Examination and Evaluation Procedure

at

Pravara Institute of Medical Sciences
(Deemed to be University)
Loni 413 736, Tal. Rahata, Dist. Ahmednagar, (MS) PIN 413736
NAAC Reaccredited with 'A' Grade (CGPA 3.17) For Cycle 2

Office of Controller of Examinations

Pravara Institute of Medical Sciences (Deemed to be University)
Controller of Examination
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Introduction

Pravara Institute of Medical Sciences (PIMS) Deemed to be University is deeply committed to upholding a just and transparent examination process that caters to the needs of all its students. The university's examination and re-evaluation procedures are meticulously crafted to uphold accuracy, integrity, and the well-being of its student body.

The Office of the Controller of Examinations shoulders the primary responsibility of orchestrating and overseeing the final summative assessments across the diverse colleges, centres, and institutes within Pravara Institute of Medical Sciences (Deemed to be University). Working under the guidance of the Board of Examinations, this office plays a pivotal role in several key areas.

Firstly, the office is entrusted with the task of meticulously planning and implementing the examination timetable, ensuring that assessments are conducted efficiently and in accordance with established academic standards. This includes the preparation of examination schedules and the dissemination of notifications to students.

Furthermore, the office is responsible for assembling panels of examiners and appointing them to evaluate student responses. This crucial process involves the careful selection and assignment of qualified professionals who uphold the university's standards of fairness and proficiency.

Additionally, the Office of the Controller of Examinations oversees the creation of examination question papers, ensuring that they align with the prescribed curriculum and reflect the learning objectives of each academic program.

Following the examinations, the office coordinates the meticulous evaluation of answer scripts and the processing of results. This involves managing the timely and accurate assessment of student performance, contributing to the overall academic progression of students.

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Moreover, the office is instrumental in preparing various types of stationery required for the examination process, including answer booklets, attendance sheets, and other essential materials.

In summary, the Office of the Controller of Examinations at Pravara Institute of Medical Sciences (Deemed to be University) plays a vital role in orchestrating a comprehensive and effective examination process that upholds academic standards, fairness, and the welfare of students throughout their educational journey. The office's commitment to excellence ensures that examinations are conducted with integrity and transparency, reflecting the university's dedication to academic rigor and student success.

Examination Process

Examination Schedule

The Board of Examinations serves as the governing body overseeing this process. It convenes a minimum of two meetings each academic year, comprised of senior management officials with academic responsibilities and heads of various constituent colleges and centres. During these meetings, the commencement dates for final summative assessments are deliberated and ultimately determined, after which they are disseminated university wide.

Subsequently, in collaboration with the respective heads of colleges and centres, the Controller of Examinations drafts and finalizes the schedules for both theory and practical examinations across all programs. These schedules are communicated to students at least two months prior to the commencement of examinations, ensuring adequate preparation time.

The Examination Schedule is prepared by the Controller of Examinations in consultation with the relevant faculty deans and presented for approval to the Board of Examinations. This comprehensive schedule encompasses important dates such as the commencement of examinations, the deadline for students to submit examination forms online, and the tentative date for result announcements.

Students submit their examination forms online along with the required fees directly through the university's online platform. The student cell within each college then facilitates the submission of these forms to the university's administration.

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Following the deadline for examination form submissions, the system automatically generates Hall Tickets and a summary of students registered for each subject. This information is promptly forwarded to the respective college student cells, streamlining the administrative process and ensuring readiness for the upcoming examinations.

Exam Registration

The procedure for examination registration at Pravara Institute of Medical Sciences (PIMS) Deemed to be University is as follows:

- **Notification and Guidelines:**
  - The university notifies students about the upcoming examination registration process through official channels such as the university website, notice boards, and email communications.
  - Detailed guidelines outlining the registration process, deadlines, and necessary documents are provided to students.

- **Online Examination Form Submission:**
  - Students access the university's online portal dedicated to examination registration.
  - They log in using their student credentials (ID and password) to access the registration form.

- **Filling of Examination Form:**
  - Students carefully fill out the examination form, providing accurate personal details and selecting the specific examinations (theory/practical) they wish to register for.
  - They review the form to ensure all information is correct before proceeding.

- **Fee Payment:**
  - Upon completing the examination form, students are required to make payment of the examination fees online through the university's secure payment gateway.
  - The fee amount is determined based on the number and type of examinations being registered for.

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- **Verification and Confirmation:**
  - After successful fee payment, students receive a confirmation message or email acknowledging their registration.
  - They can view and download the completed examination registration form for their records.

- **Deadline Adherence:**
  - Students must ensure that they submit the examination form and make the fee payment within the specified deadline set by the university.
  - Late submissions may not be accepted, and students risk being excluded from the examination process.

- **Acknowledgement by Student Cell:**
  - The student cell of the respective college verifies and acknowledges the examination registrations submitted by students from their college.
  - Any discrepancies or issues with the registrations are communicated back to the students for rectification.

- **Issuance of Hall Tickets:**
  - Once the examination registration deadline has passed and all registrations are verified, the university's system generates Hall Tickets for registered students.
  - Hall Tickets containing details such as examination venue, date, and subject codes are made available for download through the student portal.

- **Communication of Examination Schedule:**
  - The finalized examination schedule, including dates and times for each examination, is communicated to registered students well in advance.
  - Students are advised to regularly check for updates and announcements related to the examination schedule.

- **Assistance and Support:**
  - Throughout the registration process, students can seek assistance and support from designated university staff members, the student cell, or the Controller of Examinations office for any queries or issues encountered.

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- By following this structured procedure, students at Pravara Institute of Medical Sciences (PIMS) Deemed to be University can successfully register for their examinations in an organized and efficient manner, ensuring their eligibility to participate in the assessment process.

- **The appointment of examiners** is conducted through a systematic process facilitated by the Examination Section.

- Here's a detailed overview of how examiners are appointed:

- **Preparation of Panels of Examiners:**

- The Examination Section prepares panels of examiners based on the recommendations from the Board of Studies.

- These panels consist of names of potential examiners who are deemed qualified and suitable to evaluate student assessments.

- **Recommendations and Approval:**

- Names of examiners are recommended by the Board of Studies, a body responsible for academic curriculum and assessment design.

- The recommendations are then submitted to the Academic Council for approval, ensuring that appointed examiners meet the required academic standards and expertise.

- **Selection of External Examiners:**

- External examiners for both theory and practical examinations are invited from various colleges, either from different states or within the state, based on the mandates of regulatory councils and academic requirements.

- The selection of external examiners is made to bring diverse perspectives and ensure impartial evaluation of student assessments.

- **Internal Examiner Appointment:**

- Internal senior teachers within the university are appointed as chairpersons of the examiners' panels.

- Another internal teacher is selected to act as an examiner alongside the chairperson for effective assessment.

- **Appointment Process via Email and Software:**

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- The Examination Section manages the appointment process electronically through specialized software.

- Appointment notifications are sent to selected examiners, paper setters, and moderators via email through the examination software.

- Examiners' responses and confirmations of their availability are received online through the same software, streamlining communication and administrative processes.

- **Dissertation Assessment:**

- For the assessment of dissertations, examiners are appointed to evaluate the submissions.

- Soft copies of dissertations are sent to the appointed examiners online through the examination software.

- Examiners submit their assessment reports and feedback online through the software, ensuring efficient and centralized management of dissertation evaluations.

- **Online Communication and Coordination:**

- All communications with examiners, paper setters, and moderators are conducted online through the examination software.

- This includes sending instructions, guidelines, assessment criteria, and any necessary updates related to examination tasks.

- By leveraging technology and a structured appointment process, Pravara Institute of Medical Sciences (PIMS) Deemed to be University ensures the efficient selection and coordination of examiners, enhancing the quality and reliability of student assessments across various academic programs. The use of online platforms streamlines communication and facilitates timely feedback and evaluation, contributing to the overall effectiveness of the examination process.

- **Management of Question Papers**

    The Question Paper Section within the Office of the Controller of Examinations (COE) maintains the necessary sets of question papers for all courses and programs. For each examination session, appointments of paper

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setters are made to create new question papers in order to maintain the specified total set count.

The appointment of paper setters is communicated online to the designated individuals. Each paper setter prepares two sets of question papers, which are submitted to the Controller of Examinations. Additionally, one moderator is appointed for each subject, responsible for reviewing and finalizing the sets received from the paper setters.

The moderators prepare three final sealed sets of question papers. From these three sets, one question paper is randomly selected by the Controller of Examinations for use in the examinations. The remaining two sets of sealed question papers are kept in reserve for the current examination session or future use.

Conduct of Examinations

The conduct of examinations is systematic and rigorous process to uphold fairness, integrity, and academic standards. Here is a detailed outline of the examination conduct procedure:

- **Examination Venue Preparation:**
  - Examination venues are selected and prepared in advance to accommodate the number of students registered for each exam.
  - Facilities are set up to ensure a conducive environment for examinations, including seating arrangements, adequate lighting, ventilation, and appropriate facilities for practical examinations if required.

- **Invigilation Arrangements:**
  - Trained invigilators are assigned to each examination venue to oversee the conduct of the examination.
  - Invigilators ensure that examination rules and guidelines are strictly followed, maintaining the confidentiality and integrity of the assessment process.

- **Distribution of Question Papers:**
  - Question papers are securely stored until the day of the examination to prevent unauthorized access.

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- On the day of the examination, invigilators distribute the question papers to students according to the designated examination schedule.

- **Adherence to Examination Timings:**

  - Examinations commence promptly at the scheduled time, and students are instructed to start and conclude their exams within the allocated duration.

  - Invigilators monitor the time and provide reminders to ensure that students manage their time effectively during the examination.

- **Supervision and Monitoring:**

  - Throughout the examination, invigilators supervise students to prevent any form of malpractice or academic dishonesty.

  - Any suspicious behavior or violations of examination rules are promptly addressed by the invigilators.

- **Handling of Examination Materials:**

  - Students are required to use only authorized stationery and materials during the examination, which are provided by the university.

  - Specialized equipment or resources for practical examinations are made available as per the requirements of the assessment.

- **Emergency Procedures:**

  - Contingency plans are in place to address any unforeseen circumstances or emergencies that may arise during the examination, ensuring the safety and well-being of all participants.

  - Protocols for handling medical emergencies or technical issues during the examination are communicated to invigilators and staff members.

- **Collection of Answer Sheets:**

  - At the conclusion of the examination, invigilators collect the answer sheets from students, ensuring that all materials are submitted accurately and in compliance with examination regulations.

  - Students are instructed on the proper submission procedures to avoid any discrepancies in the assessment process.

- **Post-Examination Procedures:**

  - Once answer sheets are collected, they are securely stored and delivered to designated examiners for evaluation.

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- The examination administration team oversees the logistics of result processing and communicates relevant information to students regarding result declaration timelines.

By meticulously following these procedures, University maintains the highest standards of examination conduct, fostering an environment of academic excellence and integrity across all assessment processes. Students can participate in examinations confidently, knowing that their performance will be evaluated fairly and transparently.

Theory Examinations:

- Theory examinations are conducted at designated locations according to the established schedule.
- Question papers are prepared by designated paper setters, and a moderator finalizes the set of question papers.
- Printed question papers are delivered to examination centers in sealed covers, arriving 20 minutes prior to the commencement of the examination.
- Upon completion of the examination, answer scripts are verified, sealed, and then sent to the Office of the Controller of Examinations (COE) for further processing.

Central Assessment Programme:

- The Examination Section oversees the Central Assessment Programme, where examiners are assigned answer scripts for evaluation.
- Student-submitted answer scripts are coded and then distributed to the assigned evaluators for assessment.

Examination Administration and Vigilance:

- Vigilance squads are appointed during examinations to ensure smooth conduct and prevent malpractice.
- Each examination centre is managed by a designated centre in-charge supported by examination staff.
- Examinations are typically conducted in two sessions – morning and afternoon.
- Examination blocks, each accommodating around 30 students, are organized to facilitate efficient examination management.

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- An invigilator is assigned to oversee each examination block, ensuring adherence to examination rules and regulations.

- Additionally, a senior supervisor and an assistant support the center in-charge to facilitate the smooth conduct of examinations.

Security Measures and Surveillance:

- Surveillance cameras are installed in every examination hall to deter malpractice by students or invigilators.

- Video recordings of each examination day are conducted to monitor examination proceedings and ensure compliance.

- Practical examinations also undergo video recording for oversight and integrity assurance.

These measures collectively contribute to the secure, organized, and fair conduct of theory and practical examinations at Pravara Institute of Medical Sciences (PIMS) Deemed to be University, upholding academic standards and the integrity of the assessment process.

Evaluation

- The assessment process is conducted within the Central Assessment Programme (CAP) of the university. Both internal and external examiners report to the CAP with appointment orders issued by the Office of the Controller of Examinations (COE). Internal and external examiners are seated separately within the CAP. Details of examiners are forwarded to the finance department for payment upon completion of evaluation.

- The procedure of double assessment system for theory answer books of all undergraduate university examinations under Pravara Institute of Medical Sciences (Deemed University) is as follows, effective from the December 2017 examinations onwards:

- **Double Assessment Procedure:**

- **First and Second Assessment:**
  o University theory papers are assessed by both internal and external examiners.

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- o The first assessment is conducted by a recognized internal examiner who is not appointed for the practical examination of the same subject.

- o The second assessment is conducted by the external examiner.

- o The first assessment is completed before the commencement of university practical examinations.

- o In exceptional cases where an internal examiner for practicals is not available, the first assessment may be conducted by an internal examiner appointed for practicals.

- **Third Assessment:**

  - o Third Assessment refers to the evaluation of theory answer books by a third examiner if the difference in marks between the first and second assessments exceeds 15%.

- **Applicability:**

- This procedure applies to theory answer papers of undergraduate courses, excluding MCQ (Multiple Choice Questions).

- It does not apply to MCQs, viva-voce, clinical assessments, practical examinations, project work, collegiate examinations, or internal assessments.

- MCQ answer papers are assessed either by internal examiners or through OMR computerization.

- **Procedure for Assessment:**

- The CAP Director and staff or examiners/assessors handle only coded answer books.

- Examiners do not mark directly on answer books but use a specific sheet assigned for entering marks along with the answer book.

- **Tabulation Process (First & Second Assessment):**

- Marks from the first assessment (Part 'I') are entered in Column 'A' of the tabulation sheet in RED ink.

- Marks from the second assessment (Part 'II') are entered in Column 'B' of the tabulation sheet in RED ink.

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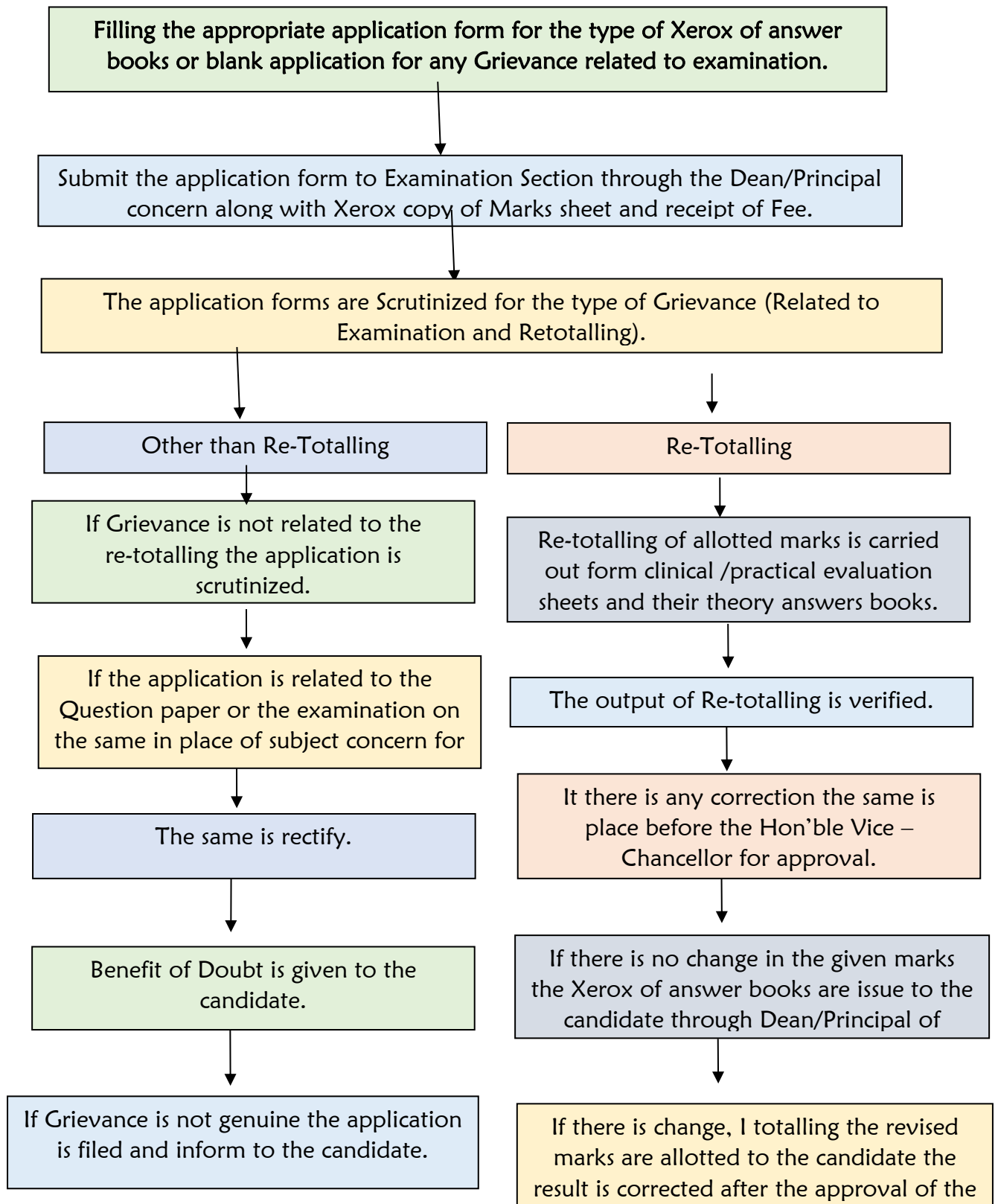NAAC Reaccredited with 'A' Grade (CGPA 3.17)

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- If the difference between the first and second assessments is ≤ 15%, the average of the two marks is entered in Column 'C' in GREEN ink. If the difference exceeds 15%, the remark 'TA' (Third Assessment) is entered in RED ink.

- **Third Assessment (TA):**

- The CAP Director arranges for a third assessment (TA) by a third external examiner if required.

- Marks from the third assessment (Part 'III') are entered in Column 'D' of the tabulation sheet in RED ink.

- **Tabulation after Third Assessment:**

- The average of the nearest two assessments out of three is entered in Column 'E' of the tabulation sheet in GREEN ink.

- Regulatory remarks are recorded in the last column of the tabulation sheet.

- **Additional Notes:**

- No re-totalling or re-evaluation facility is available from the December 2017 examinations onwards.

Re-evaluation Procedure

- Photocopies of answer books are issued within ten days after result announcement upon request and payment of prescribed fees through the concerned college.

- Any difficulties in applying these rules are addressed by the Vice-Chancellor based on documentary evidence, with final decisions binding to all concerned parties.

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GRIEVANCE REDRESSAL MECHANISM (EXAMINATION)

Filling the appropriate application form for the type of Xerox of answer books or blank application for any Grievance related to examination.

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Submit the application form to Examination Section through the Dean/Principal concern along with Xerox copy of Marks sheet and receipt of Fee.

↓

The application forms are Scrutinized for the type of Grievance (Related to Examination and Retotalling).

Other than Re-Totalling	Re-Totalling
If Grievance is not related to the re-totalling the application is scrutinized.	Re-totalling of allotted marks is carried out form clinical /practical evaluation sheets and their theory answers books.
If the application is related to the Question paper or the examination on the same in place of subject concern for	The output of Re-totalling is verified.
The same is rectify.	It there is any correction the same is place before the Hon'ble Vice – Chancellor for approval.
Benefit of Doubt is given to the candidate.	If there is no change in the given marks the Xerox of answer books are issue to the candidate through Dean/Principal of
If Grievance is not genuine the application is filed and inform to the candidate.	If there is change, I totalling the revised marks are allotted to the candidate the result is corrected after the approval of the

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Declaration of Results

Following the completion of assessment for theory examination answer papers, marks are entered into the computer system after decoding. Similarly, marks for practical assessments and internal assessments are also computerized. The result is automatically generated using software.

Mark adjustments, or 'grading', follows guidelines set by the relevant regulatory bodies or authorities of Pravara Institute of Medical Sciences (Deemed University) (PIMS (DU)).

The result is prepared with the assistance of the Dean of the relevant faculty and is presented to the Vice-Chancellor for approval prior to declaration. Results are typically announced within five to six days following the conclusion of theory, practical, or viva examinations.

Scribe Facility for Physically/Visually Challenged Students

Physically challenged students or those with injuries can request the scribe facility through the appropriate channels at the university. The university allows the respective college to arrange a scribe for these students. The remuneration for the scribe is officially paid by the student through the proper administrative channels. Additionally, visually challenged students can also avail themselves of this facility.

Marks Cards and Degree Certificates

Marks cards for all programs are printed annually or semester-wise, depending on the program's nature, within 5 days after the results are declared. These preprinted marks cards are secured with specific features. Students who appeared for the examinations receive their marks cards free of charge. Duplicate marks cards can be issued upon request along with the required fees.

Degree certificates are prepared at least 15 days before the convocation ceremony. Provisional degree certificates are also issued to students upon request. If a student is absent during the convocation ceremony, their degree certificate is posted to their specified address.

The university's convocation ceremony is held annually in accordance with the norms set by the University Grants Commission (UGC). Students typically receive their

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degree certificates within 181 days after completing their degree or postgraduate degree course. Preprinted degree certificates are also secured with specific features.

Application for Certificates and Document Verification

Students can apply for various certificates such as provisional certificates, duplicate pass certificates, duplicate statements of marks, and degree certificates by submitting requests along with the required fees at their respective colleges. International agencies can also request document verification services for students, subject to the applicable fees.

Result Analysis

Result analyses are prepared and presented at meetings of the Board of Examinations and the Board of Management for review and discussion. This analysis provides insights into examination outcomes and performance trends across various programs and courses offered by the university.

Storage and Disposal of Documents

Documents that need to be stored are scanned and saved in digital formats using Document Management Software. These digital documents are indexed properly for easy retrieval when needed in the future. Physical documents related to examinations are stored in a designated storeroom after the conclusion of the examinations.

All stored documents, whether digital or physical, are preserved for a period of six months. After this retention period, a proper disposal process is followed based on the university's document retention and disposal policy. This ensures that documents are managed efficiently during their active use and securely disposed of when no longer needed, in compliance with relevant regulations and guidelines.

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