

GCS Medical College, Hospital and Research Centre

Opp. DRM Office, Nr. Chamunda Bridge,

Naroda Road, Ahmedabad-380025.

Ph:(079) 66048000 Fax: (079) 22201915

No. GCSMCH/ 93 /2022

Date: 13/01/2022

Office Order: -

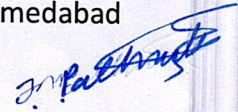
In pursuant to meeting of IQAC held on 18/11/2021 under the chairmanship of Dean following Examination Cell/ Examination Committee is hereby constituted for further necessary action.

Sr. No.	Position	Name
1	Chief Controller of Examination	Dr. Yogendra Modi (Dean)
2	Asst. Controller Examination (Faculties)	Dr. Urvesh Shah (Prof. Microbiology)
3	Assit. Controller Examination (Faculties)	Dr. Anand Mistry (Prof. Physiology)
4	Assit. Controller Examination (Faculties)	Dr. Arpit Prajapati (Asso. Prof. Community Medicine)
5	Assit. Controller Examination	Dr. Divyesh Panchal (Asso. Prof. Ob/GY)
6	Exam Co-ordinator	Mr. Jayesh Pathak
7	Asst. to Exam- co-ordinator	Ms. Kalpanaben Panchal
8	Computer Programmer	Mr. Pritesh Savaliya
9	Peon 1	Mr. Jayesh Chauhan

The objective, frequency of meetings and roles & responsibilities of the above committee is explained in detail as per attached annexure herewith.


Dean

GCS Medical College
Ahmedabad



To,

1. Dr. Yogendra Modi
2. Dr. Urvesh Shah
3. Dr. Anand Mistry
4. Dr. Arpit Prajapati
5. Dr. Divyesh Panchal
6. Mr. Jayesh Pathak
7. Ms. Kalpanaben Panchal
8. Mr. Pritesh Savaliya
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Examination Cell/ Examination Committee

Objectives:

Roles & Responsibilities: The Examination has its own printing unit for printing of Question papers and other relevant confidential document and having separate printer machine.

For smooth conduct of examination process, different Committees like, Examination Committee and Students Grievance Committee worked together. Frequency meetings with all the faculty heads are organized for solving the examination and academic hurdles and inviting their valuable suggestions from time to time. The Controller along with this Committee successfully handles Pre-examination and post-examination process.

The Pre-examination process consists of time table generation, making attendance sheet, appointment of Invigilators.

The Post Examination Process consists of declaration of examination result and releasing of merit list.

- Sufficient facilities to smoothly conduct the Examination related work in fair and transparent manner.
- Steps to minimize the errors and mistake and ensure better accuracy and efficiency during paper setting and conduct of the examination.



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Mechanism to deal with examination related grievances is transparent, time-bound and efficient.

There is complete transparency in the internal assessment.
The criterion adopted is as directed by the Gujarat university.

- At the beginning of the semester, faculty members inform the students about the various components in the internal assessment exam during the semester.
- The internal assessment exam schedules are prepared as per the university and communicated to the Medical students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall for Theory Exam. Evaluation is done by the respective departmental faculty members within two weeks from the date of examination.
- The corrected answer sheets at random are verified by Head of the Department (HOD) to ensure the standard evaluation process.
- The corrected answer papers of the Medical students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment exam are displayed on the department notice board within 3 weeks of Exam with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For the quality of the Research projects, the evaluation is done by Scientific Review Committee along with the project guides.
- To ensure the transparency and curb the mal practices, the university is conducting theory end examinations at a center other than the medical college.
- The University examination for the practical shall be conducted with internal and external examiner appointed from the other colleges (Gujarat University as well as from Other University) as decided by the Gujarat University.



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Redressal of grievances at institute level:

- **Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty members and HOD of respective department.
- **College Level:** The Institute appoints a Chief Supervisor for smooth conduction of examinations of GCSMCH&RC. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the Gujarat University. The grievances during the conduction of theory examinations are considered and discussed in consultation with the Dean and if necessary, forwarded to the university by examination section.
- **Redressal of grievances at University level:** The queries related to results, corrections in mark sheets, other certificates issued by university are handled at Gujarat University Examination section after forwarding such quires through the college examination section. Students can apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

Dean
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Ahmedabad