

**M.S.RAMAIAH MEDICAL COLLEGE**

**EXAMINATION MANUAL**

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## INTRODUCTION

## **INTRODUCTION**

M. S. Ramaiah Medical College is affiliated to the Rajiv Gandhi University of Health sciences (RGUHS) and runs the Undergraduate (MBBS), Postgraduate (MD, MS, Diploma) and superspeciality (DM, MCh) courses.

The MBBS Course is based on the Semester system. After enrolling for the course, the student undergoes training in different subjects as per the guidelines of the RGUHS and in line with the regulations of the Medical Council of India (MCI).

The college has adopted a process of formative assessment in the form of internal assessment examinations and the summative examination which is conducted by the RGUHS.

The internal assessments are conducted to ensure better training for the students and to recognize their capabilities or help in overcoming difficulties in coping with the process of assessment. The summative examinations decide the academic progress of the candidate from one phase to another.

The conduct of examinations therefore forms a very important part of the academic activity of the college and every effort is made to ensure that the process is smooth and transparent with fairness maintained with all the stakeholders involved in the process.

The college ensures that everybody involved in the examination process is aware of the rules and regulations and the sanctity of the process is maintained at all times.

The entire process of policies and procedures followed in the examinations are defined in the manual which gives an insight to all the stakeholders.



## **TYPES OF EXAMINATION**

## **Types of Examinations/Assessments**

### **Internal Assessments (Formative assessment):**

**MBBS** - The exams are conducted as per the guidelines of the RGUHS. The college has to conduct a minimum of three internal assessment examinations in each subject during the course. The assessment will involve Theory & Practical for Pre and Para clinical subjects, Theory & Practical/Clinical for clinical subjects.

The average of best two examination marks should be taken into consideration while calculating the marks for internal assessment (IA). In addition, weightage of marks is given for the records. It is mandatory for the candidate to secure an average of 35% marks in the theory & practical internal assessment examinations in each subject as eligibility criteria to appear in the RGUHS examinations.

**MD/MS/DM/MCh/Diploma**- In case of MD/MS/DM/MCh courses of three years duration, at least one theory & practical/clinical internal assessment examination is conducted during each academic year to ensure adequate training of students. The marks secured are maintained by the Head of the Department and are only used for better preparation of the students and is not taken into consideration as eligibility criteria for the RGUHS examinations.

Internal Assessment (IA)	Time of conduction
1 <sup>st</sup> IA	At the end of 1 <sup>st</sup> year

2 <sup>nd</sup> IA	At the end of 2 <sup>nd</sup> year
3 <sup>rd</sup> IA	3months before the final examination

In case of Diploma courses of two years duration, the concerned department will conduct at least two theory & practical/clinical internal assessment examinations.

Internal Assessment (IA)	Time of conduction
1 <sup>st</sup> IA	At the end of 1 <sup>st</sup> year
2 <sup>nd</sup> IA	3months before the final examination

### **University Examinations (Summative Assessment):**

**MBBS** - The university exams are conducted at the end of each phase as per RGUHS notification, which decides on the academic progress of the student.

**Phase 1** - End of second semester (1 & 2 Semester)

**Phase 2** - End of fifth semester (3, 4 & 5 Semester)

**Phase 3 Part 1** -End of seventh semester (6 & 7 Semester)

**Phase 3 Part 2** -End of Ninth semester (8 & 9 Semester)

1. Phase - I - 1 year, consisting of two terms of 6 months each.

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2. Phase - II - 1 ½ years, consisting of three terms of 6 months each

3. Phase - III - 3 ½ years, after Phase - I, consisting of 7 terms

**MD/MS/DM/MCh** – The examination is conducted at the completion of three years of training in the particular specialty as per RGUHS notification.

**Diploma-** The examination is conducted at the completion of two years of training in the particular specialty as per RGUHS notification.

## **EXAMINATION SCHEDULES**

## **Examination Schedules**

### **Internal assessment:**

The examination schedule is drawn up for the Internal assessments after the due consultation of HODs and the respective Phase co-ordinators [{Pre-clinical (Phase I), Para-clinical(Phase II) and Clinical phases Phase III Part I and Part II}]

The same is forwarded to the Office of the Registrar (Academics) and Principal & Dean for due approval and information to the Central Examination Team involved in the conduct of the examinations.

The time tables with portion for IA are displayed in the departmental notice board atleast two weeks before the scheduled dates of assessment in the respective departments.

The tentative dates are declared for the students at the beginning of the course in the each academic calendar.

### **University Examinations:**

The tentative dates for theory and practical examination are available on the university website.

The final dates are announced and the same copy of the notification received from the university by the Principal and Dean, is duly displayed on the notice boards for student information.

## **EXAMINATION VENUE**

## **Examination venue**

The theory examinations are conducted in the Central examination hall in the 3<sup>rd</sup> Floor of the Ramaiah Medical College building.

The Practical examinations in the Pre & Para clinical phases will be conducted in the practical halls of the respective departments.

The Clinical examinations are conducted by the respective departments at Ramaiah Hospital.

The following are the details of theory examination area.

- Total seating capacity of the examination area is 350.
- Area is well lit and ventilated.
- There is confidential room with CCTV, computer systems with power back and photocopying machines (printer and Xerox machines). The internet facility of 30 mbps speed available with static IP address.
- CCTV facilities available at the theory examination center covering the following areas:
  - a. Main entrance
  - b. Corridors
  - c. 8 CCTV camera in the corners of the examination area
  - d. One high resolution, rotating, big camera in the center of the examination hall.
- Drinking water facilities and restroom facilities area available in the same floor.
- 3 additional rooms are provided for preparation and storage of examination materials.

## **EXAMINATION TEAM**

## **Examination Team**

The Central examination team oversees the conduct of the theory examination conducted at the central examination hall.

For conduct of internal assessments, faculties from the departments are posted to assist the team in the invigilation process.

For conduct of the university examination, the process is conducted similarly with an observer who remains on site and the flying squad duly appointed by the RGUHS.

The composition of the Central examination team is as follows:

- Chief Superintendent- Principal & Dean
- Deputy Chief Superintendent -Registrar (Academics)
- Deputy Chief Superintendent -Registrar (Administration)
- Co-coordinator of Examinations-Faculty -1
- Faculty team - 3 members
- Examination section staff – 2
- Computer section - 1
- Attenders-4
- Drivers (By rotation) - 1

**Departmental Committee:**

- Head of Department
- UG/PG -Co-ordinator
- Team members/staff – 2
- Office assistant -1
- Technicians- Nominated by HOD
- Attenders - Nominated by HOD



## **CONDUCT OF INTERNAL ASSESSMENTS**

## Conduct of Internal Assessments

### MBBS

#### A) Theory:

#### Scheme of Examination:

Total Marks -

Phase	Max Marks	Time Allotted (hours)	Question paper Pattern		
			Long Essay (10 m)	Short Essays (5 m)	Short Answers (3 m)
I	100	3	2	10	10
II	80	2:30	2	6	10
III	80	2:30	2	6	10

## B) Practicals / Clinicals –

Total Marks - 80 Marks, Time Allotted - 3 Hrs

Scheme for Practical and clinical examination is conducted by departments according to the university guidelines.

Both theory and practical examination conducted by the respective departments and reduced to an average, as mentioned below:

Phase	Subject	Marks	
		Theory	Practical
I	Anatomy, Physiology	40	40
	Biochemistry	20	20
II	Pathology, Pharmacology, Microbiology	40	40
	Forensic medicine	20	20
III	Community Medicine	40	40
Part 1	ENT, Ophthalmology	25	25
III Part 2	General Medicine	50	50
	General Surgery plus orthopedics	38+12	38+12
	OBG	50	50
	Pediatrics	25	25

### **Blue Printing of Question Papers:**

The question papers are prepared by the members of academic committee of each department. It is scrutinized by HOD/Senior faculty for validity of content with a thrust on must know areas. The weightage of marks is also duly verified.

### **Process of administering the exam:**

A set of 5 question papers are sent to the office of the Registrar (Academics) in a sealed envelope duly attested by the head of the department.

Half an hour prior to the scheduled start of the examinations, the sealed envelope for a particular examination is opened by the registrar in the presence of the HOD & One paper is chosen randomly to be administered to the students. The Question papers are then archived to the central pool of question bank which may be used later.

### **Practical/ Clinical examinations:**

The scheme of the practical/Clinical examinations is prepared by the examination committee of the respective departments in line with the pattern of the university examinations.

The weightage of marks for the different exercises will be documented.

Not more than 24 students to be examined during a session of Practical/Clinical assessment.

**Process of administering the exam:**

A set of internal examiners will be chosen to examine a particular batch. The list is sent to the office of the HOD with the allotment.

The HOD will ensure that the examination is conducted in a fair and transparent manner.

**MD/MS/DM/MCh:**

**Theory:**

The examination committee of the respective departments under the supervision of the HOD prepares the Question paper based on the University pattern.

Total Marks- 100    Time allotted- 3 hrs.

**Pattern/scheme:**

10 short essays of 10 mark each.

**Practical/ Clinical examinations:**

The scheme of the practical/Clinical examinations is prepared by the examination committee of the respective departments in line with the pattern of the university examinations.

Total Marks- 100    Time allotted- 6 hrs.

University limit –

- MD/MS – not more than 6 students/day
- Diploma - not more than 6 students/day
- DM/MCh - not more than 6 students/day

## **CONDUCT OF UNIVERSITY EXAMINATIONS**

## **Conduct of University Examinations:**

### **MBBS**

#### **Theory & Practical's/Clinical exams:**

The university examinations are conducted for regular batches as a summative assessment determining the academic progress of the students as follows:

Phase I – End of 2<sup>nd</sup> Term

Phase II – End of 5<sup>th</sup> Term

Phase III part 1 – End of 7<sup>th</sup> Term

Phase III part 2- End of 9<sup>th</sup> Term

The undergraduate examinations are usually held in the month of July/August and December/January.

The final dates for examinations are announced by the RGUHS.

There is an additional supplementary examination conducted for Phase I MBBS students within one month of the declaration of results. The dates are notified by the RGUHS.

#### **Bell timings in examination Hall:**

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Bell	Timings
1st	30 minutes before start of exams
2 <sup>nd</sup>	Commencement of examination
3 <sup>rd</sup>	30 minutes after start of exams
4th	30 minutes before the end of examination
5 <sup>th</sup>	10minutes before the end of examination
6 <sup>th</sup>	End of examination

## INSTRUCTIONS TO THE STUDENTS

Students appearing for the University examination shall be present in examination hall and occupy their seats 30 minutes before the start of examination.

The invigilator shall read the following “Instructions to the Students” in the examination hall.

- Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to the notice of examination team.
- If anybody has any materials, relevant to the subject of the examination, please keep them outside the examination hall.
- If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.
- Don't write or scribble anything on the question paper.
- Don't try to copy from others or allow others to copy from you.

- Do all your rough work only on the rough sheet of the answer book.
- Don't write obscene words, pictures, threats, appeals etc. in the answer book.
- Don't make any unusual marking/statements in the answer book that would reveal your identity.
- Write your register number only in the space provided for it on the question paper and answer book.
- You are liable for punishment as per rules of the University if you indulge in any act of indiscipline/malpractice in the examination or if you don't follow the instructions given by me or instructions given in the answer book.

After reading "the instructions to students" in the examination hall the Invigilator should obtain the signature/s of three students taking the examination on the copy of "the instructions to students" read in the hall.

Question paper downloading process starts 20 minutes before the commencement of examination and scrutinised by the subject expert initially for any errors.

If any error is found, the same is intimated to the allotted Deputy Registrar University and if any changes for the error intimated by the university will be announced to the students after the commencement of the exam.

Irrespective of any error found in the question papers, QPs are downloaded and printed according to the total number of candidates assigned. The same is distributed block wise to the allotted invigilators, 5-10 minutes before the start of examination.

In the first half an hour, the invigilator has to check the particulars entered in the columns to be filled by the candidate and authenticate with the signature. Invigilator should also fill the area in the answer booklet –mentioned as to be filled by the invigilator. The candidate copy is torn from the answer booklet and placed in an order in an envelope and counter checked by the invigilator, Room Superintendent & Chief Superintendent of Examination.

At the end of examination, each invigilator collects all the answer scripts from the allotted students in an order and along with the invigilator diary, sealed envelope containing candidate copies & hands it over to the examination team.

The Examination Team will scrutinize the answer scripts, envelope and invigilator diaries and pack it in a large envelope. Finally, get it sealed and attested by the Chief superintendant and RGUHS appointed Observer.

All the Packets are the put in a cloth bag and double stitched with the aid of a stitching machine and sealed with wax and finally attested by the Chief superintendant and RGUHS appointed Observer.

It is submitted to the RGUHS after completion of each session.

## **PROCESS OF EVALUATION**

### **Process of evaluation**

#### **Internal assessment-Theory:**

Preparations of scheme of evaluation/answer key are done by the departmental examination committee.

HOD assigns specific question number for each staff to evaluate in all the answer booklets.

And the process of evaluation is completed within 15 days of the conduct of the examination.

### **Internal assessment-Practical's:**

The staff postings are prepared by the HOD and circulated well in advance to the faculty for practical examinations.

The allotted faculty conducts the practical/clinical examination as per the scheme and framed guidelines by RGUHS for each department.

### **University Examination**

**Theory-**The Theory answer scripts-subject wise are submitted to the university immediately after completion of each session (forenoon/afternoon).

The answer scripts are scanned and coded by the RGUHS and uploaded for digital valuation, within a week after the completion of each examination.

Digital valuation process is completed by the eligible valuers within the stipulated time as prescribed by the RGUHS.

### **Practicals & Viva-voce-**



The RGUHS appoints 2 internal examiners and 2 external examiners respectively.

The allotted faculty conducts the practical/clinical examination as per the scheme and framed guidelines by RGUHS for each department.

At the end of each day of practical examination, the marks obtained by the candidate are tabulated by all the 4 appointed examiners and uploaded online in the RGUHS website and Hard copy of the freezed (Practical and Viva-voce) marks sheet are duly signed by all the 4 examiners and sent to RGUHS in a wax sealed envelope along with sealed packets of the answer scripts.

## DECLARATION OF RESULTS



## **Declaration of results**

### **Internal assessment:**

Internal assessment results within 15 days after completion of examination.

### **University:**

University results will be announced by the RGUHS as per the calendar of events.



## ACADEMIC MISCONDUCT

## ACADEMIC MISCONDUCT

Possession of or access to pre written materials and other items referred to in

A. i) If the materials are very substantial and: Invalidation of the whole examination relevant to the subject of the examination. and debarring from writing the next examination.

ii) If the materials are relevant to the subject : Invalidation of the whole examination of the examination but not very substantial

iii) If the materials are not relevant to the : Severe warning and subject of the examination

B. i) Writings threats/obscene and vulgar matters : Invalidation of the whole examination in the answer book and passing the question paper/answer papers to others.

ii) Writing and scribbling in the question paper : Invalidation of the paper.

C. Writing appeals/ message/enticing statements: Invalidation of the paper to examiners and others.

D. Writing peculiar things, putting peculiar mark/s, writing register number in places other than the one specifically provided for that in the main and supplementary answer books.

i) The Malpractice is done in only one Paper: Invalidation of the paper.

ii) The malpractice is done in more than one: Invalidation of the whole examination paper.

E. Tampering and spoiling the pages in the answer : Invalidation of the whole examination books, drawing sheets/s, graph sheet/s, map etc. and debarring from writing the next and destroying and attempting to and attempting examination to destroy any evidence pertaining to a case of in discipline/malpractice

F. In the cases of indiscipline/malpractice referred to :

- Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination,
- Carrying or any attempt to carry lethal, weapons into the examination hall to its premises;
- In intimidating/ assaulting fellow examinee/s, and person/s connected with the conduct of the examination,
- Stealing/tampering and attempting to steal/tamper question papers and answer books and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts. Depending on the magnitude and severity of the act of indiscipline/malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarring as well as debarring from writing the whole examination for a further period not exceeding three years
- Smoking, possessing and using drugs and alcoholic items in the examination hall and
- Any other misbehaviour/act on the part of candidates that disturbs the conduct of examinations.

G. In the case of impersonation :

- If the person is in the rolls of the University: Invalidation of the whole examination and debarring from writing the whole examination for a further period of three years.
- If the person is not in the rolls of the : His/her case shall be referred to the University Police.

## **STAFF MISCONDUCT**

## **STAFF MISCONDUCT**

The following acts committed by teachers constitute malpractices

- i) Assisting candidates wrongfully by supplying questions and answers or abetting them in malpractices of other kinds.
- ii) Showing favouritism in valuation.
- iii) Tampering with question papers, answer scripts of marks.
- iv) Gross violation of examination procedure/norm in the examination centre (like mass copying or abetting large scale malpractices).
- v) Erratic/arbitrary valuation.
- vi) Cases of dereliction of duty.
- vii) Giving permission to the candidates to appear for the examination without authority.

All the cases detailed above shall be enquired by the Malpractices/Indiscipline Enquiry committee.

The procedure for enquiry shall be as outlined that for enquiring students.

## **EXAMINATION GRIEVANCE REDRESSAL SYSTEM**

## **EXAMINATION GRIEVANCE REDRESSAL SYSTEM**

### **Department level**

Grievance regarding the internal assessment tests is handled by the respective subject department

Level teacher and the Heads of departments concerned immediately at the department level.

They shall have initial jurisdiction over complaints against Continuous Internal Assessment.

College level committee shall hear appeals against Department Level decisions and University Level Committee shall hear appeals against College Level decisions.

### **College Level**

Internal Examination Committee meets regularly for objective and effective redressal of the grievances of the students regarding evaluation.

The institution provides a student handbook with detailed information about the evaluation system and redressal of grievances of the students regarding evaluation.

Students are also oriented by the heads of the departments concerned.

The college has an Examination Grievance Redressal Committee comprising of the Head of the Institution, Principal and DEAN, Vice Principal (Academics), Registrar (Academics) and HODs.



### **University Level:**

- Grievance regarding examinations conducted by RGUHS is handled as per university proceedings.
- The student has the right to apply for re-totalling, photo copy of the answer script.
- University Examination related issues are communicated through Principal who is the Chief Superintendent of Examinations.
- The following are the some of the discrepancies in the University Examination for which letters have been forwarded through the Chief Superintendent of the college to the Controller of the Examination RGUHS.
  - Absence of register number in the Galley.
  - Absence of subject code in the student hall ticket.
  - Change of subject code in the student hall ticket.
  - If the students who are present in the examination are marked absent and vice-versa.
  - When results of the students are withheld.
  - Out of syllabus in the question papers and discrepancy.
  - If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter with the Chief Superintendent.

## **EXAMINATION CELL**

## **Examination Cell**

The examination cell is fully involved in dealing with examination related grievances.

The cell brings the grievances to the knowledge of the Chief Superintendent immediately and suitable remedial action is taken. Strict instruction is given to students to maintain punctuality and late comers are not permitted to enter the exam hall after the stipulated time.

Identity cards of the students are checked at the entrance of the exam hall. Students are prohibited from taking their mobile phones inside the exam hall. The letters related to examination grievances are sent to the Controller of Examinations, immediately, hence, the grievances are dealt in a time-bound manner efficiently by the Examination Cell.

As soon as the results of the University Examinations are announced, cross-checking is done by the Examination Cell to assure that the grievance redressal has been carried out in an effective manner; if not, a staff is sent to the University immediately to follow it up