

**Sant Dnyaneshwar Shikshan Sanstha, Islampur**

**Hon. Shri Annasaheb Dange Ayurved Medical College, Ashta Dist : Sangli**

**Examination Department**

**SOP for Online Internal Examination**

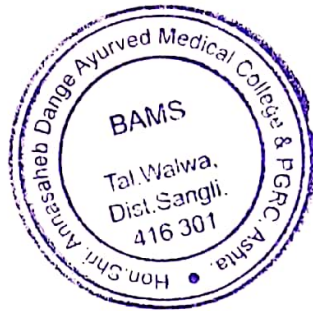
***Purpose :***

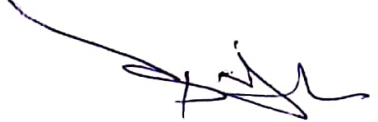
Due to the mass outbreak of COVID 19 pandemic worldwide affecting the Nation, Online Internal Assessment Examination will be conducted in the month of June 2020 as per the guidelines of MUHS, Nashik in the circular letter dated 28/05/2020 with a view of Development, Enhancement and Progress of each and every student dispersed in many regions during this National Emergency.

***Method to conduct the Exam :***

- Examination department in coordination with UG and PG coordinators and concerned year Academic Incharge will inform all the 1<sup>st</sup> to final year staff and MUHS exam going students regarding the commencement of internal assessment exam 7 days prior on their respective Academic Whats app group.
- Pattern of this internal assessment exam will be similar to university examination. For practical exam, practical oriented questions will be framed and set to assess the practical skills of a student.
- Meanwhile, each department is asked to generate their departmental e-mail ID, so that HOD's can mail their departmental theory and practical question papers to the concerned authorities atleast 3 days before online exam and students can submit their answer sheets through PDF by email on the departmental email ID for the further assessment.
- Time table prepared by Exam Cell will be displayed on Academic whats app group 7 days prior of exam.
- A notice to all HOD's is given to display their syllabus on the respective whats app group and to submit question papers through mail to concerned authority before exam.
- For each subject, 3 hours of theory exam is conducted after which students can submit their papers in PDF file to email ID provided or on their whats app group. (NOTE : Admin has to change the setting of whats app group from only admins to all students for 15 mins so that within 15 mins student can prepare PDF file and submit.)
- Respective teachers in the department will download PDF file of answer sheet and store in their pen drive and submit the result to Exam Cell within 7 days after the exam is completed.
- Same procedure is followed to commence practical exam of 2<sup>nd</sup> internal assessment as per the guidelines of MUHS in circular letter dated 28/05/2020.
- Once the COVID 19 lockdown period is over, Student need to submit the hard copy of answer sheets both of theory and practical separately to the respective department in person and sign the internal assessment mark sheet.

- Internal assessment procedure should be robust and refined and has to be stress free for the students. Student should answer the theory and practical papers sequence wise with proper essentials like page number, subject and roll number. Submission of papers should be done serially.
- The internal assessment marks of this examination and final internal assessment marks will be sent to the University by 30<sup>th</sup> June 2020.
- Before that student is informed about his/her marks. If any grievance found it is sorted accordingly.



  
01/06/2020  
Principal  
Hon. Shri. Annasaheb  
Dange Ayurved Medical  
College & PGRC, Ashta