2.5.3

Information on Examination Reforms

The conduct of Internal Assessment examinations and declaration of results is one of the mandated duties of an Institute. The Examination Cell is the back bone of the examination system. The final examinations are conducted as per academic calendar / time table published on the website by the Tamilnadu Dr. M.G.R. Medical University.

The examination system at the college & the university are fair, efficient, reliable and transparent, strictly following the rules and regulations mandated. The Department strives hard towards the goals to achieve credibility. The institute / university has taken several initiatives to ensure better standards and improve precision, efficiency and transparency in the various steps involved in the conduct and declaration of results of examinations.

Steps are taken to minimize the errors and mistakes and ensure better accuracy and efficiency during paper setting, conduct of the examination by the institute / university, collection and assessment of answer paper, entry of marks on the answer copies and mark lists, etc.

Examination Cell:

The College has an Examination Cell headed by the Controller of Examination and for university examination, the Chief Superintendent of Examinations is the head. The dean is the Chief Controller of the Examination Cell for both institute / university examinations. The controller of Examination Cell has a team of Office Assistant, two Computer Programmers, one Data Entry Operator and two peons,

while the University examination cell has a team of 06 Invigilators / day/exam, one Clerk cum Assistant, One servant / Attender, one Computer Programmer, one Waterman, one Sweeper etc.

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MADURAI - 625009

Examination Cell: Internal Assessments

SL. No.	Name	Designation
1.	Dr. Mahesh Krishna. B. G	Controller of Examinations
2.	Mr. R. Karthikeyan	Data Entry Operator / Clerk
3.	Mr. N. M. Rajkumar	Data Entry Operator / Clerk
4.	Mrs. N. Shenbagalakshmi	Office Assistant
5.	Mr. Surendran	Computer programmer
6.	Mr. Sangiliraj	Computer programmer
7.	Mr. N. Manikandan	Peon
8.	Mr. B. Kumaresan	Peon

Examination Cell: University Examinations

SL. No.	Name	Designation
1.	Dr. John Rajpathy	Chief Superintendent of Examinations
2.	Mr. S. Thirukkumaran	Clerk / Assistant
3.	Mr. P. Saravanan	Servant / Attender
4.	Mr. Vignesh	Computer programmer
5.	Mrs. Devi Meena	Waterman
6.	Mrs. Chitra	Sweeper

The Examination has its own printing unit for printing Question papers and other relevant confidential document and having separate printer machine and Xerox Machine with internet facilities.

For smooth conduct of internal assessments and university examination process, different Committees like, Examination Committee and Students Grievance Redressal Committee work together. Frequent meetings with all Dept. Heads are organized for solving the examination and academic hurdles and invite their valuable suggestions from time to time.

The Controller of examinations and Chief Superintendent of examinations along with this Committee successfully handle the Pre-examination process. The Pre-examination process consists of time table generation, making attendance sheet, appointment of Invigilators. The office of the Controller of Examination and Chief Superintendent of examinations has been provided sufficient facilities to smooth conduct the Examination related work in fair and transparent manner.

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Steps are taken to minimize the errors and mistakes and ensure better accuracy and efficiency during paper setting and conduct of the internal assessment tests and university examination.

Examination procedure:

The conduct of internal assessment / university examinations and declaration of results is one of the important activities of the Institute / university. The detailed syllabus for the examination is notified to the students by the department. The pattern for particular subject is detailed on the institute / university website. The time table is also notified to them.

Internal Assessment and University Theory Exam is conducted in centralized examination hall which is fully equipped with CCTV surveillance and mobile jammer. Regarding seating arrangement, students are seated with specific distance. Student enter in exam hall with writing material in transparent pouch and no other things including water bottle, writing pad, watch, mobile etc. Invigilators will be assigned for the internal/ university examination will be from other disciplines, who invigilate the entire examination to avoid any sort of bias.

The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the students concentration while writing the Examination. Evaluation will be done by senior faculty of the respective department and followed by second faculty and randomly checked by HOD's and practical exam is conducted in respective departments. The university examination evaluation is done in the university premises only.

Processes integrating IT:

a. Fully automated CMS 2.0 Online System

(https://cms2.tnmgrmu.ac.in/#/dashboard) : Students Online Registration, Online application from students for University examinations, payment of fees through centralized payment gate-way, online feeding of attendance and internal assessment marks by colleges. Hall Tickets downloadable by examination section clerk / assistant after scrutiny give it to the student. Convocation Application view and submission. Faculty Management System, Institution Result Galley preview etc.,

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b. **University Examination Wing server for online question paper downloaded**(https://www.tnmgrmu.ac.in/images/sequel/) Maintained by The Tamil Nadu Dr. M.G.R. Medical University 69, Anna Salai, Guindy, Chennai 600 032.

c. **Digital entry of attendance on the day of university examinations:**
1. Attendance Sheet Format.
2. Absentees Report
3. Absentees Statement format
4. List of candidates appearing for the on the day of examination
5. Seating arrangement format etc.,

d. **Answer papers evaluated** at The Tamilnadu Dr.M.G.R. Medical University premises, using unique software to automatically digitize and upload marks directly from answer books to TNMGR University server online.

e. **Checking Plagiarism:** The Tamilnadu Dr. M.G.R. Medical University - CMS 2.0 software is in place to screen PG dissertations.

Instructions to Candidates Checking Plagiarism by the university:

a. The complete dissertation must be uploaded in ONLY one single file and not chapter wise.
b. The candidates may be permitted up to FOUR TIMES ONLY to use the Plagiarism Web Tool.
c. The Anti-Plagiarism Web Tool shows the percentage of Plagiarism. The acceptable limit by the University is 25% only.
d. If the percentage of plagiarism is below 25%, students must take screen shots and print it. Enclosed with the hard copy of the dissertation.
e. If the percentage of plagiarism is above 25%, students must modify the dissertation for originality (using own words) and resubmit again as done earlier.
f. Up to Twelve continuous words should be accepted.
g. Students should attach the certificate from Guide/Supervisor at the time of submission of the dissertation.
h. For any Change/Inclusion in email address, kindly send email to This email address is being protected from spambots. You need JavaScript enabled to view it." style="cursor: pointer;">coe@tnmgrmu.ac.in
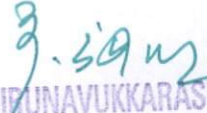
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i. For any Plagiarism Help/Clarification, kindly send email to This email address is being protected from spambots. You need JavaScript enabled to view it." style="cursor: pointer;">plagiarism@tnmgrmu.ac.in

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Instructions to the Chief Superintendent of University Examinations:

1. The Chief Superintendent is fully responsible for the smooth conduct of the theory examinations. He/She has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination.

2. The Invigilators shall work under the direct control of the Chief Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Chief Superintendent.

3. The Chief Superintendent appointed for the Examination is requested to announce in the examination hall on every day of the examination that the candidates should write their register number correctly only on the space provided in the front sheet. They should not write their register number elsewhere either in the main answer book. Further the candidates have to be instructed to write the page number of the answers provided in column I for the candidate, in the front sheet.

4. The Chief Superintendent should give instructions to the Invigilators to verify the correctness of the register numbers on the answer script of the candidates with the galley and to check whether they have written the page number of the answers correctly in the column I before receiving the answer scripts from the candidates.

5. The Chief Superintendent should verify the Part and Paper of each specialty of the candidates appearing with reference to the galley issued.

6. The candidate and the Chief Superintendent/Invigilator should put their signature in the space provided. No entry should be made in the rectangular boxes "UNIVERSITY USE ONLY". No other portion in the bar-coded sheets attached to the main answer book should be damaged or detached.

7. While sending answer scripts to the University, the year, month and date of the examination should be noted at the left side top corner of the cloth cover for easy identification.

8. The Secrecy & confidentiality for the conduct of the examination shall lie with the Chief Superintendent.

9. While decoding/downloading the question paper, the Chief Superintendent should make sure that no outsider/ other unconnected staff members/concerned subject teaching staff is present at the examination hall.

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10. The Chief Superintendent is responsible to dispatch the following documents on the same day of examination through speed post.

- Written Answer Scripts
- Unused Answer Sheets
- Unused Spare Sheets
- Unused Covers
- Attendance Sheet
- Absentees Statement

Failure to dispatch the above materials on the day itself will entail action against the Chief Superintendent.

1. The Chief Superintendent should enter absentees' details on the same day online.
2. The Chief Superintendent should not entertain any outsider other than the vigilance squad appointed for the specific purpose.
3. No waterman is permitted to supply water to the students. The water pot should be kept inside at one corner in the examination hall and the students can be permitted to drink water from the water pot in the presence of the Chief Superintendent/Invigilator.
4. The CCTV camera should be fixed and full session of the examination should be recorded. The C.D. of the recordings should be sent to this University after completing the full session of the examination, so as to use it by the University as and when it is needed.
5. Any untoward incident like copying noticed by the Chief Superintendent should be reported to the Controller of Examinations of this University with facts and a detailed report must be submitted.
6. The Chief Superintendent should make sure that the correct answer sheet for a particular subject is given to the candidates. The subject code in the question paper and answer sheet should be the same.
7. The Chief Superintendent is to check whether the first tabular column is filled by the candidate with the page number of the written answer.
a. The Chief Superintendent should instruct the following conditions to the students. Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager of any other communication devices before entering into the examination hall.

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b. Candidates to produce the hall ticket on demand by the Invigilator/ Observer/Squad member. The invigilator should see whether there is anything written in the Hall Ticket, if so, the same should be informed to this University.

c. Candidates to handover the answer booklets before leaving the examination hall.

d. No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of sixty minutes from the commencement of the examination.

e. Candidates should not wear an overcoat and full-sleeved dresses.

f. Girls should not leave loose hair, should tie up their hair.

g. Wooden scales should not be allowed.

1. All the candidates (girls & boys) should not wear shoes and socks. The Chief Superintendent has to ensure whether the Metal Detector and mobile jammers are in working condition.

2. The Muslim students are permitted to wear Purdah/Burkah during examinations after being checked by Metal Detectors.

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The Tamilnadu Dr. M.G.R. Medical University Guidelines for the issue of photocopy of Answer Scripts of the failed subjects

(A candidate cannot apply for a Xerox if he/she has passed in that subject)

1. Candidates of all the Under Graduate and Post Graduate Courses are eligible to apply for photocopies of the answer scripts.
2. Photocopy of the answer scripts is permissible only for those candidates who have passed clinical/Practical examination.
3. Photocopies of answer scripts are given to candidates for their personal reference only and for self assessing their performance in the exam in order to improve their answer presentation in future.
4. Candidates have no right to claim any additional marks based on self assessment / compare with other examiner's marks / get it assessed by other teacher(s).
5. Revaluation of answer papers is not permissible as per the University rules in force.
6. Application for photocopies of answer sheets should reach the University within the stipulated date, which will be informed at the time of publications of results in the website.
7. Application should be sent through the head of the Institution.
8. Applications received from the candidates directly by the University will be summarily rejected and further communication will not be entertained.
9. Incomplete applications and applications received after the due date will be summarily rejected.
10. A Fees of Rs.1000/-(One thousand only) per paper may be remitted to the University through RTGS/NEFT towards the issue of photocopy of Answer Script for each paper. If the theory paper contains Section A & Section B or Paper I & Paper II, the fees should be paid separately for each A & B section or Paper I &₸ Paper II separately.
11. Fees once paid will not be refunded on any account.
12. A Xerox copy of the statement of marks should be enclosed along with the application.
13. The applications should be sent only in the prescribed form.

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Instructions to the candidates appearing for the TNMGR University Examinations:

The instructions should be displayed at the entrance of the Examination Hall.

1. Candidates should bring the Hall ticket for admission to the examination.

2. The Hall ticket is issued as per the regulations and instructions issued by the University from time to time. If the candidate does not comply with the above requirements, the examination(s) taken by the candidate will be treated as cancelled.

3. The candidates should appear in the centre prescribed by the University for their theory and practical examination.

4. Any discrepancy with regard to the spelling of the name or the subject for which the candidates is permitted to the examination should immediately be brought to the notice of the Controller of Examinations of this University.

5. Candidates should satisfy themselves, before answering that they have received the correct question paper.

6. Candidates are instructed not to leave any pages blank in the Answer scripts. For Example, if the maximum number of pages allotted for a question in the question paper is 10 pages and the candidate completes the answer in 8 pages, the candidate should write the answer to the next question continuously without leaving any space or pages blank.

7. Candidates should be present at the respective centres for clinical, practical and oral examinations half an hour before the commencement of the examinations.

8. Answers must be written legibly in blue/black ink or ball point pen.

9. Candidates should write their Register No. in the specified column only in the Main Answer Book. Candidates are prohibited from writing their Register No. in any other place in the Main Answer Book.

10. Writing Wrong Register No. in the Answer book will entail summary rejection of the Answer book. (ii). If candidate puts any special mark or writes anything will entail summary rejection of Answer book.

11. Candidates are prohibited from writing their names or any type or form of symbols at any place in the main answer book or additional answer sheets.

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12. Separate answer books should be used for each section wherever it is specified. Answer written in the wrong answer book (i.e) other than the one pertaining to the section concerned shall not be valued.

13. Answer scripts of the candidates violating instructions (8), (9) and (10) shall not be valued.

14. The electronic devices such as calculators, Digital Diary, Mobile phone, pager or any other communication devices are strictly prohibited in the Examination hall, possession of the said devices by the candidate shall entail cancellation of the examination for that candidate.

15. All the Text books, Notes and other informative materials should be left outside the examination hall.

16. Candidates are not permitted to enter the theory examination Hall with their aprons or over coats.

17. Candidates are permitted to enter the Practical/Clinical examination Hall with their aprons or over coats.

18. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action.

19. Candidates should produce the hall ticket on demand by the Invigilator/Chief Superintendent/Observer/Squad member.

20. Candidates will have to handover the Answer books to the Invigilator/Chief Superintendent before leaving the examination hall.

21. Candidates should be seated half-an-hour before the examination and strictly not allowed after that time.

22. The candidates shall not be permitted to leave the examination hall before the expiry of sixty minutes from the commencement of the examination. Candidates allowed to leave the examination hall will not be allowed to re-enter the hall.

23. Candidates should ascertain the scheme for the practical and oral examinations in their respective institutions.

Continuous Internal Assessment System:

Institute has a well-established and efficient continuous evaluation system with different types of assessments given in the academic calendar. Various reforms have been undertaken periodically that have had a positive impact on examination management.

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In case a student is absent for the internal assessment examination, an additional internal assessment examination is conducted by the departments.

Institute follows term end examination pattern system and the performance of astudent in each term is evaluated subject wise with eligibility marking system. A candidate should secure minimum academic requirement in a subject to be eligible to appear for the final university examination.

Details are as follows:

Theory - 100 marks - for eligibility (pass) minimum 40 marks

Practical - 100 marks - for eligibility (pass) minimum 40 marks

Total - 200 marks - for eligibility (pass) minimum 100 marks

However, the eligible marks required to appear for University examinations is a minimum of 100 marks in Theory and Practical IA marks put together (combined minimum) The minimum attendance required in Theory is 75% and in Practical is 80%.

All the departments strictly adhere to the institutional academic calendar and timely announcement of the internal assessment results to display in the department notice board.
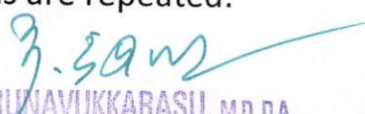
Grievances regarding exam:

The college maintains complete transparency in the evaluation and to provide platform for Redressal of grievance of students regarding internal examination. The probable schedule of internal examinations is communicated to the students well before so that students get sufficient time for their preparation.

Grievances during Examination:
Theory Examination: The common grievances students usually face before the examination are as follows:
1. Discrepancy in question, questions asked out of syllabus,
2. Question paper include typing errors, options are repeated.
3. Wrong subject of question paper.

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Practical Examination: Photocopies-of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).

Grievances after result declaration:

At the college level, the evaluation work is done for the internal examinations. If any student has doubts that the marks given to him/her in any paper, he or she can meet to HODs of the respective department. The HODs appoints subject experts other than the previous assessor. If there is change in score, it is corrected by HOD. Department has to declare final revaluation result within seven days. Internal examination committee looks after the complaints or grievances related to formative tests and summative examination. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism.
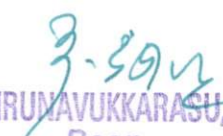
Competency based assessment:

Clinical/practical skills training methods e.g.by direct observational practical skills, OSCE and OSPE are adopted to make students competent and fit to practice independently.

Work placed based assessment-

Students are assessed on site by their supervisors while posted in OPD, wards, casualty, laboratories, OT, skill laboratories, blood banks and dialysis unit. For pre clinical practical logbook (Early clinical exposure, ATCOM module, SDL entries),Para clinical and clinical, practical journals are given to students. Students should complete with in time. Timely submission of practical works, respective teacher correct it in recess/break and if mistakes are foundreturn back to students and ask him to submit practical journal immediately next day.

Practical attendance is given on timely submission of practical journal. For intern and PG students, logbook is maintained throughout the year where the dissertation progress is reviewed for six months and corresponding entries are made in the logbook.

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Self-Assessment

We also conduct seminar, group discussion, show & tell, quiz, debate on various important topics and short talk competition on health issues conduct andevaluate the active performance of participants during these co-curricular activitiesbyappointingthe judges.

OSCE/OSPE:

The OSCE examination consists of about 15-20 stations each of which requires about 4-5minutes of time. All stations should be capable of being completed in the same time. The students are rotated through all stations and have to move to the next station at the signal. complete the cycle. OSCEs and OSPEs can be made for any subject. At the end of the examination, the scores obtained in the procedure stations can be total to give the candidate score. Scores at individual stations can also be released to give the candidate meaningful feedback.
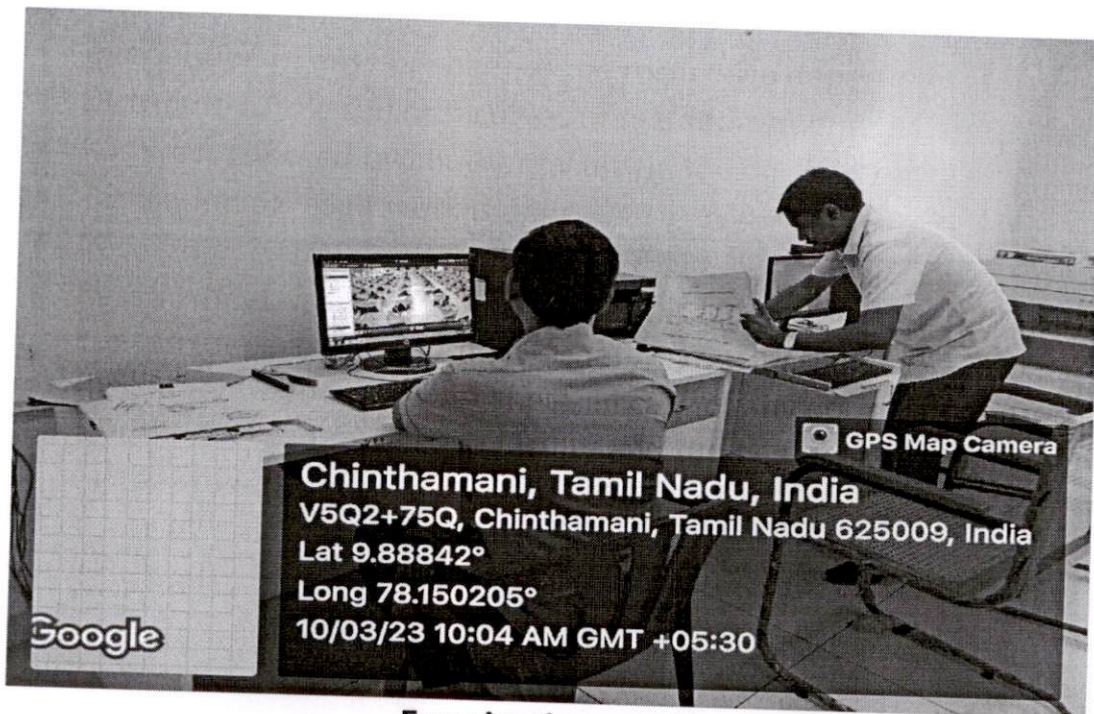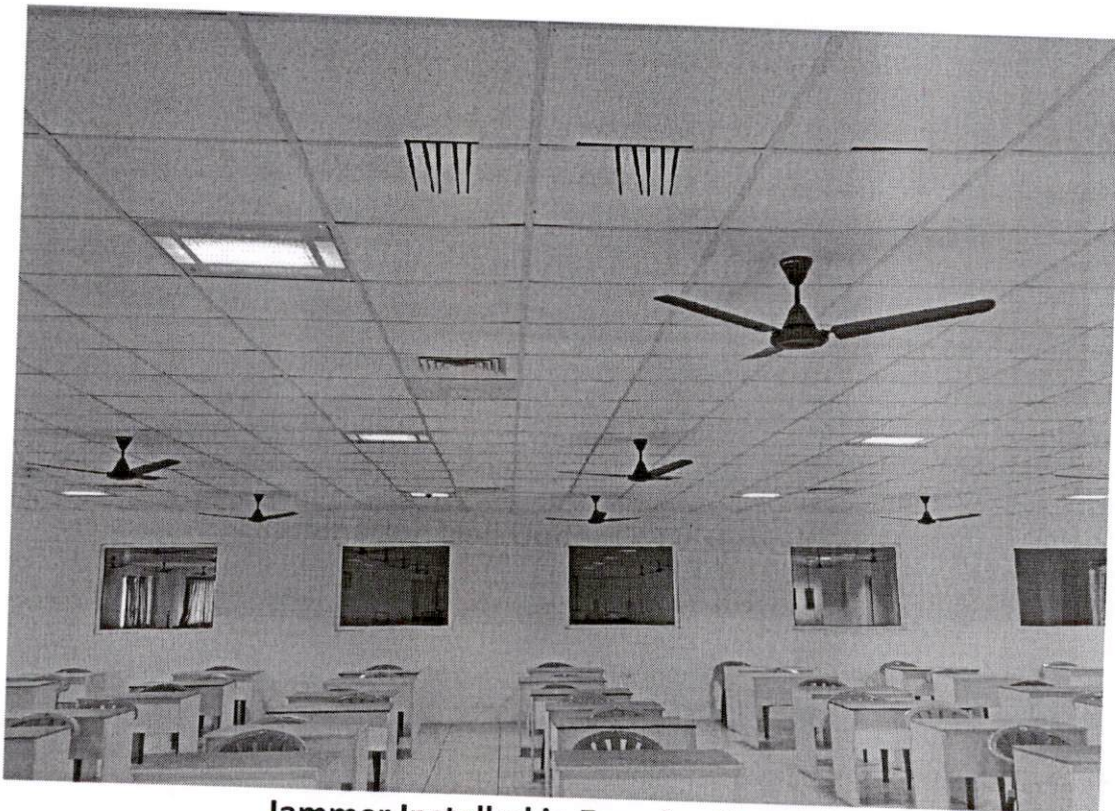
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Assessment Procedure and result declaration:

- Distribution of answer sheet to the respective department
- Distribute to the senior faculties of the department.
- It is cross checked by another faculty in the department.
- Tabulation of result work is done.
- Result is declared on the notice board.
- Result sheet is sent to the student section through the HOD's concern departments Student's confirmation of the marks is done by the student sign on answer sheet. In case of any doubt, students can approach to the respective faculty and the head of the department till the student satisfied with the result.

Chinthamani, Tamil Nadu, India
V5Q2+75Q, Chinthamani, Tamil Nadu 625009, India
Lat 9.88842°
Long 78.150205°
10/03/23 10:04 AM GMT +05:30

Examination section

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Iravadanallur, Tamil Nadu, India
10, 4th Street, Babu Nagar, Iravadanallur, Tamil Nadu
625009, India
Lat 9.90289°
Long 78.149495°
15/11/22 08:41 AM GMT +05:30

Examination Hall Under CCTV surveillance

Jammer Installed in Examination Hall

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VELAMMAL MEDICAL COLLEGE
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Examination Application Form

THE TAMIL NADU Dr. M.G.R MEDICAL UNIVERSITY
69, ANNA SALAI, GUINDY, CHENNAI - 600 032.

EXAMINATION APPLICATION FORM

Month & Year	: Mar 2023 (Supplementary Examinations)	**Serial No**	: EA032023/ TMED5221598041
Course	: 52.M.B.B.S.		
Institution	: 598.VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE MADURAI		
Register No	: 520021508041	**Date of Birth**	: 20-06-2003
Candidate's Name	: DIVYA S	**Gender**	: FEMALE

Exam Details :

Term	App	Subject
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526051.HUMAN ANATOMY - I
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526052.HUMAN ANATOMY - II
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526053.PHYSIOLOGY - I
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526054.PHYSIOLOGY - II
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526055.BIOCHEMISTRY - I
FIRST YEAR - 6 - 2019-2020 (NON-SEMESTER)	2	526056.BIOCHEMISTRY - II

Note :

1.Submission of Examination application and payment of examination fee will not confer any right for registration and admission to examination.
2.Fees once paid will not be refunded/adjusted under any circumstances.
3.Any request for correction in the particulars of Examination application regarding spelling of Name,Gender, etc. should be addressed separately to the Controller of Examinations of this University.

Fee Particulars	Amount(Rs.)	I hereby declare that the particulars furnished by me in this application are
		I undertake to write the University examination (Theory & Practical) in any examination centre as the University may order. I accept the Board of Examiners appointed by the University. I am fully aware and understand that Examinations are conducted as per University norms.
Exam Application Fees	100	
Marksheet fees	100	
Practical	2250	
Written	9000	
Total	11450	Signature of the Candidate with Date
		Signature of the Dean/Principal with Office seal :

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Sample Hall Ticket

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY
69, ANNA SALAI, GUINDY, CHENNAI - 600 032.

HALL TICKET   Serial No.H032023/TMED5221598041

Course & Regulation	:	M.B.B.S. 2019-2020 (NON-SEMESTER) Month & Year: MAR-2023
Institution	:	598. VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE, MADURAI
Center for Examination	:	VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE, MADURAI
Register No.	:	520021508041 Gender: FEMALE
Date of Birth	:	20-06-2003

Candidate's Name: DIVYA S

Exam Details

Term	Subject	Date of Examination	Signature of the Invigilator with Date
FIRST YEAR	526051.HUMAN ANATOMY - I	27-03-2023	
FIRST YEAR	526052.HUMAN ANATOMY - II	28-03-2023	
FIRST YEAR	526053.PHYSIOLOGY - I	30-03-2023	
FIRST YEAR	526054.PHYSIOLOGY - II	31-03-2023	
FIRST YEAR	526055.BIOCHEMISTRY - I	03-04-2023	
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