



# **VELAMMAL MEDICAL COLLEGE**

## **HOSPITAL AND RESEARCH INSTITUTE**

### **MADURAI - 625009**

#### **2.5.1**

#### **The Institution Adheres to The Academic Calendar for The Conduct of Continuous Internal Evaluation and Ensures That It Is Robust and Transparent**

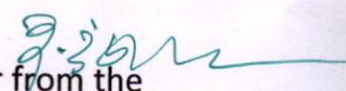
Academic Calendar is prepared well before commencement of academic year by consulting every department. Suggestions given by Academic Council/Curriculum Committee are incorporated in it. Academic Calendar carries details of time and date of theory class, practical class, internal assessments and model exams, as per university calendar. Plan of remedial sessions to be conducted after regular hours is also incorporated.

Continuous Internal Evaluation is incorporated as per university guidelines offering a considerable flexibility to departments. Departments follow the pattern and frequency Internal Examination including theory and practical after discussion with the faculties as per affiliating university guidelines.

During introduction, students are informed about the details of evaluation process, objectives of the subject, attendance requirement, marking system of university, frequency of internal assessments and model exams. The academic calendar of Details of class room teaching and clinical posting in ward as per calendar is displayed on notice board of the department.

Internal assessment examinations including model examinations are conducted under strict vigilance. CCTV cameras and mobile jammers are used to prevent malpractices if any. Absentees are allowed to write test on another date with valid reasons. Group discussions, Seminars, Presentations, Projects work, completion and submission of log book and record book etc. are considered in formative assessment. answer sheets valuation is assigned to multiple faculties to avoid bias and ensure the fairness. Evaluation process is completed in a week. Marks are displayed on notice board. Test sheets are preserved. Students' grievances if any are addressed and the final marks are consolidated and submitted to Vice principal office.

Post of Controller of Examinations was created by an executive order from the Dean on 04th Jan 2019.

  
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It was proposed, COE would organise end of semester examinations on lines of University Examinations and internal assessment examinations and tests would be conducted by respective Heads of departments to enable students face university examinations confidently.

First end of semester examinations will be conducted during June – July. Question papers were set by HODs and submitted to COE so as to be printed on the day of exam to ensure confidentiality. Invigilators from the respective departments along with another invigilator of other department were posted.

In next end of semester examinations, invigilators were selected and posted from other departments. The HOD or any one faculty deputed from the concerned department for which the exam was being conducted was permitted to scrutinize the question paper. Question Papers were set by the departmental faculty and submitted to the office of the COE in advance. It was mandated to evaluate answer booklets and submit marks within seven days. This helped students to know their deficiencies before they face their university exams.

It's proposed, setting of question papers for ESE / Model exams by external examiners, Cross evaluation and external evaluation for Model exams. Clinical departments involve faculty from other Medical Colleges to conduct Clinical and Viva Voce Exams during Model Exams.

Guidelines are similar to the ones laid down by university.

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