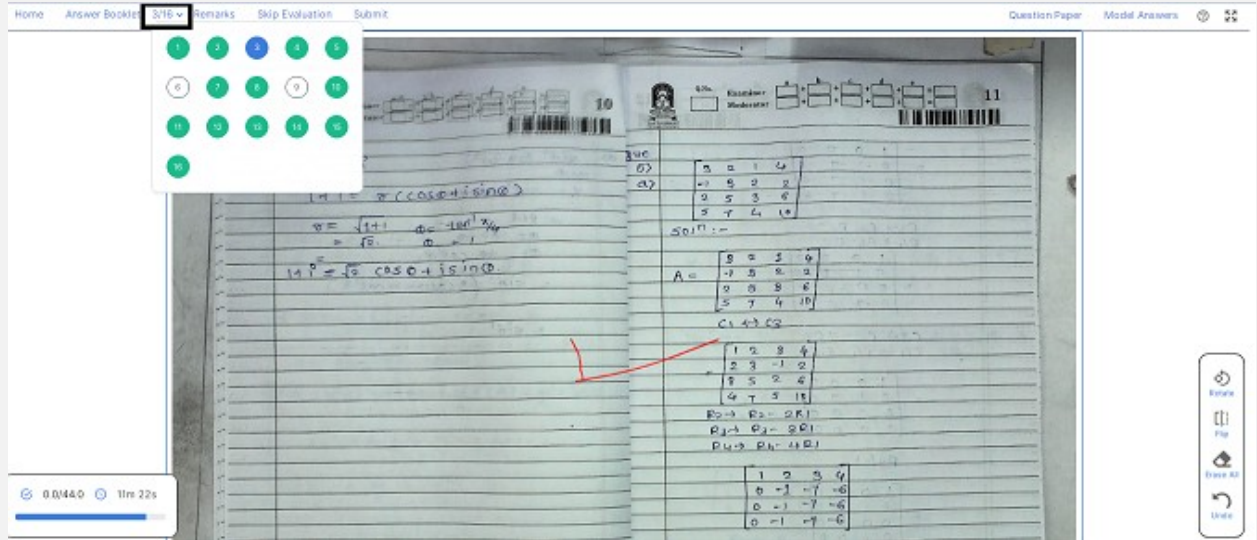
Submit section (Remaining pages view)

1. Clicking on the Submit button will show this section. You will be able to submit the answer paper only after you have visited and marked all the scanned pages in the booklet. i.e. All buttons in PG sections should be green.



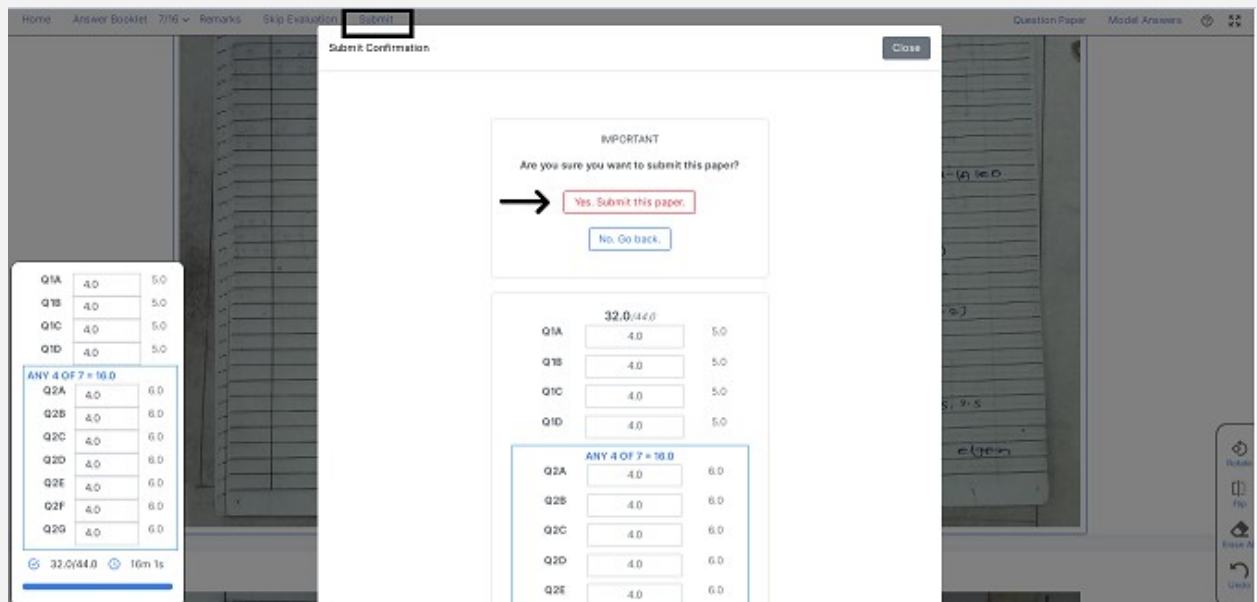
Page index view

1. Clicking on the Page Index button will show you this section. You can click on any of these buttons to jump to the page in the scanned answer paper booklet. Pages already visited are shown with green buttons



Submit Section

1. Click on the Submit button to submit the paper after evaluation is completed and it will show the result summary.



The same evaluation process is followed by the following users.
Moderators, Revaluator, Reval Moderators or Second Revaluators

Thank You



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MGMIHS/X-I/2023

Date: 20.11.2023

NOTIFICATION NO : 546 /2023

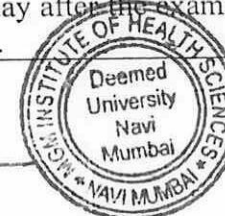
APPLICABLE FROM 27TH NOVEMBER 2023 ONWARDS

REVISED RULES FOR ADMISSIBLE MANPOWER AND RATES OF REMUNERATION FOR CONDUCTING UNIVERSITY THEORY, PRACTICAL & CAP EXAMINATIONS:

A. THEORY EXAMINATIONS

Sr. No.	Designation	Authorization Criteria	Rates of Remuneration
1	Dean / Principal	Overall In-Charge	Rs. 2,000/- for entire Examination period.
2	Centre Observer*	Normally One per exam center. (to be appointed by the University)	Rs.1000/- per day for Examination Period. (One day prior to commencement of Examination & One day after end of Examination is allowed)
	Centre In-Charge (Theory Examination)	One per exam centre (to be appointed by the University) If separate centre in-charge is appointed for Morning and Evening session, then the total remuneration will be equally divided between 2(Two) persons.	Rs 1000/- per day for actual examination days and for one day prior to commencement of examination and one day after the examination Rs.400/- per day for non-examination days. It also includes the date on which answer books /question paper are received at examination centre till final dispatch of answer books to University. However it does not includes the days for which Rs. 1000/- is paid i.e. the day prior to examination the day after the examination and the actual examination days.

Signature
22.11.23





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Sr. No.	Designation	Authorization Criteria	Rates of Remuneration
3	Senior Supervisor	One per examination center for every 400 candidates or part thereof. If separate senior supervisor is appointed for Morning and evening sessions then the total remuneration will be equally divided between 2 (two) persons	Rs.600/- per day only for actual examination days
4	Junior supervisor	One each for every block of 30 candidates	Remuneration Rs.400 per session
5	Relieving Junior supervisor	One relieving supervisor for every 150 candidates per session or part thereof	
6	Watchman	Min one per shift of 8 hrs i.e. Max Two watchmen per day from date of receiving papers till date of dispatch of answer sheets	Rs. 150/- per shift of 08 hours each.
7	Waterman	One each for 90 candidates	Rs. 150/- per day only for actual examination days
8	Clerk (Stationary and other work)	One per examination center	Rs.900/- for entire examination period (Theory + Practical exam)
9	Accounts/ Clerk/Cashier	One per examination center	Rs.1250/- for entire examination period (Theory + Practical exam)
10	Peon for centre I/c / Observer's office	One per examination center	Rs. 150 /- per day only for actual examination days (Theory + Practical exam)
11	Sweeper	One per examination center	Rs.150/-per day only for actual examination days (Theory + Practical exam)

Signature
22.11.23





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STANDARD OPERATIVE PROCESS FOR RAISING OBSERVATION(S) ON THEORY QUESTION PAPER OF UNIVERSITY

Procedure For Raising Observation(S) on Theory Question Paper of University

Step I (Reporting in first 30 mins)

Observation in university theory examination shall be reported in first 30 minutes as per the procedure mentioned below:

All concerned Head of the Institution, Head of Department, Teaching faculty, Centre In charge be informed about the procedure for raising observations (s) in theory question paper of University examination

- The subject expert appointed by Head of the Department shall reach the examination hall on scheduled date and time of exams
- The subject expert shall screen all the sections of question paper for following observation:
 - i. Out of syllabus questions
 - ii. Typographical error
 - iii. Inadequate option
 - iv. Confusing option
 - v. Repeat question
- If there are no reportable observation(s) then the message stating “THEORY PAPER IN ‘SUBJECT’ IS OK” shall be sent to only Joint Controller of Examinations within 15 minutes, from both the centres.
- The case of observation(s), the same shall be reported within 15 minutes from the time of commencement of exams to following competent authorities

Competent Authorities	Contact Number
i. Hon’ble Vice Chancellor	9422202126
ii. Controller of Examinations/ Jt. Controller of Examinations	022-27437630 8879047048

- Such observation (s) reported to competent authorities will be immediately addressed ,corrective measures will be taken and informed accordingly

- In case, immediate resolution is not possible then a written intimation of the same shall be submitted by the concerned invigilator through proper channel to Controller of Examination within 24 hrs from the date of examination.
- Cooperation from all concerned will be appreciated

Step II

Observation in university theory examination shall be reported in writing to examination section as per the procedure mentioned below:

1. Any observations in University theory examination shall be duly signed by the student(s) as per the format (Annexure-A). It should be presented to the Dean/Principal/Centre In-charge of the respective College of the student(s).
2. All such complaints/queries raised by the student(s) during University Theory Examinations session shall be forwarded through Dean/Principle/Centre In-charge / Centre Observer to the Controller of Examinations through Electronic Gadget/Equipment/Email and hard copy of same by speed post for further necessary action.
3. Above mentioned complaints completed in all respect should reach the Controller of Examinations within a period of seven days from the actual date on which written University examination of the subject has been held.
4. All valid complaints received by Controller of Examinations will be referred to paper setter, one additional neutral expert, BOS Chairman, Dean of the Faculty for their comments and thereafter to Board of Examinations for suitable decision on the subject.
5. The marks obtained after reevaluations will be considered as final result the previous result will stand null and void.
6. Format for the complaint will be as per **Annexure-A attached.**



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Annexure : A

FORMAT FOR RAISING OBSERVATIONS / COMPLAINTS ON THEORY QUESTION PAPER OF

Name of the student /Teacher	Designation of teacher & Dept	Seat No.	Name of the College	Subject/Paper	Course	Question No.	Nature of Complaint i.e. out of syllabus/ printing error etc.	Signature of the student with date

Forwarded through

Principal /Dean/Center-In-charge

Sign and Seal



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Annexure : B

COMMENTS OF THE SUBJECT EXPERT

(Teacher of the cadre of examiner level)

Name of the Invigilator	Designation and Department	Contact No & E-mail ID	Signature with Name

Forwarded through

Principal /Dean/Center-In-charge

Sign and Seal



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GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR STUDENTS WITH DISABILITIES

- A. The term examination stand for all Annual/Semester examinations conducted by the University.
- B. The facilities specified in the Document will include the following categories of students:

Sr. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities.	➤ Writer ➤ Compensatory Time, as per rule
(b)	Students with low vision	➤ Writer (If the permanent disability of the students may be a hindrance in his/her ability to write the Examination)
(c)	Students with orthopedics disability	➤ Writer (If the candidate is unable to write his/her examinations himself /herself) ➤ Compensatory Time, as per rule (Where the facility of writer is availed of his disability may be a hindrance in his/her ability to write the examination)
(d)	Students with cerebral palsy and other brain related ailments that demand support system	➤ Writer (If the candidate is unable to write his/her examinations himself/her self) ➤ Compensatory Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the examination)
(e)	Students with hearing or speech impairment	➤ A sign interpreter ➤ Extra Time, as per rule

The facilities mentioned against each category in respect of the students of above categories may be provided by the Controller of the Examination after obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

- A. The candidate, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels as per the requirements of the examination
- C. The writer should be less qualified than the examinee. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Controller of Examinations and to the visiting team if required.
- D. The writer must be paid on the last day of the examination by the Centre In charge. Each centre may claim the required remuneration in from the University after the examination is over.
- E. The fee for the writer, scribe, interpreter and Invigilator is to be borne by the University.
- F. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
- G. If required, each examination centre must arrange for a sign language interpreter for the candidates with hearing/speech impairment. The interpreter should be available for the entire duration of the examination.
- H. Extra time over and above the prescribed time for a paper will be 1/3rd of the duration of examination
- I. The seating arrangements for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible.
- J. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer but are permitted extra time
- K. The institution must get prescribed Performa for writers duly filled by the writers/scribes/interpreters obtain the receipts of payments made to them
- L. A statement showing the particulars (such as Roll No. Name, Course, College and date of Examination) of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination branch along with the writer's proforma, receipt of payment, copy of the admit card and copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and avoid any future discrepancies.

Certificate regarding physical limitation in an examinee to write.

This is to certify that, I have examined Mr/MS/ Mrs _____
 (name of the candidate with disability), a person with _____ (nature and
 percentage of disability as mentioned in the certificate of Disability), S/o/D/o
 _____, a resident of _____
 (village/ District / State) and to state that he /she has physical limitation which
 hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/
 Medical Superintendent of a MGM

Name & Designations

MGM Medical College with seal

Place:

Date:

Note :

Certificate should be given by a specialist of the relevant stream/ disability (eg.
 Visual impairment- ophthalmologist, Locomotor disability- Prothopaedic specialist/
 PMR).

Letter of Undertaking for Using Own Scribe

I _____ a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the Centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:



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Standard Operating Procedure (SOP) for Retention and Disposal of Examination Papers and Other Documents

1. Preamble

The retention and disposal of University records refers to the practice of determining the length of time each record must be retained before the record can be destroyed, application of that retention period and eventual destruction (disposal) of the record and maintenance of destruction records in permanent manner.

Examination Papers and Records contain sensitive personal information and are to be disposed of by physical destruction in such a way that they cannot be retrieved or reconstructed.

2. Purpose

This guideline is intended to ensure that students' examination scripts and related records are retained for sufficient period of time to address any examination related grievances by the students and dispose the examination scripts and related records in an appropriate manner after the end of such time.

3. Scope

These guidelines apply to Examination section of the MGMIHS. It is the responsibility of the Examination section of the MGMIHS to dispose the dissertations, examination answer scripts and related records in an appropriate manner at the end of such time as they have served a specifically defined purpose.

4. Policy

4.1 Retention

The schedule below outlines the minimum storage requirements for examination answer scripts and related documents pertaining to University Examinations and Entrance Examinations:

	Type of Record	Retention Period
a)	Examination scripts (used answer booklets/Answer sheets), multiple choice question OMR answer sheets, Question Booklets & Dissertation	A minimum period of Five Years from the date of announcement of results
b)	IVS report, Tabulation check lists, Marks sheet submitted by examiners, Coding slips, Examination application and attendance statement & other related documents	
c)	Original Question Paper submitted by examiners (Used)	
d)	Convocation applications submitted by eligible candidates	A minimum period of Five years from the completion of respective convocation



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Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related papers shall be retained until the matter is finalised or all available appeal avenues are exhausted. When the matter is finalised, the standard requirement to retain examination scripts for a minimum of a further 5 years applies. Completed scripts and record should be held in a secure location with restricted access.

4.2 Disposal

Records that are ready to be disposed must go through the following procedures:

- a) Shifting of all answer sheets/booklets and other records to the store-room after the expiry of period given above.
- b) Answer sheets/MCQ papers/Mark lists/Evaluation sheets/ Question Booklets etc are arranged and bundled systematically kept in racks in the store room.
- c) Records must be destroyed by shredding or any other appropriate means.
- d) Destruction must be handled in a secure and confidential manner.
- e) Once the destruction is completed, destruction records signed by the Controller of Examinations shall maintained.
- f) The shredded paper bits shall be sold for recycling to approved paper vendors.