



## **Simplified Procedure for Conducting Winter-2020 Internal Assessment Examinations**

1. Detailed subject-wise schedule of pending internal assessment examination should be prepared and communicated to concerned students, at least 7 days before the start of examination. The schedule should be sent by E-mail / SMS / Whats App message. If possible, students may be contacted on their / parents' mobile.
2. All the colleges may create a separate email ID for each subject/ department for communication with students. For example anatomy department in BJ Medical College can create email like [bjmc\\_anatomy\\_ia@abc.com](mailto:bjmc_anatomy_ia@abc.com).
3. The pattern of this internal assessment examination should be similar to the university examination as far as possible. The question paper is set for the marks as per the guidelines. As students are expected to write the answers at their places of residence, so as far as possible, questions are to be framed, which are suitable for open book examination pattern.
4. It may be difficult to conduct bed-side internal assessment practical examination in present situation. Also, to conduct the online viva of students has many technical constraints. So same pattern/ methodology can be followed for practical examination. The practical oriented questions can be framed and sent on E-mail / SMS / Whats App. Both the question papers (theory and practical) may be sent at a time by E-mail / SMS / Whats App etc.
5. As far as possible, the questions related to practical session of internal assessment, should be framed with intent to assess the practical skills.
6. On the scheduled date of examination, the question paper is sent to all the students by E-mail / SMS / Whats App group at the time of scheduled start of examination.
7. Students will write the answer sheets (theory and practical) and at the end students shall scan the answer sheets into a pdf file. Such scanned pdf file shall be sent to the respective E-mail / SMS / Whats App, from which the question paper was sent.

8. Faculty in the respective department will complete the assessment and send the marks to MUHS, as per the existing rules.
9. Before sending the marks to MUHS, students should be informed about the marks. If there is any grievance, it should be sorted out.
10. Students can submit the hard copy of (hand written and matching with the soft copy sent earlier) answer book of Theory and Practical separately to the concern department and then sign the internal assessment mark sheet, once they report the college after the lock down period is over.
11. During this lockdown period, the students should remain stress free. This is simplified internal assessment examination. If Laptop, Computer, Tablet and Scanner are not available, then students can take photograph of their answer page/s on their mobile phone and send it to the concerned teacher for evaluation. Students should write their Roll Number, Subject, Page Number on every page of answer book and should write all the answers as per the sequence of the question paper and should submit serially. Answer to a new question should be written on fresh page.
12. This simplified procedure for conduction of Internal Assessment Examinations is a one time measure for the Winter-2020 examinations in view of the prevailing COVID-19 pandemic.

Sd/-  
**(Dr. Ajit G. Pathak)**  
**Controller of Examinations**