



College of Physiotherapy

Standard Operating Procedures of Examination Committee

Introduction

Examination Committee is responsible for smooth conduction of theory and practical examination with quality of Institutes academic standards of graduates.

Statement of Scope

The Examination Committee oversees on all matters relevant to AIMS College of Physiotherapy examinations, including timing, content and evaluation of exams with responsibility and authority.

Role of Examination Committee:

- To follow guidelines for examination based on rules and regulations of Maharashtra University of Health Sciences and requirements of BPT programs.
- To review the results and identify the slow and fast learners and suggest remedial measures.
- To evaluate effect of remedial measures on student performance.
- To review all examination-related policies and procedures annually at the beginning and end of academic year. Any changes approved by the MUHS will be incorporated into the examination process and implemented on an appropriate timeline.

Committee Members:

Sr. No	Name of Members	Designation
1.	Dr. Zubair Syed Ahmed	Principal
2.	Dr. Anisha Gulati	Assistant Professor
3.	Dr. Saylee Joshi	Assistant Professor

Rules and Regulation of Examination Committee

Theory examination.

1. It will be a solely paper setter responsibility to confirm completed syllabus copy before setting paper with class coordinator and exam committee.
2. Paper setter should set and moderate paper 7 days before date of examination.
3. Paper setter should send final moderated paper on controller of examiner email id [coe@aimscollegeofphysiotherapy.com] 2 days prior of examination date.
4. It will be a paper setter responsibility to take of final prints of papers, seal and submit to exam committee 2 days prior of examination date.
5. It will be a supervisor responsibility to collect all the stationary and sealed exam question papers 20-30 min prior to exam on same day of examination.
6. Papers checking will be allowed only in the college premises.
7. Papers should be checked and showed to student within 5 working days post examination of that particular exam.
8. Duly students signed answer sheets with final principal signed mark sheet should be submitted to COE within 7 days post examination.
9. It will be paper corrector responsibility to display mark sheet on Notice board and submit one copy to class coordinator and one copy to exam committee
10. Paper setter will submit one copy of Question paper to library after completion of all examination schedules
11. It is the sole responsibility of supervisor to distribute and collect the answer sheets. (Supervisor Time- 10am to 11.30am & 12.00pm to 1.00pm, Reliever Time- 11.30am to 12.00pm)

Practical Examination

1. It will be examiners responsibility to confirm completed syllabus before assigning long cases and short cases to students.
2. Arrangement of modalities and equipment's for practical exams will be examiners duty.
3. Examiners will ask students to enter name of particular modality or equipment in entry register of lab on the day of examination.
4. Examiners will coordinate with students for getting required PT kit and cloths of modelling.
5. Arrangements of long and short cases will be practical examiners duty.
6. Subject expert will coordinate with external examiner for arrangement of their accommodation, food and lab and cases setting.
7. Practical final Principal signed mark sheet should be displayed on Notice board within 5 working days of exam.
8. One copy of mark sheet will be submitted to class coordinator and one to exam committee.

EXAMINATION COMMITTEE

Dr. Anisha Gulati-



Dr. Saylee Joshi-



Professor & Principal

Dr. Syed Zubair Ahmed

AIMS COLLEGE OF PHYSIOTHERAPY

PRINCIPAL

AIMS College Of Physiotherapy

At-AIMS Foundation, Vadavli

Dombivli (E)