



*Shri Shivaji Education Society Amravati's*  
**DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH**  
**MEMORIAL MEDICAL COLLEGE**  
Shivaji Nagar, Amravati- 444603



**Dr. Anil T. Deshmukh**  
MD (Pathology)  
Dean



**Shri. Harshvardhan P. Deshmukh**  
President  
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: [www.pdmme.edu.in](http://www.pdmme.edu.in) •E-mail: [drpdmme2007@rediffmail.com](mailto:drpdmme2007@rediffmail.com)

## CRITERION 2- TEACHING LEARNING AND EVALUATION

### 2.5 EVALUATION PROCESS AND REFORM

#### 2.5.3. INFORMATION ON EXAMINATION REFORMS

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# INFORMATION ON EXAMINATION REFORMS



MUHS

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

दिंडोरी रोड, म्हसळ, नाशिक-४२२००४ Dindori Road, Mhasrul, Nashik-422004

EPABX: 0253- 2539100/300, Ph.2539214/212/250/118/6659214/212/250/118

Email: preexam@muhs.ac.in coe@muhs.ac.in Website: www.muhs.ac.in

डॉ. अजित गजानन पाठक

एम. बी. बी. एम. एम. डी. (न्यायवैद्यकशास्त्र)

परीक्षा नियंत्रक

Dr. Ajit Gajanan Pathak

M. B. B. S., M. D. (Forensic Medicine)

Controller of Examinations

Outward No. MUHS/XP/3522/2021

Date: 28/05/2021

To,  
The Dean/Principal,  
MUHS Affiliated Health Sciences Colleges

Sub. : Guidelines For Conduct of Winter-2020 & Summer-2021 Examinations..

Ref. : Letter by University Grants Commission F.1-1/2020(Secy) dt. 08/07/2020

Sir/Madam,

I am directed to inform you that, Standard Operating Procedure (SOP) for conduct of Winter-2020 and Summer-2021 examinations with respect to COVID-19 pandemic is attached herewith. This is based on University Grants Commission's Standard Operating Procedure for conduct of examinations during COVID-19 pandemic.

In order to avoid overcrowding and to maintain social distancing, students should be advised to report to the examination centre 45 minutes before the commencement of examination.

Students should not wear wrist watch and other items prohibited as per the examination rules.

In view of maintaining social distancing, it will not be possible for frisking of students before the commencement of examination. Thus, letter No. MUHS/XP-1/2026/2018 dated 31/10/2018 and the Notification No. 04/2019 dated 26/01/2019 shall not be in force for these examinations. Students shall not undergo frisking, even if he/she is wearing a dress which is not in confirmatory with the dress code of examinations. However, in such circumstances a special care must be taken by the examination staff to maintain sanctity of examination.

Extra care be taken for safety of students and staff during conduction of examinations.

Thanking you.

Chairperson - Criteria No. 77  
NAAC Steering Committee  
Dr. P. D. M. M. C. Amravati



(Dr. Ajit G. Pathak)  
Controller of Examinations


DEAN  
Dr Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati

## Guidelines For Conduct of Winter-2020 & Summer-2021 Examinations

### Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the Central and State Governments concerning the opening of educational institutions and safety and health should be abided by the Universities and Colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centres floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required.
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
  - a. Exam functionary must submit self-declaration about health status.
  - b. Thermo gun temperature check must be done at staff entrance point.
  - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
  - d. Exam functionary needs to wear the mask and gloves at all time.
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper sign ages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case institutes have more than one gate.

20/11/2020

  
Chairperson - Criteria No. II  
NAAC Steering Committee  
Dr. P. D. M. M. C. Amravati



DEAN

Dr. Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati

## Guidelines For Conduct of Winter-2020 & Summer-2021 Examinations

19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
24. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
25. Adequate arrangements for safe drinking water be made on the campus.
26. Adequate supply of water in toilets and for hand washing be ensured.
27. Dustbins must be cleaned and covered properly.
28. Proper sanitization of buses, other transport and official and vehicles of the institution
29. **At the end of the day –**
  - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall:
  - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.
30. Maintain record of all exam functionaries
  - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
  - b. Invigilator records are maintained in the system through staff verification processes.

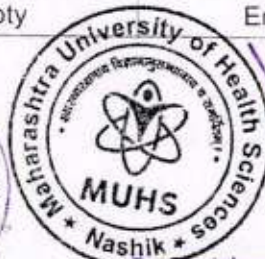
Name and number of other staff such as Housekeeping, Security Guards, etc. will be maintained.

Annexure

### SAMPLE SEATING PLAN

Col. 1	Col. 2	Col. 3	Col. 4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty

**Chairperson - Criteria No. II**  
**NAAC Steering Committee**  
**Dr. P. D. M. M. C. Amravati**



(Dr. Ajit G. Pathak)  
**Controller of Examinations**

**DEAN**

Dr. Panjabrao Alias Bhausaheb Deshmukh  
 Memorial Medical College, Amravati



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

दिंडोरी रोड, म्हसळ, नाशिक - ४२२००४ Dindori Road, Mhasrul, Nashik - 422004  
Tel: (0253) 2539311, 6659311

Website: www.muhs.ac.in, E-mail: hncomp@muhs.ac.in



**डॉ. संदीप सिताराम कडू**

एम.बी.बी.एस., एम.डी. (न्यायवैद्यकशास्त्र),  
एम.बी.ए., पी.जी.डी.एच.एच.एम., पी.जी.डी.एम.एल.एस., सी.एफ.एम.जे.

**परीक्षा नियंत्रक**

**Dr. Sandeep Sitaram Kadu**

M.B.B.S., M.D. (Forensic Medicine),  
M.B.A., P.G.D.H.H.M., P.G.D.M.L.S., C.F.M.J.

**Controller of Examinations**

जा.क्र. मआवि/सीएचएन/१५४/२०२२

दिनांक : २३/११/२०२२

To,  
The Dean / Principal,  
All Affiliated Colleges and Exam Centres  
MUHS, Nashik

Sub: To Submit the details of CCTV installed in Examination Hall in prescribed format.

- Ref: 1) University Circular No.48/2014 dt.15/09/2014  
2) University Ordinance No. 01/2014  
3) University Circular No. 86/2018

Sir/Madam,

Your kind attention is drawn towards above cited University Circular / Ordinance and to state that it is mandatory for colleges to install CCTV system with recording facility at their COLLEGE EXAMINATION HALL and STRONG ROOM.

University will monitor the Theory examinations scheduled between 13/12/2022 to 30/12/2022. In view of above, you are requested to forward following details to the email [hncomp@muhs.ac.in](mailto:hncomp@muhs.ac.in) before 03/12/2022.

The format is as below:

- 1) Name of Examination Center or College:
- 2) Centre In charge with Contact No:
- 3) Technical Person Contact No. :
- 4) STATIC /WAN IP ADDRESS or Cloud id of DVR:
- 5) MAKE and MODEL of DVR:
- 6) Number of CAMERA installed:
- 7) LOGIN USER NAME and PASSWORD OF DVR :

**NOTE :** - All the Colleges are hereby strictly informed, NOT to change the USER NAME and PASSWORD of DVR during Examination work and make sure the DVR has STATIC/ WAN IP Address / CLOUD ID only and not LOCAL IP Address (e.g. 192.168.10.1) and internet speed should be above 20 Mbps.

You are requested to comply with above on priority basis.

**Controller of Examinations**

(Dr. Sandeep Sitaram Kadu)

**DEAN**

Dr Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati

Chairperson - Criteria No. II  
NAAC Steering Committee  
Dr. P. D. M. M. C. Amravati







MUHS

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दिंडोरी रोड, म्हसळ, नाशिक-४२२००४ Dindori Road, Mhasul, Nashik-422004

Ph. 2539214/215/212/250/118 - 6659214/215/212/ 250/118

Email: preeexam@muhs.ac.in Website: www.muhs.ac.in



डॉ. संदीप सिताराम कडु

एम.बी.बी.एस., एम.डी. (न्यायवैद्यकशास्त्र), एम.बी.ए.,

पी.जी.डी.एच.एच.एम., पी.जी.डी.एम.एल.एस., सी.एफ.एम.जे.

परीक्षा नियंत्रक

Dr. Sandeep Sitaram Kadu

MBBS, M.D. (Forensic Medicine), MBA.

PGDHHM, PGDMLS, CFMJ

Controller of Examinations

O.No. MUHS/XP/4066/2023

dt. 28/06/2023

To,

The Dean/ Principal and

Cap Custodian (DEC)

Digital Evaluation Centre

All Affiliated Colleges

Respected Sir/Madam,

The Standard operating procedure for Digital Evaluation Centre is as follows:

- The Dean/Principal of the college shall nominate approved teacher as a DEC Custodian (Professor/Asso. Prof.) for Digital Evaluation Centre to the University.
- It is the duty of the DEC Custodian DEC to establish the set-up of DEC as informed by MUHS in co-ordination with Dean/Principal.
- The DEC room should be under CCTV surveillance.
- DEC Custodian will send the Eligible Examiner list for preparing their Login and password.
- The Confidential Agency will create Login ID and Password to concern teacher and send it to college.
- The Teacher will login with the help of his/her login and password as generated by the University for Evaluation.
- After logging in with the help of User ID and Password, the concern evaluator will be able to view the Answer Book on the screen for Evaluation.
- The Evaluator will evaluate the Answer Books and allot the marks in the given proforma as designed in the Software and submit the same.
- The Cap Custodian DEC (Professor and Associate Professor) of concerned colleges will send the report of daily evaluation to the University.
- The CAP Custodian DEC will take printout of Remuneration Forms which will be auto filled in the software. Accordingly he will pay the remuneration as per Notification No. 17/2023 in accordance with the Answer Books evaluated to concern Evaluator and send accounts to college Auditor for finalisation.
- The DEC shall remain open from 08.00 am to 09.00pm.
- The advance will be given to each DEC against expenses of Remuneration of CAP Custodian (DEC), Evaluator, Dean etc. as per above Notification.

Please, follow above procedure strictly.

Your co-operation is highly solicited.

Dr. P. D. M. C. Amravati

Dr. Panjabrao alias Bhausaheb  
Deshmukh Memorial Medical  
College, Amravati  
Chairperson - Criteria No. 17  
NAAC Steering Committee  
Dr. P. D. M. C. Amravati

3865/23  
30/06/2023

Your's  
Sandeep Kadu  
(Dr. Sandeep Kadu)  
Controller of Examinations  
DEAN  
Panjabrao Alias Bhausaheb Deshmukh  
Memorial Medical College, Amravati



DIGITAL ONSCREEN EVALUATION

