



**Dr. Vithalrao Vikhe Patil  
Foundation's  
Medical College &  
Hospital.**



**NAAC Accredited A+ & NABH & NABL Accredited**

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**Dt: 23/09/2023**

## **Information on examination reforms:**

The conduct of examinations and declaration of results is one of the important activities of Autonomous Institute. The Examination Cell is backbone of the examination system. The UG examination conducted as per academic calendar.

The examination system of the college is impartial, efficient, reliable and transparent and strictly follows the rules and regulations. Functioning of Examination Cell has undergone according to the Academic Calendar. The Department tries hard towards these goals to achieve credibility. Exam cell is planned to smooth conduct of examinations and timely declaration of results within a month after conduct of examination. The institute has taken several initiatives to ensure better standards and improve precision, efficiency and transparency in the various steps involved in the conduct and declaration of results of examinations. Steps are taken to minimize the errors and mistakes and ensure better accuracy and efficiency during paper setting, conduct of the examination, collection and assessment of answer paper, entry of marks on the answer copies and mark lists, etc. .

## **Uses of ICT**

The Examination Cell is using Information and Communication Technology (ICT) in the following examination-related works:

- Computerization of most steps in the examination system.
- Result Processing
- Availability of information and results on Institute Website
- Availability of Wi-Fi facility and Intercom facility

**Examination Cell:** The College has an Examination Cell. The dean is the Chairman of the Examination Cell.

Sr. No.	Name of faculty	Designation
1	Dr. Sunil N. Mhaske	Chairman
2	Dr. Abhijit Awari	Incharge
3	Dr. kiran Buge	Member- coordinator
4	Dr. Rahul Ghone	Member
5	Dr. Seshla sadananda	Member
6	Dr. Vijay Kumar	Member
7	Dr. Abhijit Shinde	Member
8	Mr. Jagdish Chavan	Member
9	Mr. Prasad kajale	Member
10	Mr. Nanasaheb Warale	Member
11	Mr. Gholap Ravindra	Member
12	Dr. Gopal Bagal	Member secretary

The Examination has its own printing unit for printing of Question papers and other relevant confidential document and having separate printer machine. For smooth conduct of examination process, different Committees like, Examination Committee and Students Grievance Committee worked together. Frequency meetings with all the faculty heads are organized for solving the examination and academic hurdles and inviting their valuable suggestions from time to time.

The Controller along with this Committee successfully handles Pre-examination and post-examination process. The Pre-examination process consists of time table generation, making attendance sheet, appointment of Invigilators; and Post

Examination Process consists of declaration of examination result and releasing of merit list.

The office of the Controller of Examination has been provided sufficient facilities to smoothly conduct the Examination related work in fair and transparent manner. Steps are taken to minimize the errors and mistake and ensure better accuracy and efficiency during paper setting and conduct of the examination.

### **Examination procedure:**

The conduct of examinations and declaration of results is one of the important activities of the Institute. The internal evaluation examinations are conducted according to the time-table. The detailed syllabus for the examination is notified to the students by the department. The pattern for particular subject is detailed on the institute web site. The time table is also notified to them. Examination for the particular subject is carried out on the decided date, time and venue which are mentioned in the time table.

Theory Exam conduct in centralized examination hall is fully equipped with CCTV surveillance Exam conduct in centralized examination hall is fully equipped with CCTV surveillance. In seating arrangement, students seat on separate branch with specific distance. Student enter in exam hall with writing material in transparent pouch and no other things including water bottle, writing pad, watch, mobile etc. Invigilators will be assigned for the internal examination will be from other disciplines, who invigilate the entire examination to avoid any sort of bias. The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration while writing the Examination. Evaluation will be done by senior faculty of the respective department and followed by second faculty and randomly checked by HODS and practical exam is conducted in respective department.

**Processes integrating IT:**

a. Fully automated Examination Management System (EMS) in Place: Online applications from students for University examinations, payment of fees through centralized payment gate-way, online feeding of attendance by colleges. Admit cards downloadable by students section after scrutiny give it to the student.

b. Digital entry of marks at Centralized Paper Assessment Centre:

Answer papers evaluated at CAP centers, using unique software to automatically digitize and upload marks directly from answer books to University server online.

3. Checking Plagiarism: Turnitin software is in place at both campuses to screen PhD and PG dissertation.

**Continuous Internal Assessment System:**

Institute has a well-established and efficient continuous evaluation system with different types of assessment given in the academic calendar. Various reforms have been undertaken periodically that have made a positive impact on examination management.

In case a student is absent for the internal assessment examination, additional internal assessment examination is conducted.

Institute follows term end examination pattern system and the performance of a student in each term is evaluated subject wise with eligibility marking system. A candidate should secured minimum academic requirement in a subject to be eligible to appear for the final examination. All the departments strictly adhere to the institutional academic calendar and timely announcement of the results.

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### **Grievances regarding exam:**

The college maintains complete transparency in the evaluation and to provide platform for redressal of grievance of students regarding internal examination. The probable schedule of internal examinations is communicated to the students well before so that students get sufficient time for their preparation.

### **Grievances during Examination:**

I) Theory Examination: The common grievances students usually face before the examination are as follows:

4. Discrepancy in question, questions asked out of syllabus,
5. Question paper include typing errors, option are repeated
6. Wrong subject of question paper.

During internal Examinations, if any student finds discrepancy in question, in such cases fresh question paper will be provided to students.

II) Practical Examination: Photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).

### **Grievances after result declaration:**

At the college level, the evaluation work is done for the part I examinations. If any student has doubts that the marks given to him/her in any paper, he or she can meet to HODs of the respective department. The HODs appoints subject expert other than the previous assessor. If there is change in score, it is corrected by HOD. Department has to declare final revaluation result within seven days. Internal examination committee itself looks after the complaints or grievances related to formative tests and summative examination. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. Incharge of examination cell keeps an eye on the overall procedure by conducting the periodical meeting with the internal examination committee.

### **Competency based assessment:**

Clinical / practical skills training methods e.g.certifiable skill based competencies to be assessed by OSCE and are adopted to make students competent and fit to practice independently.

### **Work placed based assessment-**

Students are assessed on site by their supervisors while posted in OPD, wards, casualty, laboratories, OT, skill laboratories, blood banks and dialysis unit. For preclinical practical journal and logbook (Early clinical exposure, ATCOM module, SDL entries and SVL lab activity ), Para clinical and clinical, practical journals are given students. Students should complete within time. Timely submission of practical works, respective teacher correct it in recess/break and if mistakes are found return back to students and ask him to submit practical journal immediately next day. Practical attendance is given on timely submission of practical journal. For intern and PG students, logbook is maintained throughout the year where the dissertation progress is reviewed six monthly and corresponding entries are made in the log book.

## Self-Assessment-

We also conduct seminar, museum study, library assignment, group discussion, show & tell, quiz, debate on various important topics and short talk competition on health issues conduct and evaluate the active performance of participants during these co-curricular activities by appointing the judges.

### OSCE/ OSPE :

The OSCE examination consists of about 15-20 stations each of which requires about 4-5 minutes of time. All stations should be capable of being completed in the same time. The students are rotated through all stations and have to move to the next station at the signal. complete the cycle. OSCEs and OSPEs can be made for any subject. At the end of the examination, the scores obtained in the procedure stations can be total to give the candidate score. Scores at individual stations can also be released to give the candidate a meaningful feedback.

### Assessment Procedure and result declaration:

- Distribution of answer sheet to the respective department
- Distribute to the senior faculties of the department
- It is cross checked by another faculty in the department
- Tabulation of result work is done
- Result is declared on the notice board and college website
- Result sheet is sent to the student section through the dean office

Student's confirmation of the marks is done by the student sign on answer sheet. In case of any doubt student can approach to the respective faculty and the head of the department till the student satisfied with the result.



A handwritten signature in blue ink, appearing to read "Sunil Mhaske", written over a horizontal line.

**Dean,  
Dr. Sunil Mhaske,  
DVVPF's Medical College & Hospital,  
Ahmednagar.**