

EXAMINATIONS CO ORDINATION TEAM PROPOSALS :

I. Proposals for internal assessment (UG) -

Theory -

1. Three question papers and the number of exam going students to be submitted one day before the exam by the department to principal or head of the committee .one of the paper will be selected by the principal or head of the IQAC and the printed question papers will be given to the examination hall or the Incharge
2. Internal assessment in charge - room invigilator, examination room to be decided
3. Internal assessment exam hall Incharge will receive and distribute the papers to the students
4. One room invigilator will be posted (List prepared by the office)
5. The answer scripts will be sent / to be collected from the exam hall by the concerned department for evaluation.
6. Results to be submitted within one week to the result analysis committee and display on the office notice board (for one week)

Practical/Clinicals :

1. To be standardized and centralized.
2. To be taken /conducted during the class hours within one week of the theory exam completion and evaluation.
3. Staff can discuss the valued paper with the students during the Viva-Voce and any grievance/domain lag may be noted and communicated to Examination committee.
4. OSPE/OSCE type of arrangement may be started for standardization

5. Viva cards may be made by the Department. Cards will have 10-15 questions and the cards will be picked up by the students themselves.

Guidelines:

a. As the assessment is to be done throughout the year and it is an overall assessment, department can choose to distribute marks under different categories in order to motivate the students

Ex : Theory / Practicals ; attendance ; submissions ; quota completion; end posting evaluation ; skills; obedience; sincerity; discipline

b. Question papers to be set as per the RGUHS guidelines to cover -

- Must Know
- Good know
- Desirable to know
- Marks split up to be mentioned explicitly
- Domain based questions

c. Evaluation - 2 teachers may evaluate and take an average.

d. To maintain an Internal Assessment marks register in the following format:

Sl.No	Student Name	Register No.	Theory			Practicals			Any other suggestions
			First IA	Second IA	Third IA	First IA	Second IA	Third IA	

e. Final Internal assessment marks sent to the University

f. Internal assessments in charge - Dr. Ashok

PG Exams-

Internals

Internal theory - centralized- three exams.to discuss

Internal clinical exams- centralized - Dates, Hospitality and Transport

Remuneration -To be decided

Funds for Mock exam- ??

University exams

PG university practical exam - Hospitality- Dinner on first day- to discuss with HOD's and PG students

UNIVERSITY EXAMINATIONS

Responsibilities:

1. Hall ticket verification-
2. Theory- invigilation,-Dr Harish
3. Evaluation (Digital)-Dr Harish
4. Practicals/Clinicals- Dr Natraj
5. Stationary &Hospitality – Dr Natraj
6. Uploading of marks – Mr Ravi
7. Submission to university – Mr Williams
8. Examiners- Appointment of Internal Examiners
(Not more than 3 consecutive exams may be handled by same examiner)
9. Internal examiner to report to HOD/Principal
10. List of external examiners (to check in the RGUHS examiners panel)

RGUHS schedule

Meeting of HOD's to fix dates and examiners

Contacting examiners after being confirmed by the Dept. – Dr Natraj,

Transport- Dr Natraj (Mr.Raghuram)

Accommodation- Dr Natraj (Sripriya Madam)

Hospitality- Dr Natraj (Sirish- Menu, No. of Plates etc)

University examination in charge

FEEDBACK FORMS

Objective- To standardize and improve, incorporate innovative ideas

From outgoing Interns and PG's

Internal Examiner

External Examiner

HOD

Students -