



Minutes of the Meeting held on 02.12.2019 in the Auditorium of the University with the Principals/Deans/Other officers on implementation of New Examination System

All the members were heartily welcome in the meeting.

The Hon'ble Vice-Chancellor, WBUHS chaired the meeting.

The list of the members present in the said meeting is annexed as Annexure-A.

The following issues were elaborately discussed and the decision thereon were resolved in the meeting.

1. Examination Centres:

The Hon'ble Vice-Chancellor with reference to the decision of the 25th Meeting of the Academic Council held on 25th September, 2019 opened the discussion on holding University Examinations in Centres other than the Home Centres. He invited opinion on the aspect and other valued suggestions of the member to eliminate/ restrict the Unfair-means in the examination halls. Along with others, the following important points were discussed:

i. Examinations for Theory Papers:

- a. Holding of theory examinations in non-Home Centres even in Centres other than that of Medical/ Health Institutions.
- b. Students of 1 (one) college may be allocated to different colleges through randomization or otherwise.
- c. Invigilators may be non-medical personnel.
- d. Arrangement may be made so that a senior teacher of the subject of the examination may be available at the examination centre to check any spelling mistake or the like in the question paper for 10 to 15 minutes of the start of the examination and in-consultation with the University the mistakes, if found any, may be corrected.

ii. Examinations for practical/viva/oral papers:

- a. Unlike Theory examinations, Practical/Viva/Oral examinations may be held in the Home Centres or any other nearby college(s), wherever required.
- b. The HoD or any senior teacher of the examination centre may act as the Centre-in-Charge who will, however, not function as an examiner of the centre. He will function as a facilitator.
- c. Ideally half of the examiners would be from the WBUHS, but not from the same college (who will be treated as Internal Examiners) and half of the examiners from other Universities (who will be treated as External Examiners).

iii. Decision:

It was resolved that all the college authorities would take a call on the above matter in-consultation with the HoDs/senior teachers and other stake holders including the

students. Another meeting would be convened shortly to discuss the above proposal for a final decision.

2. Introduction of Answer-Book of 32 pages:

It was submitted that instead of present system of separate Answer-Book for each Group (wherever applicable), it has been decided that 1 (one) Answer-Book of 32 pages would be used for each paper of all the examinations. If required, loose sheet of 8 pages would be used. Regarding evaluation of the new Answer Book the following options (previously mailed to different colleges inviting suggestions) were elaborately discussed.

- a. Answers to the questions of each Group of the Answer-book (even they are replied at different pages) may be evaluated by one of the Examiners (Internal and/or External). It necessitates movement of 1 (one) Answer-book to all the examiners. After completion of evaluation of all the Groups, the Tabulation-sheet (Theory) and the Table in the front-page of the Answer-book for incorporation of the question wise obtained marks need be filled up and signed by all the Examiners evaluating the Answer-books.
- b. The Answer-book of each paper may be distributed among the Examiners (Internal and/or External) and the complete Answer-book will be evaluated by the Examiner to whom it is distributed. The Table in the front-page of the Answer-book for incorporation of the question wise obtained marks need be filled up and signed by the Examiner evaluating the Answer-book, but the Tabulation-sheet (Theory) may be filled up and signed jointly by all the evaluating Examiners.

Decision:

- i. Introduction of 32 pages of Answer-Book and 8 pages Loose-sheet was resolved.
- ii. If any paper consists of more than 1 (one) subject which needs to be evaluated by teachers of different subjects (e.g. in case of 1st BDS one paper consists of Physiology and Biochemistry), the duration of the examination of that paper may be split up in 2 (two) or more parts depending on number of subjects allocating proportionate time for each part giving a break of maximum 15 (fifteen) minutes between the parts and separate Answer- Book for each part should be used.
- iii. For evaluation of the Answer-Books, the option at "b" above i.e. each examiner would evaluate 1 (one) Answer Book in totality was resolved.

3. Revision of Examination Expenditure:

- i. Rates of expenditure relating to different activities of the University Examinations and the expenditure regarding the Travel Expenditure of the examiners and other officials have been revised by the University vide its Memo no. COE/UHS/3274/2019 dated 29.11.19. A copy of the said Memo was given to the members attending the meeting.
- ii. One point was raised in the meeting on the differential rates for evaluation of Answer-scripts of different disciplines viz. Courses under Modern Medicine and that of other than Modern Medicine. It was clarified that such difference was already existed mainly because of different rates of examination fees under different courses. However, the University would review the matter at the appropriate level in due course of time.
- iii. Some confusions were raised as to admissibility of Air-fare mainly for the external examiners coming from outside the State. It was clarified that Air-fare would be allowed to the external examiners of other States subject to the terms and conditions of the revised Rules on Travel expenditure.



4. System of Re-evaluation of Answer-Books:

The decision of the Academic Council in its 25th meeting held on 25th September, 2019 relating to Re-evaluation of Answer-Books were reiterated. The following additional decisions were resolved:

- i. Application for Re-evaluation of Answer Books should be submitted by the students within 1 (one) week from the date of publication of marksheet/statement of marks (date would be notified in the website of the University).
- ii. The University would work out to provide the facility to the students to download their "Provisional Statement of Marks" from the Portal and also online submission of application within the stipulated time frame.
- iii. The re-evaluation is made by 2 (two) examiners simultaneously and the average of the marks is taken as the Final mark of the student-be it more or less than the original marks and fresh mark-sheet would be issued on surrender of the original marksheet.

5. Other decisions:

- i. All the colleges/ institutes should take advance actions so that the IA marks and Attendance percentage can be uploaded in the portal to be opened 18 days prior to the start date of examination within the schedule duration of 3 days to 6 days.
- ii. Only correct figures are to be uploaded and after completion of uploading the system should be locked. After that no figure could be changed.
- iii. Question Paper should be opened in presence of the observer and university representative (if posted) not before 15 minutes before start of examination.
- iv. Live examination of CCTV footage of examination hall by a senior teacher/officer should be ensured.
- v. Daily Report of the Centre-In-Charge, Observer, University Representative (if posted) and the Officer constantly examining the CCTV should be sent to the University in the prescribed proformas immediately after end of the examination of each paper.
- vi. **Centre-in-Charge should ensure uploading of absence of any student in the Portal in any Theory/Practical Examination immediately after end of each day's examination. It is very important for generation of "Codes" and Evaluation of Answer-Books.**
- vii. Answer-Book of a day's examination should be sent to the University on the following day through the Postal Department or by Special Messenger. Attendance Sheet of Theory papers should also be sent on the following day of end day of theory examinations and that of practical examination on the following days of the end of the Practical examination.
- viii. Evaluation of theory Answer Books should be completed within 3 to 7 days depending upon the number of Answer-Books.
- ix. Marks of Theory examination should be uploaded in the Portal by the respective colleges against the Codes of the Answer- Books and the duly filled up and signed Original Tabulation Sheet received from the University should be sent promptly to the University.
- x. Marks of Practical Examination should be uploaded in the Portal by the Colleges at the end of each day's examination.
- xi. **Any delay of the time frame mentioned hereinbefore by even a single college would jeopardise the entire process.**

The meeting ended with a vote of thanks to the Chair.



Vice-Chancellor


Memo No : COE/UHS/3319/2019

Date: 04.12.19

11/12/19

Copy forwarded for information and necessary action to:

1. Principals, (all Medical Colleges, Dental Colleges, Homeopathy Colleges, AYUSH).
2. Deans, (all Medical Colleges, Dental Colleges, Homeopathy Colleges, AYUSH).
3. Pro Vice-Chancellor, WBUHS
4. Registrar, WBUHS, WBUHS.
5. Dean (Modern Medicine/ Dental Sciences), WBUHS.
6. Deputy Controller of Examinations, WBUHS.
7. OSD, PDE&A, WBUHS.
8. Assistant Controller of Examinations, WBUHS.
9. Programme Officer, WBUHS.
10. PA to Vice Chancellor, WBUHS.
11. All OIC, WBUHS.
12. Mr. Suvhankar Paul, WTL.


11.12.19
Controller of Examinations