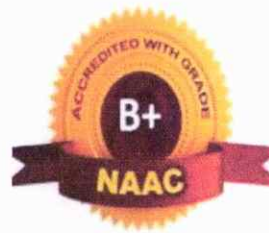




**HON.SHRI.ANNSAHEB DANGE AYURVED MEDICAL
COLLEGE & POST GRADUATE RESEARCH CENTER,
ASHTA, DIST SANGLI**

INTERNAL EXAMINATION POLICY



National Assessment & Accreditation Council

IQAC CELL



Internal Examination Policy

INTERNAL EXAMINATION POLICY

EXAMINATION RULES AND REGULATIONS

1. Statement of Propose

The regulation outline in this document are intended to define the policy and procedures for assessment of students enrolled in the college for UG & PG section at ADAMC, Ashta.

These regulation have been developed in accordance with the norms given by Maharashtra University of Health Sciences, Nashik.

2. Assessment of Internal Examination & Phase of curriculum.

The internal examination of all years will be carried out as per following schedule.

Sr. No.	Academic Year	Duration	Team I	Term II	Final Exam
1	B.A.M.S. I	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
2	B.A.M.S. II	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
3	B.A.M.S. III	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
4	B.A.M.S. IV	1.6 Year	I Term	II Term	III Term

- Term I Exam will be conducted in the last of Semester I.
- Term II exam will be conducted in the last week of semester II.



Internal Examination Policy

3. Academic Warning:-

Academic Warning for Students

1. It is mandatory to each students to give internal Term End Exams.
2. Student must pass Term I exam to appear for Term II exam. (with 50% of presenty)
3. Student must pass two terms end exams to appear for final exam, if he/she dose not pass in internal exams, should not be appear for final exam.

Academic Warning for faculty :-

1. Each department should provide two question paper set (Blue Print) by HOD, prior 15 days with announcement of exam schedule.
2. After Term End exam (Post examination) result of students should be submitted to examination dept. Within 10 days.
3. It is to be noticed that, students must pass first term exam to appear for second term exam.
4. Each question paper set should be as per norms and guidelines of university examination.
5. Model answer paper with proper distribution of marks/ Digramas/ with clear instructions should be submitted to HOD of each dept. Signed by authorities, for any compliances to grievances committee.

4. Preparation of Examination:-

1. Booking of examination Rooms shall be responsibility of exam dept.
2. The examination material, answer sheet shall be provided by exam dept.
3. The exam dept is responsible for arranging invigilators (Superviours) to the exam.



Internal Examination Policy

4. Date of examination within the assigned will be decided by the departments offering the course in coordination with exam committee and shall be approved by the authorities for academics.
5. All exam material should store to exam dept to ensure the security and confidentiality of material.
6. All excess material, material should be return to exam dept. By the supervisor to exam dept envelope.
7. No faculty member is allowed to take the examination material out of hall or to the dept.
8. Representative of dept should be available to answer to students query in first half.

5. Duration:-

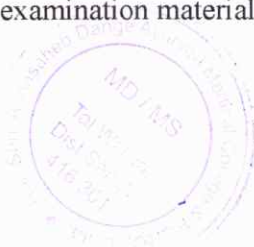
1. As per time allotted by each dept. to solve the paper.

6. Examination Adjustments:-

1. If a student has unexpected temporary disability to sit for exams with valid Medical report, then he/she has been granted to approval letter from authorities to appear for final exam.
2. In any grievance, examination dept and academic authorities has the final word of solution.

7. Examination Room Protocol:-

1. Supervisors must be at the exam room at least 15 minutes prior to the start of exam & students shall be present in the examination room seated ten minutes before start of the exam.
2. Supervisors should ensure that every students signs the exam attendance sheet/question paper etc.
3. Supervisor are required to check ID of each student.
4. At the end of the exam, supervisor should collect all the exam material including all extra copies and attendance sheet. Extra answer sheet returned to exam department.
5. No faculty member is allowed to take the examination material out of the examination hall.



Internal Examination Policy

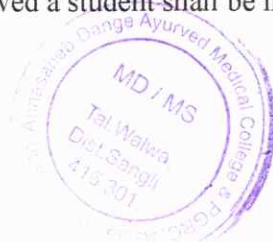
6. An supervisor may ask a student to leave the examinations hall if them is evidence of cheating, bad behaviour or any unaturized material the decision shall be taken by supervisor together with the exam coordinator.
7. The supervisor shall annouance the start of the exam and total time allowed for the examination. He shall also inform the students about that end of exam, to minutes prior to the end.

8. For Students:-

1. Only those students with an attendances of at least 75% will be allowed to sit the term end or the exam.
2. Students who arrive in the examinations hall after 15 minutes of the commencement of the examination hall not be permitted to sit the exam.
3. All students are must to show their ID card to supervisor.
4. No student is allowed to leave the examination before first half of the total duration of the exam.
5. Mobile phones, flash cards, electronics dictories, i pads, books bags, notes are not permitted in any examination room. The college does not take any responsibility for materials left by students outside the examination hall.
6. All students are requested to comply with the college dress code (not apron) and should wear their ID, students were not allowed for shoes jewellery, ornaments, jackets in exam room.
7. If a student becomes ill during the examinations & shall not be given extra time as a compensations period for writing question paper.

9. Breach of examination Policy:-

1. The supervisor of the examination hall has the authority to expel any student from the examination room if he/she commits an infringements of the examination regulation.
2. If a students could not attend an exam because of an illness or other exceptional causes beyond his/her control, supervisor shall inform (report) to academics incharge & exam board (UG Coordinator).
3. The application given by student shall indicate the reson for not attending the exam and has provide original & appropriate documents as supporting evidenceto his application (e.g. medical certificate)
4. If the application has been approved a student shall be informed with a decision about re-sit exam.



Internal Examination of Post Graduate Students

Examination and assessment.-

- (1) The post-graduate degree course shall have two examinations in the following manner, namely:-
 - (a) the preliminary examination shall be conducted at the end of one academic year after admission;
 - (b) the final examination shall be conducted on completion of three academic years after the admission to post-graduate course;
 - (c) examination shall ordinarily be held in the month of June or July and November or December every year;
 - (d) for being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
 - (e) the student shall be required to obtain minimum fifty per cent. marks in practical and theory subjects separately to be announced as pass;
 - (f) if a student fails in preliminary examination, he shall have to pass before appearing in the final examination;
 - (g) if the student fails in theory or practical in the final examination, he can appear in the subsequent examination without requiring to submit a fresh dissertation;
 - (h) the subsequent examination for failed candidates shall be conducted at every six months interval; and the post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination



- (2) The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.
- (3) The clinical examination shall be judge the competence of the student in Ayurveda and scientific literature of the specialty.
- (4) The *viva-voce* part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.

Internal Examination Ph.D.

Course Work: -

- 1) After registration and within six months of the date of final registration, the admitted Candidates shall be required to undertake the course work organized by the Institution or Research Center, as the case may be. All candidates admitted to the Ph.D. programmes shall be required to complete the course work within a minimum period of one semester. The part time Ph.D. Scholars also will have to complete the minimum one semester residential programme of the course work at the assigned research center under allotted research guide. All the Candidates shall be required to submit the Certificate of participation in course work for one semester in the prescribed Course Work Assessment Report in [Annexure-XIV](#), which is to be certified by the Guide or Research Supervisor, the Head of the Department and the Head of the Institution. If the Ph.D. Scholar fails to satisfactorily complete the course work within the time limit, then admission of such Scholar shall be liable to be cancelled.

The course work shall be compulsory and same shall carry **16 Credits** for Ph.D. Scholars

The bifurcation of these credits are as under, -

- a) 4 credits for Research Methodology, including quantitative methods, computer application, tools and techniques including instrumentation,



Internal Examination Policy

communication skills, research ethics and review of published research. This course work shall be treated as pre-requisite for Ph.D. preparation to be completed by attending University Organized or University Approved workshop on Advanced Research Methodology of not less than 6 days' duration;

- b)** 8 credits for the specific subjects' (2 subjects) course work.
- c)**
- i)** 4 credits for self-study course on Recent Advances in the subject Concerned (subject under which the Scholar is registered for Ph.D. course)
 - ii)** 4 credits for Assignment and Research Seminar related to area of research for Ph.D.
 - iii)** The Scholar shall make a presentation on the research work with special emphasis on Review of Literature, Methodology, dummy tables and findings of Pilot study. The presentation will be submitted to the department as a project report.
 - iv)** The Research Center shall invite an external examiner (approved Ph.D. guide from similar research discipline or Research Methodology expert from the panel list of University) during assessment of seminar.
- d)** 4 Credits for Academic activities such as Seminar presentation, Book Review or Hands on training in research related field of not less than 6 days duration or Participation in workshop related to research area of not less than 3 days duration or Paper presentation in National or International conference. The research Scholar shall make presentations of any one of these academic activities in front of Research Advisory Committee (RAC) and submit the presentation (with evidence of participation) to the department as an assignment. The Research Center will invite an External Examiner (Approved Ph.D. guide from the similar research discipline) during assessment of academic activities.
- 2)** The syllabus, evaluation procedure and examination schedule of the course works shall be finalized by the RAC under intimation to the University and shall be



Internal Examination Policy

communicated to the Ph. D. Scholar. The Research Methodology Course and Self Study Course on Recent Advances in the subject concerned shall be evaluated by a 50 marks theory examination of two hours duration each. The Research Seminar and Academic Activities shall be evaluated by a 50 marks viva voce examination, each at the time of presentation by the research Scholar. The evaluation and grades in the course work, including research methodology courses shall be finalized after combined assessment by the Research Advisory Committee and the Department as per University directives. After successful completion of the course work, the final grades shall be communicated to the institution/College/center under intimation to the University in the notified Course Work Assessment Report format in [Annexure-XIV](#). The research Guide will work as the Convener for the Course Work Examinations. The Ph.D. Scholar has to obtain minimum 55% of marks or its equivalent grade in the course work, out of total assessment of 100 and 200 marks for Ph.D. Scholars, respectively, in order to be eligible to continue in the program and shall submit the Dissertation / Thesis.

- 3) If the research Scholar is unable to complete the course work within the stipulated time or is unable to qualify in the course work assessment examinations, a Ph.D. Scholar may be given a one-time extension of six months for completing the course work satisfactorily, after obtaining permission from the University. No further extension shall be permissible and the registration of the Scholar shall stand cancelled afterwards.

Submission of Synopsis: -

- 1) The admitted Ph.D. Scholar shall submit copy of his Research proposal (Synopsis) online or as notified by the University, duly signed by the Research Guide or Research Supervisor, through the Head of the Department and Head of the Institution in [Annexure-XV](#) within five months from the date of provisional registration. After this time limit, late submission of synopsis will be allowed with late fees notified by the University from time to time, for a maximum period of one month, with the prior permission of the Vice Chancellor for valid reason.



Internal Examination Policy

After this period, the submission of synopsis shall not be allowed / considered by the University for any reason and Registration fees of the research Scholar shall not be refunded in any circumstances and the registration of the student shall stand cancelled.

- 2) The Research proposal (Synopsis) shall be submitted only after obtaining approval or recommendation of the Institutional Ethics Committee (IEC) of the College or institution and copy of same shall be submitted to the University along with the Research proposal.
- 3) The Synopsis or Research proposal received, shall be forwarded to the expert in the concerned specialty or subject by the University for recommendation(s), comment(s) or suggestion(s) (if any) of the expert through any communication media.
- 4) The recommendation(s) or comment(s) or suggestion(s), if any, received from the concerned expert along with Research proposal shall be placed before the Board of Research.
- 5) Accordingly, the Ph.D. Scholar and concerned Guide or Research Supervisor shall modify the proposal as per the amendments or corrections, if any, suggested by Board of Research, and he shall resubmit the same.
- 6) If, the Title and / or methodology of research in synopsis is completely rejected by the experts, the Scholar shall be given only one opportunity to resubmit the new Title synopsis within 2 months from the date of communication about rejection with the late fees as notified by the University.

Change of Research Topic: -

Normally, no change of research topic shall be allowed after the approval of Title and Synopsis and after allotment of Permanent registration number by the University. However, in an exceptional circumstance, the request for change of topic may be entertained by the Board of Research with valid / genuine reason taking on record and the decision of Board of Research shall be final and binding.

Final Registration: -



Internal Examination Policy

- 1) After the due approval to the Synopsis or Research proposal of the Ph.D. Scholar, by the Board of Research, the final registration shall be issued to the Ph.D. Scholar by the University.
- 2) No major change in the Topic and Synopsis shall be allowed after final Registration, provided that, in exceptional circumstances the request for major change in Topic or Synopsis may be considered by the Board of Research and in such case the period for the Ph.D. shall be counted from the date of approval letter of the Board for changed Topic or Synopsis.

Monitoring of Research Work: -

Research Scholar should make six monthly presentations of progress made and plan (next six months) of the intended research work in front of Research Advisory Committee. The record of such presentation with queries raised by committee and suggestions given and the corrections made should be presented by the Ph.D. Scholar when he will present subsequent progress report. The progress report should be sent to University in [Annexure VII](#), signed by the Guide and Chairman of the Research Advisory Committee.

Annual Progress Review of Ph.D. Research of Scholars: -

At the end of every year after approval of synopsis, Annual Progress Review will be conducted by the Research Advisory Committee of the research center. The Scholar shall make a presentation on the research work and it shall be submitted to the department as a project report. The research Guide will work as the Convener for this presentation of Annual Progress Review. It will be mandatory for the Research Center to invite an external examiner (approved Ph.D. guide from similar research discipline or Research Methodology expert from the panel list of the University) during assessment of presentation. This panel shall evaluate the research work of the Ph.D. Scholar in Annual Progress Review Format [Annexure XVI](#) and submit the report along with the six monthly progress report to the University.

Pre-Ph.D. Viva Voce and Presentation: -



Internal Examination Policy

Prior to the submission of the Dissertation or Thesis, the Scholar shall make the presentation in the concerned Department of the recognized Institute or the Center, before the Research Advisory Committee of the Institution concerned, which shall also be open to all faculty members and other research Scholars. One external subject expert (mandatory) from the approved panel of University shall be called for the Pre-Ph.D. viva obtaining due permission from the University. The Guide of concerned Scholar shall intimate the University regarding dates of Pre Viva at least one month in advance and co-ordinate with the University for the same. The feedback and comments obtained from the committee may be suitably incorporated into the draft Dissertation or Thesis, in consultation with the Research Advisory Committee. The report of Pre-Ph.D. viva voce should be submitted in [Annexure-XVII](#), duly signed by the Chairman of Research Advisory Committee, the external subject expert and research guide. The report should provide details about the course work, the progress reports, and research publications of the Scholar apart from assessment of the draft Thesis.

Submission of Draft Thesis (Ph.D.) –

After successful Pre-Ph.D. Viva Voce / presentation and subsequent fulfillment of queries, amendments or modifications, etc., as suggested by the Research Advisory Committee of the research center, the Candidate shall be eligible to submit the draft Thesis.

- 1) The Candidate shall submit one hard copy of draft Thesis in spiral binding, along with two pen drives containing soft copies in searchable PDF format, with a Certificate for successful Pre-Ph.D. Viva Voce or Presentation, before Research Advisory Committee of the Institution, along with a covering letter.
 - i) The draft Thesis shall be typed in Arial or Times New Roman Font, in the font size 12, in double spacing.
 - ii) Every student submitting a draft Thesis, or any other such documents to the research center and the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and that the Research work from other sources has not



Internal Examination Policy

been included, except the citation or examples quoted and is free of any plagiarism, in [Annexure-XVIII](#). The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Research center. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free. Every research center shall develop their own anti plagiarism policy as per the guidelines of UGC and publish it on their website.

- 2) The material which has been obtained from the other sources shall be duly acknowledged in the draft Dissertation Ph.D. Scholar. If the material obtained from the other sources has not been duly acknowledged, then the research Scholar shall be held responsible for Plagiarism. The Scholar shall be made aware about the consequences of Plagiarism. In case of Plagiarism, the Ph.D. Scholar shall be liable to be punished by way of withdrawal of the Dissertation and Ph.D. Degree even if already awarded as well as is liable for a legal action under relevant provisions.

3. Verification of Plagiarism: -

- 1) On receipt of the draft Thesis / Dissertation from the Candidate, it shall be sent to the Expert, nominated by the Vice-Chancellor for verification of plagiarism in the Research work in the Thesis/ Dissertation, or which shall be verified through the software or by any other manner, as per the policy decided by the University, in that behalf.
- 2) After receipt of the satisfactory report through the software and from the expert, the Candidate shall be eligible to submit final Thesis/ Dissertation.
- 3) In case, if an unsatisfactory report is received from Anti Plagiarism expert, then the University shall convey the matter to the concerned Candidate and the Research Advisory Committee, which may initiate an appropriate action for re-submission. As per the UGC norms in respect of Plagiarism, for level one - similarities between 11 to 40%, the Scholar will have to resubmit the revised draft Thesis/ Dissertation within period of six months along with the fees as notified by the University. For level two - similarities between 41 to 60%, the Scholar will be debarred from submitting the revised draft Thesis/ Dissertation for a period of one



Internal Examination Policy

year, provided that, the total duration of Ph.D. course shall not exceed maximum permissible duration, respectively.

- 4) In case of level three - similarities above 60%, the registration of the candidate shall be cancelled.
- 5) The Departmental Academic Integrity Panel (DAIP) chaired by the Head of Department with senior academician and person well-versed with anti-plagiarism tools, as members should be constituted at the departmental level for handling and investigating case(s) of plagiarism.

4. Submission of Final Dissertation / Thesis: -

- 1) After successful Pre-Ph.D. Viva Voce or Presentation and subsequent fulfillment of queries, amendment or modification, etc., as suggested by the Research Advisory Committee of the Institution, and anti-plagiarism assessment the Candidate shall be eligible to submit the final Dissertation / Thesis.
- 2) The Candidate shall submit four hard copies of the final Dissertation/Thesis along with a pen-drive containing soft copy in PDF format, and 10 copies of the summary of the Dissertation / Thesis along with a Certificate for successful Pre-Ph.D. Viva Voce or Presentation, before Research Advisory Committee of the Institution, along with a covering letter to the University.
- 3) The final Dissertation/Thesis shall be typed in Arial or Times New Roman Font, in the font size 12, in double spacing. It shall be well bound. No Spiral binding final Thesis shall be accepted.

10. Referances:-

1. MUHS guidelines for examination dept. www.muhs.as.in
2. For examination appointment for exam (Theory & Oral/Practical)

www.practical.muhs.edu.in


IAAC
Co-ordinator
Hon. Shri. Annasaheb Dange
Ayurved Medical College, Ashra


IQAC
Co-ordinator
Hon. Shri. Annasaheb Dange
Ayurved Medical College, Ashra


PRINCIPAL
Shri. Annasaheb Dange - Ayurved Medical
College, Ashra, Tal. Waiwa, Dist. Solapur