

AIMSPHY/252/2024

Date:- 22/07/2024

SOP FOR CONDUCT OF EXAMINATION & EVALUATION

Aim

Each faculty is responsible for maintaining and following the standards of utmost quality in setting up the question papers, evaluating the answer sheets, and measuring student's performance. Internal assessment should also include the code of conduct, attitude, and behavioural characteristics of a student. Therefore it should be free from biases and favors from the faculty members.

Exam Cell

The Exam Cell will be responsible for the proper conduct of the examinations. Compositions of Exam Cell will be as follows:-

- (a) Chairperson: Abhijit Satralkar (Principal)
- (b) Members- Dr. Sheetal Bamhane (Exam Coordinator)
- (c) Dr. Omeshree Meshram (Academic In-charge)

Scheme of Internal Examinations

1. There will be two Theory & Practical examinations in each academic year as Terminal & Preliminary examinations for university examination subjects as prescribed by the MUHS syllabus.
2. The examination should be conducted as per the Academic Calendar of the Institute. Any change in the schedule should be priorly informed & should be changed only after permission from the Principal.
3. The procedure for conducting the written Examination will be as follows:-
 - a) The Exam Coordinator of Exam Cell must ensure that sufficient number of main and additional answer sheets with proper index numbers are available in the stationary store for conducting the same examination. If not, then he/she must obtain approval of

Principal of the institute for printing of answer sheets/ additional sheets at least one month before commencement of the examination.

- b) Exam Cell will issue a mail to faculty members/ concerned staff for submission of question paper at least seven days before the examination as per the guidelines/format mentioned below.
- The individual faculty will submit 03 question papers in a sealed envelope to the Exam Cell.
 - The Exam Cell will prepare the date Sheet for the said examination as per academic calendar and get it approved from the Principal at least seven days before the commencement of the examination.
 - The Exam Cell will prepare the Seating Plan for the eligible student and ensure that it should be pasted in prominent places on each day/session.
 - The Exam Cell will prepare the invigilation roster and get it approved from the Principal at least 5 days before the examination and circulate among the faculty at least one day before the commencement of examination.
 - Timetable uploading- should be done on notice board minimum 1month prior to the exam date.

Guidelines for preparing Question Papers

- (a) Question Paper is having two parts i.e. Part-A comprises Short Answer Questions and Part-B Long Answer Questions.
- (b) Submit the same question paper in prescribed format to the Exam Cell within the due date.

Policy on absences for Terminal and Preliminary Examination/ Re-Examination-

Due to illness or other circumstances occurring on the day or during the examination period a student is unable to attend any examination, the student may, on the presentation of an appropriate medical certificate or relevant supporting documentation, covering the date of the examination, be permitted to sit a deferred examination. (Note: the medical certificate must be dated within three working days of the original exam date.)

The deferred examination will be held on a date nominated by the Principal and Exam Coordinator, where possible the student will be given at least 7 days notice of the date prior to the exam.

Applications for a deferred examination must be given by the students before 10 days of actual examination.

Any student who is representing the college in any Inter-collegiate/ Inter-university/ District/ State/ National level activities. In such a case, all support will be provided to the students, including conducting of special tests.

Result Processing and declaration:-

- a) Checking of consolidated mark statement along with the photo copies of the mark sheets.
 - i) Check the student's name, seat Number. ii) Check the first Consolidated mark statement with the teachers Mark sheets – checking of marks – data entry. iii) After declaration of results of regular examination, generate the subject wise list of failed students, subject wise toppers list and over all topper List. Failed students will be referred for remedial classes.
- b) For the Internal Assessment pointers, Students who have scored 8 are liable to make them eligible for the MUHS examination by undergoing improvement examination.
- c) Those who have scored less than 8 Pointer out of 20 even after the improvement examination, then the decision regarding making the student eligible for the exam will be taken care by the Exam Coordinator & Principal.



Exam Co-ordinator
AIMS COPT, Dombivli



Principal

AIMS COPT, Dombivli
PRINCIPAL
AIMS College of Physiotherapy
At-AIMS Foundation, Vadavli
Dombivli (E)

