



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
All India Institute of Medical Sciences, Rajkot, Gujarat 360110
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ALL INDIA INSTITUTE OF MEDICAL SCIENCES RAJKOT

MBBS Professional Examination SOP

Name	Designation	Function	Signature
Team Examination	-	Preparation	
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REVISION SUMMARY			
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This document contains the procedures laid down for MBBS Professional Examination it includes following procedures :

- A. Pre Examination process
- B. Conduct of Theory Examination
- C. Conduct of Practical Examination
- D. Post examination process

A. PRE EXAMINATION PROCESS

1. Exam calendar and conduct of examination
2. Registration of students for examination
3. Selection of Examiners
4. Board of Examiners
5. Question paper
6. Exam hall arrangements
7. Supplementary Examination

1. Exam calendar and conduct of examination :

1.1 Exam calendar :

Along with the academic calendar the Examination calendar for each academic year is prepared well in advance by Dean Examination along with Dean Academics.

1.2 Conduct of examination :

The responsibility to conduct various End semester, Pre-professional and Professional and Supplementary examination as per examination calendar lies with examination section. (except for 7th Semester)

2. Registration of students for Examination :

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Before Professional and Supplementary exam, Examination section will carry out process of registration of eligible students for examination.

2.1 List of Eligible Students :

2.1.1 Internal marks calculation :

Examination section will calculate the internal marks of students as per the criteria laid down by standing Academic committee (SAC). This marks will be sent to dean academics for the preparation of final list of eligible students.

2.1.2 Final List of Eligible students :

Office of dean academics will send final list of eligible students to the dean examination. Examination section then start the process of registration of students for examination.

2.2 Registration of students for examination :

Examination section will publish notice for students to register for examination at least 2 weeks before the commencement examination. The notice will indicate the date of closure for applications. Students will apply for examination after payment of the applicable fees.

Fees for examination registration : 500 INR per Subject

After the closing date the applications will be scrutinised and any application of ineligible student will be rejected. Registration sheet will be prepared from the eligible applications which will indicate Enrolment number, Name of student and Exam for which they have registered. (Annexure -

2.3 No due certificate :

Exam section will send the list of eligible candidates to the concerned department for no due certification of students. The no due report should be submitted back to examination section in prescribed format. (Annexure - 5)

2.4 Admit cards for Examination :

Exam section will prepare the Admit cards of the eligible students' as per the pre defined format (Annexure 8). The hall tickets will issued to the students 2 days prior the examination.

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2.5 Preparation of attendance sheet :

After having the list of eligible students, examination section will prepare subject wise attendance sheet to mark attendance of student during examination which will include Name of examination, Subject, Paper I/II/III (Wherever applicable), Date and Time of exam, Enrolment No, Name of student and Signature of student. (Annexure -6)

3. Selection of examiners :

3.1 Eligibility criteria for MBBS Examinership :

- The faculty has to be Professor/Additional professor from one of the Institution of National Importance or MCI/NMC recognised Government medical colleges.
- In case of non availability of Professor/ Additional professor, a faculty having minimum of 5 years of teaching experience in concerned subject after obtaining post graduate degree (MD/MS/DNB/PhD), out of which at least 2 years as Assistant professor at any Institution of National Importance or MCI/NMC recognised Government Medical College (where 3 years of Senior Residency is required for appointment as Assistant Professor) or minimum 5 years of teaching experience as Assistant Professor in NMC/MCI recognised Government Medical College (where 3 years of Senior Residency is not required for appointment as Assistant Professor) shall be considered eligible as MBBS Examiner for MBBS course at AIIMS, Rajkot.

3.2 Empanelment of faculty as Under Graduate Examiner :

- At least 6 months prior to the examination , Dean examination should seek from each of the Head of Departments in prescribed format, the names of the faculty members fulfilling the eligibility criteria for MBBS examinership.
- The examiner panel list should be updated every 2 years or as and when directed by the competent authority.
- The panel should be sent for approval by Dean examination to the Executive director.

4. Board of Examiners :

There would be four examiners in each examination :

1. Two Internal Examiners (Including Chairperson)
2. Two External Examiners

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In case of General Medicine and General Surgery, numbers of examiners as follow:

General Medicine :

Internal Examiners : 2 (From General Medicine)
1 (From Dematology)
1 (From Psychiatry)

External Examiners : 2 (From General Medicine)

General Surgery :

Internal Examiners : 2 (From General Surgery)
1 (From E.N.T)
1 (From Orthopaedics)
1 (Ophthalmology)

External Examiners : 2 (From General Surgery)

The Chairperson, External examiner and Internal examiner forms the Board of Examiners. Their function is to conduct the examination, award the marks and make determination of Pass/Fail status of candidates.

4.1 Chairperson :

Chairperson is appointed among the board of examiners. He/she is also an Internal Examiner. Chairperson can be Head/Incharge of the Department. If unavailability of the Head of the Department then in such cases next senior faculty can be a chief examiner. Duties of the Chairperson are :

- Coordinate whole examination process to ensure smooth completion of examination.
- Liaise with examiners
- Marking, collate and compilation of marks
- Take custody of any exam related confidential material
- Chairperson can delegate the duties of other examiners for particular component of examination.

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4.2 External Examiners :

- Dean, Examination shall forward the names of potential external examiners to the competent authority for approval. The Dean, Examination shall send a letter of invitation to the suggested external examiners and seek their acceptance (Annexure-2) In case of refusal or non-availability, examiners listed in waiting shall be given an opportunity.
- The appointment shall be confirmed after the receipt of duly filled acceptance letter and relevant declarations within a stipulated time as mentioned in letter of invitation (Annexure -3)
- No examiner shall be appointed for more than three successive professional examinations (excluding supplementary examination).
- If an examiner, who has accepted to come for the examination, is not able to make it due to some unforeseen conditions, in the given situation the Dean, Examination can contact the next examiner from the waiting list or whom so ever is available from empanelled list.
- Under some unforeseen situations, Dean, Examination may invite an external examiner outside the empanelled list with the approval of competent authority or can allow the examination to proceed with four (4) examiners (at least one external examiner and three internal examiners) with stated reason.
- Dean (Examination) has the final discretion for selection of external examiner.

4.3 Internal Examiners:

- The Head of the Department shall recommend the name of the faculty for being internal examiners from among the faculty on rotation basis. A particular faculty (Except head of Department) can be examiner for not more than 2 consecutive examinations. Chairperson is one internal examiner and the rotation for other internal examiner will be as per seniority amongst faculty member in the department.
- Dean, Examination shall forward the names of eligible internal examiners from the panel list to the competent authority for approval.
- The appointment letter would be sent to the internal examiners by an email by the examination cell with acceptance form. (Annexure 2 and 3)

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- The internal examiner shall give an undertaking regarding his / her eligibility, confidentiality and conflict of interest in prescribed format (Annexure 4)
- In case of non-acceptance of examiner ship by any invited examiner, the examiner next in the list of examiners will be invited as examiner.

5. Question paper :

5.1 Question paper setting : (Format should be included)

- The Head of the Department/ Chief examiner shall submit an approved sample paper with recommended syllabus for each paper (I/II/III) for call of the exam paper from examiner.
- Dean (Dean, Examination) will ask two external and two internal examiners from the approved panel to set one set each of question paper (Paper- I/II/III if applicable), as per the question paper format and the syllabus, which would be sent to them after their acceptance. The examiners will also be asked to provide the key with references for the MCQs as applicable. The question paper should be e-mailed to deanexaminationaiimsrajkot@gmail.com as a password protected MS word document within two weeks from acceptance. Password should be forwarded to Dean examination by sms.
- Dean, Examination may depute the Head of the Department/nominee of concerned subject to moderate the question paper. The moderators shall moderate assigned set/sets and sign the moderator approval report.

5.2 Question paper moderation :

- The moderation of the question papers will be done by Chairperson, Board of Examiners when requested by the Dean Examination.
- The moderation work will be carried out in strict confidentiality at Assistant Controller of Examination (ACE) room. Following particulars should be checked by the Moderator:
 - i.. The necessary corrections if any are to be carried out on soft copy of the question paper.
 - ii. The details regarding course code, subject name, time allotted, number of questions, and total marks allotment as well as instructions given to the students is to be ascertained by the moderator regarding accuracy.
 - iii. The moderator should ensure that suitable weightage has been given to all sections as prescribed in the syllabus.

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- iv. Moderator shall keep all changes confidential.
- v. The moderator must be available on day of final exam of the concerned subject to clarify any doubts raised by the student regarding question paper.

5.3 Question paper selection :

Dean, Examination would submit the codes of four sets of Paper (I/ II/ III) in sealed cover to the Executive Director to select one set randomly one day prior to exam. That set would be used for the professional exam and the other three sets would be kept in the safe custody of examination cell to be used as and when required.

5.4 Printing of the question paper :

- Question papers (Including the MCQ paper) would be printed in the examination Cell, one day prior to the examination. The total number of question paper shall be 5 more than the number of students appearing for the examination. The Dean Examination may depute any Faculty In-charge from the Dean Examination committee to take the print of question papers and submit the confidentiality certificate.
- The question papers would be then sealed in a well-labelled envelope and handed over to Dean, Examination by the faculty in charge examination for safe custody and shall be handed to the Centre Invigilator on the day of examination half an hour before the exams for the theory paper.

6. Examination hall arrangement :

- Every exam will be conducted at Examination hall.
- The hall should be well ventilated/air conditioned with appropriate lighting and should have generator back up.
- Exam hall should be under CCTV monitoring.
- The Desks & Chairs shall be arranged in columns and rows and for each desk at least 2 feet distance from all side should be maintained.
- The desk should be marked with enrolment numbers on the previous day of examination. In case of fading or removal of number during exam, it should be rewritten.
- The seating arrangement of students should be displayed outside the exam hall on day prior to the examination.
- Drinking water is to be provided for the students in the premises of exam hall.

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7. Supplementary Examination :

- Supplementary examination will be held within 45 days of declaration of result of Professional examination.
- For Supplementary examination 25% of weightage will be carried forward from internal assessment 75% will be allotted to Supplementary examination.
- For those failing in Supplementary examination, in the subsequent examination there will be no weightage of previous internal assessment marks. A fresh internal evaluation for internal marks will apply.
- Other rules pertaining to the conduct of examination are similar to that of Professional examinations.

Timeline pertaining to the conduct of examination

Sr. No	Event	Time
1	Publication of notice for registration for exam	2 weeks before the commencement of exam
2	Issuance of the Hall tickets	2 days prior to examination
3	Invitation to the examiners	4 weeks before the commencement of exam
4	Submission of papers	2 weeks before the commencement of exam
5	Printing of Papers	A day prior to the exam of respective subject and paper.
6	Labelling of desk with Enrolment numbers in examination hall	A day prior to the exam

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B. CONDUCT OF THEORY EXAMINATION:

1. The students will be allowed into the hall half an hour prior to the commencement of the examination.
2. The invigilator will check the admit card of the students before allowing him/her to enter in the exam hall.
3. Any items such as copies, notebooks, books, mobiles, digital watches, and other material used for cheating will not be allowed into the hall.
4. Wearing an apron during theory examination is not permitted.
5. No students will be permitted to enter into exam hall after start of the exam.
6. The students will not be permitted to leave the exam hall till the exam is over.

1. GUIDELINES FOR SUPERVISOR/ASSISTANT CONTROLLER OF EXAMINATION FOR CONDUCTING THEORY EXAMINATIONS:

2. The Dean Examinations will be responsible for the smooth and fair conduction of examinations. He / She has to take all precautionary measures to prevent any kind of malpractice by the candidates.
3. The student's reporting time is half an hour before the commencement of the exam (For example 9:30 AM for exam starting at 10 am) and the students should not be allowed to enter after the starting of the examination. In case of genuine ground for delay a student can only be allowed to enter up to 15 minutes of start of examination and shall be with approval of Assistant Controller of Exam / Dean Examination.
4. The students should be warned about the penalties if caught for malpractice by the Invigilator with the consultation from Dean Examination.
5. The Assistant Controller of Examination shall provide Invigilator the following half an hour prior to commencement of examination on day of examination-
 - i. Packet of question papers (Number depending on eligible students)
 - ii. Packet of Answer sheets (Number depending on eligible students)
 - iii. Attendance sheet of students
 - iv. Invigilators Attendance Sheet
 - v. The Invigilator should count the number of question and answer scripts and if any discrepancy is noted should intimate the Assistant Controller of Examination/ Faculty In-charge Examination immediately.
6. The answer sheets and OMR sheet should be distributed to the students 30 minutes before the commencement of the examination.

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7. The MCQ paper and subjective question paper are to be given 5 minutes before the exam start time but the exam to be started at exam time only.
8. OMR sheet and MCQ paper to be collected from the students after 25 minutes.
9. Any excess of answer sheets or question papers should be returned to the Assistant Controller of Examination.
10. Any queries raised by the student regarding question paper should be immediately intimated to the Assistant Controller of Examination/ Dean Examination.
11. The Invigilator should sign in the space provided on the first page of each answer sheet. It should not be done anywhere else.
12. The students should be instructed to write their hall ticket in the space provided on the first page only and nowhere else. The students should be warned that their answer sheet will not be valued if the instruction is not followed.
13. The students should be instructed to answer section A & B separately. The students should mark sections appropriately in the answer sheet. Example- If section is marked as section A only section A questions will be evaluated and if any answers of section B are written they will not be evaluated and vice-versa.
14. The Invigilator and Assistant Controller of Examination should go through the unfair means cases document.
15. No staff/faculty/authorized persons not on exam duties are allowed into the examination hall.
16. The staff & invigilators should not be permitted to use their mobile phones and must keep them in switch off mode during the examination.
17. Instruct the invigilators to check whether the details entered by the student are correct.
18. Instruct the invigilators to take the attendance in the form of signature on the attendance sheet provided by Assistant Controller of Examination and also sign on the answer sheet of the candidate.
19. The answer sheets are to be strictly collected at the end of the exam time.
20. Verify the number of answer sheets, keep them in serial order and pack them in the envelopes provided, seal them with signatures across the joints on all sides of the envelope. All sections of answer sheets should be packed separately in different envelopes and mark appropriately.
21. Mention the date of examination, subject, paper and section on the sealed envelope.
22. Hand over the sealed answer sheets envelope to Assistant Controller of Examination along with the attendance sheet.

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2. GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS INSTRUCTIONS TO INVIGILATORS:

1. The invigilators shall work under the direct control of the Dean, Exam and coordinate with the Assistant Controller of Examination. The following important points/guidelines are to be followed scrupulously for smooth, efficient, and orderly conduct of examinations.
2. Do not ask for exemption from examination duty.
3. Attend the meeting convened by the Dean Exam without fail.
4. Follow the instructions given by Dean Exam scrupulously.
5. Report for duty one hour before the commencement of examination i.e., the Invigilator should be in the examination hall by 9.00 A.M for exam starting at 10.00 AM. If any invigilator comes late, action should be taken by the Dean, Exam/ Executive Director.
6. Be co-operative and ensure fair, effective, and smooth conduct of examinations.
7. Be vigilant, alert and duty bound in discharging duties. Do not carry Cell Phones, Pagers, Electronic gadgets, newspapers, laptop, books, reading material etc. into the examination hall.
8. Invigilators should see that the students occupy their seats arranged with sufficient gap, so that two students cannot copy easily. Please ensure that the candidate's has signed in the space provided in the answer sheet and attendance sheet.
9. Manual entries made by the candidate like name, reg. no., year, name of the subject, paper, section, etc are correct and as per the admit card of the candidate.
10. Screen the candidates thoroughly in the examination hall and remove forbidden material, if any, before the issue of question paper.
11. Take regular rounds inside the room allotted.
12. Staffs involved in unlawful / unfair activities are liable for stern action.
13. Distribute correct question papers to the candidates.
14. The student should be told that if a question paper consists of 2 sections as A & B answers should be written in separate answer books, If there is any deviation from this the answer scripts will not be evaluated.
15. Do not allow any candidate to leave the hall after issuing the question paper except medical emergency/washroom.
16. Do not allow the candidates to converse with each other during the examination. No disturbances should be caused to students by anyone present inside the examination room.
17. Students should not have any forbidden material to involve themselves in any activities in the examination hall which is considered as a malpractice for example: Carrying cell phones, pagers & electronic gadgets, slips, chits and written material on any part of the body, writing on the Hall Ticket, question paper etc. If the students are found possessing any such material

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- and caught, while copying will be punished according to the rules/ as and when decided by Dean Examination/Executive Director.
18. Kindly Check whether all attestations are properly made. Once the examination gets over, all the answer sheets must be collected from the student, counted properly, and submitted to the Exam Cell only.
 19. Ensure that all the examinees accommodated in the hall have handed over their answer books. If any shortages in the receipt of answer books are noticed report the matter immediately to the Assistant controller of examinations / Dean examinations for initiating appropriate action.
 20. The invigilator should not leave the examination hall without informing and making alternative arrangement in his / her place.
 21. In case of any urgent support required/ unfair means, please feel free to call Assistant Controller of Examination / Dean Examination immediately.

3. Use of unfair means in examinations:

The following act/s shall be deemed as adoption of Unfair Means:

1. Gaining access to test questions before the examination or aiding someone else to do so.
2. Communicating with and / or disturbing other candidates or consulting other persons inside/outside the examination room during the examination.
3. Being in possession of books, notes, typed sheets or any other material connected or not connected with the examination.
4. Carrying and/or using the electronic/photographic/communication devices/equipments that are prohibited during the examinations including but not limited to mobile phones, laptops, tablet PCs, cameras, headphones, pen-drives, Bluetooth devices etc
5. Taking breaks to move out of your allotted seat at the test centre without the consent of the invigilator.
6. Threatening or physically or verbally abusing or indulging in any kind of misbehaviour with invigilator / fellow candidates or any person connected with the conduct of examination either inside or outside the examination hall.
7. Using abusive or obscene language/symbols through any means within the premises of the Test Centre.
8. Disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission, theft and storage of the contents of the Question bank/corresponding answers of examination or any information therein in whole or part thereof in any form or by any means, verbal or written (e.g.: smuggling rough sheet out of examination hall), electronically or mechanically for any purpose. Such activities shall be deemed as question bank theft.
9. Pestering the invigilator for issues including but not limited to extra time allotment, allowing to sit for exam in absence of necessary id proofs/documents etc. even if the invigilator has withheld the request at first instance.

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10. Carrying and/or consuming food and/or carrying/consuming alcoholic/non-alcoholic beverages etc. excluding drinking water or entering the Test Centre in an inebriated/intoxicated state inside the examination hall.
11. Carrying and/or using weapons/scissor/knife etc. inside the examination hall.
12. Impersonation/ Impersonator- Appearing for examination for another candidate or arranging to have another person take an examination for the candidate.
13. Any other means that can give undue advantage to the student over others.

Penalties:

1. Use of any unfair means in the Semester Examination will lead to award of zero marks in the respective examination.
2. Use of unfair means in the Professional Examination will lead to debarring of the student from appearing in the respective Professional for a period of maximum of three years or as decided by Examination Committee.

4. CONSTITUTION OF UM / UFM COMMITTEE:

1. The UMC Committee will be appointed by the Director to enquire into the UM cases.
2. Composition of the committee shall be:
3. Dean Academics (Chairman).
4. Dean Examination (Member).
5. Professor / Additional Professor nominated by the Executive Director (at least one) (Member).
6. HOD or Subject expert of the concerned department nominated by HoD (Member).
7. Concerned Invigilator(s)
8. Assistant Controller of Examination (Member)
9. It is mandatory to have at least one woman as a member.

5. CONVENING OF UMC COMMITTEE MEETING:

1. The UMC committee shall thoroughly examine the UMC cases on the basis of the material and documents placed and give hearing to the concerned student, the concerned invigilator(s) and other official(s), if any. It shall submit its recommendation after laying down clearly the nature
2. of the offence to the Executive Director for consideration and approval. Necessary orders will be issued to the student by Dean as per the decision of the UMC committee duly approved by the Executive Director.
3. In case a student is not found guilty, his both answer sheets (marked A and B) will be released for evaluation and result will be declared

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Unfair Means Cases (UMC) Reporting Form

Name of the examination	
Subject	
Paper	
Section	
Name of the student	
Hall ticket number	
Name of the Supervisor	
Name of the Invigilator	
Date & time of incident	
Type of incident & action taken (brief description)	
Signature of the Student	
Signature of the Invigilator	
Signature of Dean, Examination	

6. Requisite staff for conducting theory examination for various professional exams:

- 1) Dean Examination/Controller of examination: 1 Nos.
- 2) Assistant controller of examination/Faculty in charge from exam cell: 1 Nos. (for every 200 candidate)
- 3) Invigilator.
One invigilator per 25 students or part there of with minimum of 2 invigilators per room. One invigilator to be added for every additional 25 candidates or part there of
- 4) Administrative Staff (D.E.O/Clerk) : 1 for 200 candidate
- 5) Class IV employee
 - a. Electrician: One Nos. on the days of examination.
 - b. Sweeper: One for 200 candidates.
 - c. Watch man / Security Guard: 2 on the day of examination.
 - d. Water boy: 1 Nos. for 200 candidates on date of examination.
 - e. Class 4 orderly: 2 for an examination inspection of strength of student.

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C. CONDUCT OF PRACTICAL EXAMINATION

I. EXAMINERS & SUPPORT STAFF

- For Pre-Professional & End Semester Examinations, the Board of Examiners shall be constituted internally by respective departments.
- The Chairperson of the practical examination shall allocate & outline duties of the junior supervisory staff for the practical examination.

II. EXAMINATION PROCEDURES

- Practical /clinical examinations shall be conducted in the laboratories and /or hospital wards. The objective will be to assess proficiency and skills to conduct experiments, interpret data and form logical conclusion. Clinical cases kept in the examination must be common conditions and emphasis should be on candidate's capability to elicit history, demonstrate physical signs, write a case record, analyze the case and develop a management plan.
- Patients for clinical examination should be admitted after informed consent prior to examination day. They should be thoroughly explained regarding the scheme of exam and their role in the same. Renumeration for participation in the exam procedure will Rs. 1500 per day for each day of exam. All meals to the patient shall be provided by the hospital during exam duration, free of cost (as per approval by competent authority)
- Viva/oral examination should assess approach to patient management, emergencies, and attitudinal, ethical and professional values. Candidate's skill in interpretation of common investigative data, commonly used drugs related information, X-rays, identification of specimens, etc. is to be also assessed.
- Specific modalities & pattern of practical examination shall be developed by the respective departments. It is recommended that structured tools of assessment (OSCE, OSPE, Mini-CEX etc.) be included as a part of assessment during examination.
- Answer sheets for the practical exam should be collected by the department from the Examination Cell prior to the day of practical examination. After the examination is over, the answer sheets must be handed over to exam section for archiving and should be kept as record till candidate completes the course in a sealed envelope. Answer sheets should be preferably used in

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sequence number (as mentioned on the copies) and any leftover answer copies must be handed over to the Exam Cell.

- The total marks for the practical examination in each subject shall be as per MBBS Examination scheme published on 8.11.23, available on AIIMS Rajkot Website.
- A set of four sealed envelopes must be prepared as follows. The contents of the envelopes shall be Mark list (**Annexure 9**), Attendance of the students (**Annexure 10**), Combined Examiner's Report (**Annexure 11**), and a bundle of Practical Exam Answer Copies respectively. Format of the aforementioned documents is available for download on the AIIMS, Rajkot Website. All documents must be signed by all four examiners, and submitted to the Examination Cell in a well labelled and sealed envelope not later than the last day of the practical examination.
- Record of all exam functionaries/examinees must be maintained by the department for future reference & traceability.
- Arrangement for waiting area for the students & provision of drinking water and hand sanitation must be ensured by respective departments
- Notification of reporting time to the students (via students' representative) must be ensured by the Chairman one day prior to the examination.
- Duly filled and signed form for claim of remuneration (**Annexure 12**) and TA Bill (**Annexure 13**) should be sent to examination section within 30 days of duty for examination.

III. STUDENTS

- Students must confirm reporting time for practical examination one day prior to examination.
- Students must ensure proper discipline, attire & formal dress code during the examination. Admit card and a enrolment number tagged to the left lapel of the aprons is mandatory during the examination.
- Carrying and/or using the electronic/photographic/communication devices/equipments are prohibited during the examinations, including but not limited to mobile phones, laptops, tablet PCs, cameras, headphones, pen-drives, Bluetooth devices etc.

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- No candidate shall use unfair means (as detailed in, but not limited to MBBS Professional Examination Regulations available on AIIMS, Rajkot Website) or indulge in disorderly conduct.

D. POST EXAMINATION PROCESS

1. Packing of the answer books after theory Exam:

- After the time allotted for MCQ is over, OMR sheets along with the MCQ Question paper should be collected. OMR Sheets shall be counted and confirmed.
- OMR sheets will be packed in duly marked / labelled envelope (**Annexure 14**) and shall be signed by invigilators before sealing. The envelope should be duly marked with the details of the examination, date, paper number, section, etc.
- After theory exam, answer books shall be collected and segregated section wise.
- Invigilators should count and confirm that answer books of all the sections have been collected from all the students.
- Part of the answer book front page having details of the students (counter foil) will be torn and packed in an labelled envelope (**Annexure 14**).
- If a student has taken extra answer booklet (B Copy) in a particular section, counter foil of B copy shall be stapled with counter foil of main answer book (A Copy) and will be packed in the corresponding section's envelope.
- Envelopes containing all the counter foils should be sealed in presence of invigilator. The invigilators should sign the envelopes before sealing.
- All the answer books of the sections should be sealed in the duly labelled envelopes (**Annexure 1**) and should be signed by invigilators before sealing.
- Envelopes with answer books, OMR Sheets and counter foils shall be taken to the examination section and placed in safe custody.

2. Evaluation of MCQ OMR Sheets:

- Format of the OMR should be selected as used in the exam.
- Answers of the MCQs should be inserted in the software as per the answer key given by the concerned department.
- All the OMRs should be scanned and evaluated as per the software guidelines.

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- Errors flagged during the scan should be corrected manually as per the guideline of the software and examination section.
- Mark list (**Annexure 15**) of the student as per Enrollment numbers will be generated and communicated to Dean, Examination.

3. Evaluation of Answer books:

- Arrangement of evaluation of the answer books shall be made by examination section at the centralised facility on the days of the Professional Practical examinations.
- Allotment of the sections to be checked by internal and external examiners shall be done by Chairperson of the subject's examination board. Care should be taken by the chairperson to make even distribution of internal and external examiners in the papers of the subjects.
- On the days of Professional Practical examination, internal and external examiners of the examination boards should check the allotted answer books at the centralised facility. Under any circumstances, the answer books shall not be allowed to be taken out of the facility.
- Examiners should NOT
 - mark anything inside the answer book,
 - take any page out of the answer book,
 - take any photograph of the answer book,
 - do any act that can compromise the confidentiality of the examination process or dignity of the institute.
- Totalling of the marks should be carefully done by the examiner. Any partial marks should NOT be rounded off by the examiner.
- Marks should be written in numbers and in words at the prescribed space and answer book should be duly signed by the examiners.
- Correction of any mistake in marking or totalling should be counter signed by the examiner.
- Format of mark list should be duly filled by the examiner stating the marks against the answer book number. (**Annexure 16**)
- Examiners should plan the evaluation in a way that all the allotted answer books are properly evaluated during the Professional Practical examination days.

4. Professional Practical Examination:

- Professional Practical Examination shall be conducted as per guidelines given by SAC. Examination shall be conducted in transparent and impartial manner.

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- Mark list of all the students as per Enrollment number shall be communicated to the examination section in prescribed format. Mark list shall have signatures of the all the examiners involved in the examination.
- Mark list (**Annexure 9**), attendance of the students (**Annexure 10**), Combined Examiner's Report (**Annexure 11**) should be sealed in duly labelled envelope and sent to examination section on the last day of the practical examination.

5. Preparation of the result:

- Mark list prepared by the internal and external examiner (**Annexure 16**) will be matched with the attendance sheet of the professional examination containing data of serial numbers of answer-sheets allotted to the student and the counter foils collected during the professional theory examination. Final marks of the paper will be calculated by summing marks of all the sections and MCQs.
- Compilation of the result shall be made considering –
 - Internal marks of all the subjects - theory and practical.
 - Marks of professional examination of all the subjects - theory and practical.
- Weightage of marks of internal and professional examination shall be considered as per the institute's policy approved in SAC meeting. In the Final Examination of 1st, 2nd and 3rd Professional, 50% of total marks are based on internal assessments, and 50% on the basis of performance in the professional examination In subjects that have more than one papers, the candidate must secure minimum 50% of marks in aggregate (all papers together) to pass in the said subject.
- Students scoring more than or equal to 50% of the maximum marks separately in theory and practical of the subject shall be declared "PASSED" for that subject.
- If student scores less than 50% marks either in theory or in practical or in both shall be declared "FAILED" for that subject.
- The grace marks up to a maximum of five marks may be awarded at the discretion of competent authority to a student failing in either theory or practical of only one subject but has passed in all other subjects of respective professional year examination.
- Grace marks will be given in regular professional examination only. No grace marks shall be applicable in supplementary examination.
- Final mark list (**Annexure 17**) along with note sheet (**Annexure 18**) shall be communicated to the Executive Director for approval of grace marks and display of the result.
- Students passing in all the subjects of the Professional examination shall be promoted to next Professional year.

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- If a student fail in any one or more subject, he/she shall have to appear in upcoming supplementary examination for that subjects.

6. Revaluation of Answer papers:

- There is no provision for revaluation of answer papers.

7. Retotalling of marks:

- Any student who wishes to get his/her marks retotalled may be given an opportunity.
- Retotalling can be applied for 50% of total subjects for an examination within 07 days from the date of declaration of result.
- Fee comprising of 50% of regular fee per subject is to be paid for retotalling. Duly filled application form (**Annexure 19**) along with transaction details of fees should be submitted to examination section within 07 days from the date of declaration of result.
- This shall include only verification of marks and the total of all marks given.
- Retotalling will be done for theory papers of professional examination only. Retotalling will not be available for practical examinations.
- Retotalling will be performed by the chairperson / HOD of the concerned subject in the examination section in presence of the Dean – Examination or the faculty nominated by Dean - Examination.
- Updates related to retotalling (**Annexure 20**) will be communicated to Dean Academics and concerned students via email.

8. Supplementary Examination:

- Supplementary Examination shall be taken within 45 days of declaration of result of Main Professional Examination.
- SOPs for Pre-Examination, Examination and Post-Examination processes shall remain same for Supplementary Examination.

9. Remuneration:

- Remuneration to External Examiners, Internal Examiners, Chief Examination supervisors, Invigilators, Practical Examination Experts, Patients, Nursing staff and other supportive staff shall be as per recommendations of SAC and SFC of AIIMS, Rajkot.

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- Duly filled and signed form for claim of remuneration (**Annexure 12**) should be sent to examination section within 30 days of duty for examination.

10. Reimbursement of travel expenses of External Examiners:

- In case of Air travel, external examiners should be instructed to book their flight tickets from agencies authorised by Govt. of India viz, M/s Balmer Lawrie & company Limited (BLCC), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation (IRCTC). Air tickets for the travel should be booked as per Class entitled according to their designation. No reimbursement of air tickets will be done if booked on any other travel agent/website.
- If travel is made via train or bus, tickets should be purchased from Indian Railways Catering and Tourism Corporation (IRCTC) in case of train or State Road Transport Corporation website or government authorised ticket counters. No reimbursement of tickets will be done if booked on any other travel agent/website. Tickets for the travel should be booked of Class entitled as per their designation.
- Duly filled and signed form for claim of TA (**Annexure 13**) should be sent to Examination section along with self-attested copies of tickets (showing fare paid), boarding passes, taxi bills, registration certificate of the car (if travelled via own car), bank account details (cancelled cheque, first page of bank passbook, bank statement showing account details), PAN card.
- Prior permission shall be required from the competent authority of AIIMS, Rajkot, if entire or a part of travel has to be made via own car or taxi on the routes where Government operated transportation services are available.
- All the claim forms of TA of external examiners will be forwarded to Admin Department of AIIMS, Rajkot for processing the reimbursement.

11. Preparation, Printing and Distribution of Marksheets:

- If a student fails in one or more subject, marksheet will not be given. The marksheet shall be given to that student upon passing all the subject of the professional examination in subsequent attempts. Number of attempts required to pass each subject shall be specified in the marksheet.
- Upon satisfactory verification and proof reading, marksheets will be distributed to the students.

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12. Preparation, Printing and Distribution of Provisional Degree certificates:

- Eligible students who have passed 3rd Professional examination and are undergoing the compulsory rotatory internship will be notified to fill the application form for provisional degree certificate (**Annexure 21**) along with applicable fees and No-Due certificate (**Annexure 22**).
- Validity of the provisional degree certificate shall be of 1 year or till the date of convocation ceremony (whichever is earlier). Students who fail to complete the compulsory rotatory internship within stipulated time, the provisional degree certificate will not be given until successful completion of compulsory rotatory internship.
- Upon satisfactory verification and proof reading, provisional degree certificates will be distributed to the students.

13. Preparation, Printing and Distribution of Degree certificates:

- Eligible students who have passed 3rd Professional examination and successfully completed the compulsory rotatory internship will be notified to fill the application form for degree certificate (**Annexure 23**) along with applicable fees.
- Upon satisfactory verification and proof reading, degree certificates will be distributed to the students in convocation ceremony.

14. Attempt Certificate:

- A certificate stating attempts required to pass each subject in professional examination will be given to the student upon receipt of prescribed application form (**Annexure 24**), fees and enclosures.
- Format of the Attempt certificate shall be as per **Annexure 25**.

15. Modification in Marksheet / Degree certificate / Attempt Certificate:

- In case of any typographical error not limited to name of the candidate, Enrollment number, marks, photograph mismatch, etc, in the Marksheet / Degree certificate / Attempt Certificate, candidate can bring the same into the notice of the exam section within 01 month of receiving the Marksheet / Degree certificate / Attempt Certificate.

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- A form for the correction of the data (**Annexure 26**) should be duly submitted by the candidate along with the copy of supporting documentary proof to the examination section.
- Trueness of the application will be verified by the Dean – Examination and fresh Marksheet / Degree certificate / Attempt Certificate with correction will be given to the candidate. The candidate must submit the original document while receiving the corrected document.

16. Verification of Marksheet / Degree certificate / Attempt Certificate:

- Verification of Marksheet / Degree certificate may be asked by a Medical college / University / Hospital or any other authority to authenticate validity of the certificates produced by the candidate.
- Duly filled form (**Annexure 27**) has to be submitted to Examination section of AIIMS, Rajkot along with copies of supportive documents and online fee payment receipt of Rs. 1000.
- Trueness of the certificate will be verified by the Dean – Examination and the certificate of the same will be issued as per **Annexure 28**.

17. Duplicate Marksheet / Degree certificate / Attempt Certificate:

- In event of lost Marksheet / Degree certificate, duly filled form (**Annexure 29**) has to be submitted to Examination section of AIIMS, Rajkot along with copies of supportive documents, affidavit, copy of FIR lodged and online fee payment receipt of Rs. 1000.
- Original document needs to be submitted if the duplicate document is request in event of torn / damaged document.
- Trueness of the certificate will be verified by the Dean – Examination and the duplicate Marksheet / degree certificate will be issued. The document will contain a mark stating that the certificate was issued as Duplicate.

18. Storage of Examination Data:

- The data of examination section stated below will be stored and made retrievable for 5 years after completion of the degree.
 - Students' details,
 - marks obtained in formative and summative assessment,
 - attendance, total teaching / training hours,
 - copies of marks cards
 - copies of certificates issued – degree certificate, provisional degree certificates, attempt certificates.

19. Storage of Examination answer sheets:

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- The answer sheets of professional examination will be stored for 5 years after completion of the degree.
- The answer sheets of terminal examination will be stored for 5 years after completion of the degree.
- The answer sheets of formative assessment will not be stored by the examination section. Record of the same will be maintained by the respective department for 5 years after completion of the professional examination.

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