

A.C.S. MEDICAL COLLEGE AND HOSPITAL, CHENNAI

EXAMINATION PROCEDURE AND RE EVALUATION PROCEDURE

I. CURRICULUM AND SYLLABUS:

The curriculum and syllabi for M.B.B.S / M.S /M.D / DM / M.Ch Courses are as prescribed by the Medical Council of India. All the syllabi are approved by the Academic Council before implementation. All the syllabus and curriculum are uploaded in the website of the University

II. PREPARATION OF EXAMINATION APPLICATION FORM:

The Examination application forms and Hall Tickets of each candidate are digitally prepared with photo, subjects with subject code and distributed to the students. After payment of the prescribed fees for each subject and lab, the applications have to reach the Controller of examinations through the concerned department. After scrutiny of the application forms, the hall tickets will be issued through the Dean of the College for those who satisfy 75% of attendance in theory and 80% in practical. Further the candidate has to obtain 50% in theory and practical (not less than 40% in each) on an average of the internal assessments at the eligibility criteria's for appearing the University examinations.

III. QUESTION PAPER PREPARATION:

Question Paper Setters:

The panel of Examiners consisting of each Course is called from the Head of various Departments and a database of the examiners is maintained by the Controller of Examinations. The Controller of Examinations shall add qualified examiners to the panel based on the academic records obtained through resume of the examiners so included. The panels of examiners are approved by the Academic Council. The Controller of Examinations is empowered to select the examiners for appointment as question paper setter / valuation of answer papers. Person appointed as an examiner in a particular subject must have to satisfy the Medical Council of India norms. Experience and the expertise in subjects shall be the desirable qualification for the selection of Examiners.

Receipt of Question Papers:

The question papers are set by examiners from the panel of experts. Minimum eight sets of question papers for each subject for M.B.B.S. programme are received. The question paper review committee reviews the question papers of each course. The question papers are typed and preserved in the confidence room in the presence of Controller of Examinations. The examiners are instructed to send the detailed answer keys for the question they set.

Confidential Room:

The process of opening of the question papers received from the paper setters, entry of the question papers in the register, review of the questions, process of the question papers (retrieval from CDs/typing), are all carried out in the confidential room under the direct vigil and supervision of the Controller of Examinations. As an additional security feature, CCTV surveillance Camera is fixed in the examination cell to monitor the activities of the staff engaged in the cell.

IV. TIME TABLE:

The approximate date of commencement of examinations will be announced two months earlier and the exact schedule will be announced one month before the examination.

V. CONDUCT OF EXAMINATION

I year M.B.B.S. examinations will commence in the month of September/October and higher semesters in the month of March/April. There shall be one main examination in an academic year and a supplementary examination to be held not later than 90 days after the declaration of the results of the main examination.

The Controller of Examinations will appoint Chief Superintendents and Additional Chief Superintendents with the consultation of the Vice-Chancellor. The examination times will be from 10.00 am to 1.00 pm and from 2.00 pm to 5.00 pm.

The question papers will be sent by E-mail to the Chief Superintendents everyday at 09.30a.m for the forenoon section and at 1.30pm for the afternoon section.

University Theory and Practical examinations are conducted at A.C.S. Medical College and Hospital, Vellapan Chavadi, Chennai

The Hall Superintendents required for each session are appointed by the respective Chief Superintendents based on the strength of the students registered for the respective session. One Hall Superintendent is appointed for every 25 candidates registered for examination.

An observer from other Institution / other Faculty will be appointed for every examination at every examination center. The observer will send the report to the Controller of Examination regarding that examination.

Duties of Chief Superintendents:

The Chief Superintendent shall receive the answer booklets, required for the examination based on the date wise session wise attendance sheet and timetable. He / she shall receive the question paper by E-mail just 30 minutes before the commencement of the examination. He / She in the presence of the observer shall take the required number of copies of the question papers. He / She shall appoint Hall Superintendent and other supporting staff based on the number of students registered for each session of the examinations. He / She shall allot invigilator for each room and continuously monitor the examinations. He / She shall handover the exact number of question paper copies, answer booklets and the attendance sheets which contains the Register Number of the candidates. He / She shall arrange to send the answer booklets of the examination conducted in each session to the examination section.

Duties of Invigilators:

Invigilators are appointed by Chief Superintendent for every 25 candidates. He / She shall issue the answer booklets to the candidate 10 minutes before the commencement of the examinations. He / She shall issue question papers to the candidates and get the signature of the candidates in the attendance sheet provided and handover the attendance sheet of the Chief Superintendent within 45 minutes from the commencement of the examinations. He / She shall collect the answer books and handover to the Chief Superintendent.

Discipline and Control at the Examination Hall:

The candidates should bring the Hall Ticket and identity card for all the examinations they appear.

No candidate will be permitted to leave the examination hall prior to the expiry of 30 minutes from the commencement of the examinations and no candidate will be permitted to attend the examination after 30 minutes from the commencement of the examination. Candidates shall invariably sign the attendance sheet of each examination session. Statistical Tables received if any should be invariably returned to the Hall Superintendent concerned. Candidates should stop writing the examination at the exact point of conclusion of the examination period. Candidates should handover the answer booklets in person to the Hall Superintendent concerned and should not leave the answer booklets on the tables.

Seating Arrangement

The seating arrangement is so made that no two neighboring students of the same subject of examination are put together in the same row to write their examinations.

With a view to instantaneously locate the seat allotted to the examinees, the details regarding the Room numbers and the Register numbers of the examinees allotted in each room are displayed on a Black Board in the precincts of the examination centers.

Appointment of Examiners:

- i) Persons appointed as an examiner in a particular subject must have at least four years teaching experience as assistant professor after obtaining post graduate degree in the particular subject.
- ii) For Practical / Clinical examination, there shall be four examiners out of which 2 are external examiners (from other Universities)

VI. EVALUATION PROCESS:

The evaluation carried out by the external examiners. For M.B.B.S degree course we are following digital valuation. The answer books are scanned and the scanned answer books are processed for quality check. The scanned images of the answer books are uploaded to the server and it is available for valuation by the examiner. The examiners are authenticated by creating evaluator log-in ID and Password to access the

database. Online evaluation shall be done for M.B.B.S. Course at Main Campus of Dr.M.G.R Deemed University

VII. MALPRACTICE:

The university has a set of rules for punishing those students who indulge in unfair practices in the examinations. Action against those indulge in malpractices is being taken on the report received from the Chief Superintendents of the examinations. Malpractices are identified into the following categories and punishments are awarded as detailed below:

Category	Example	Punishment
Inadequate materials	Attempting to copy from another person's Answer Book	Oral warning
Materials less in quantity	Possession of bit / incriminating material	Withholding of result in the particular paper
Material huge in quantity	Possession of Books / Guides / Notes	With holding of result for the whole semester including arrear subjects if any

Review Committee:

All the cases of malpractice shall be referred to a Review Committee for awarding the punishment to the offenders. The Committee shall go through to the nature of malpractice committed in each case before awarding the punishment. The members of the Result Passing Board of each Course shall be the members of the Review Committee.

VIII. RESULT PASSING BOARD AND PASSING OF RESULTS:

The theory marks, practical marks and internal assessment marks are entered in the system and a consolidated result Tabulation sheet is prepared.

The passing criterion to pass a subject is based on the norms defined by Medical Council of India.

Result Passing Board will be constituted by the Vice-Chancellor. The Passing Board after go through the TMR approve the result. The grace marks up to a maximum of five marks be awarded at the discretion of the board for clearing the examination as a whole but not for clearing a subject alone. There is no revaluation but only retotaling is permitted.

After completing 4 years, if the candidate have passed all the subjects, he will be given Provisional Certificate-I. After getting Provisional Certificate-I, the candidate has to undergo compulsory Rotating Medical Internship for a period of one year. After completing the Internship, the candidate is eligible for the award of M.B.B.S. degree
