



## KRISHNA INSTITUTE OF MEDICAL SCIENCES DEEMED UNIVERSITY, KARAD.

(Declared U/s 3 of UGC Act, 1956 vide Notification No. F.9-15/2001-U.3 of the Ministry of Human Resource Development, Govt. of India.)  
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### Examination Procedure

Three phases of Examination process:

Pre – Examination

Examination

Post examination

#### Pre – Examination:

- Examination Notification:
- Submission of Examination application forms and payment of Examination fees.
- Generation of Admit cards.
- Setting of Question Papers
- Moderation of Question papers.
- Appointment of Centre In Charge, Centre Observer, Senior supervisor and invigilators.
- Appointment of Vigilance squad
- Display of sitting arrangement.
- Verification of CCTV and mobile jammer.
- Verification of all the examination stationeries
- Printing of Question papers

#### Examination:

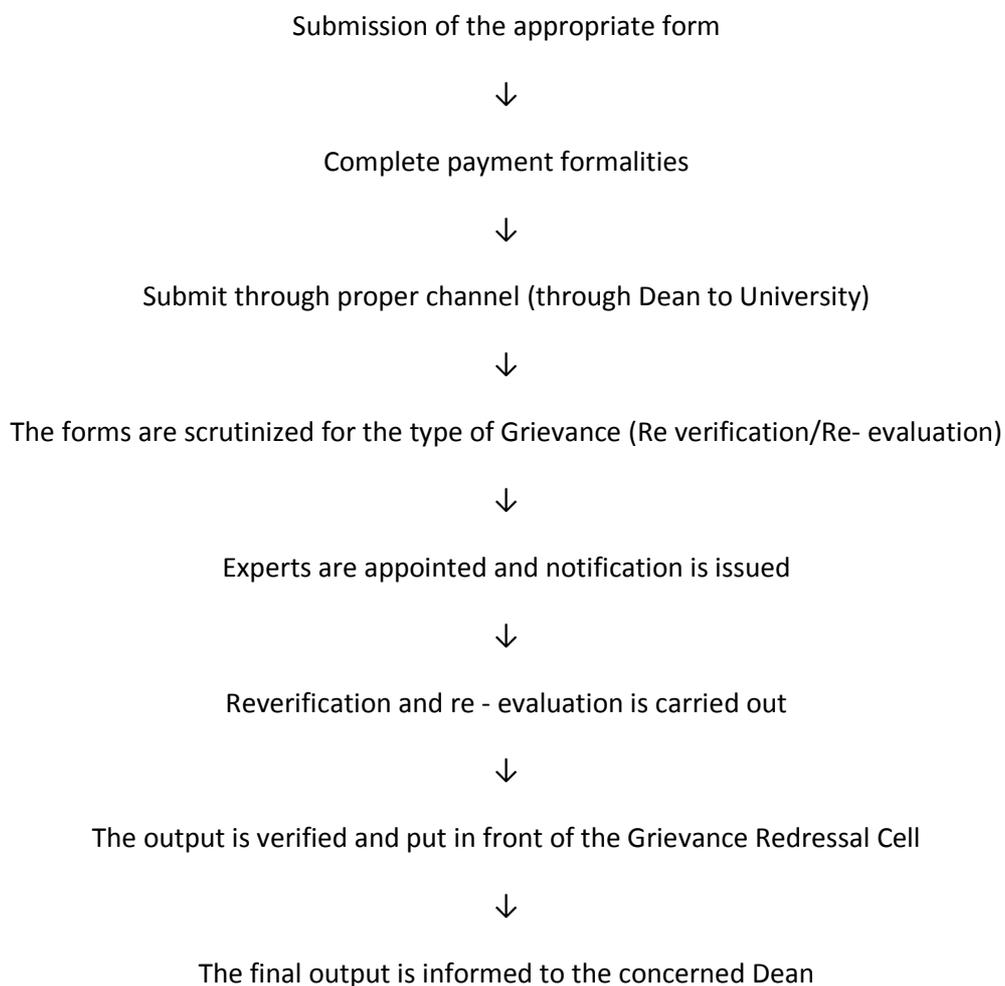
- Transfer of question papers and answer books under security to the examination halls by the Centre In Charge.
- Invigilators issue answer books and question papers – MCQ followed by section B/C section to the students. Verify their entry on the books and countersign it.
- After the examination the answer books along with the report of the invigilators and supervisors are packed and transported on the same day to the University by the Centre In Charge under security.

### **Post examination:**

- The papers are coded and are assessed by the examiners appointed.  
Double evaluation is adopted for undergraduate and postgraduate university examinations. Each answer book is evaluated independently by two evaluators. The evaluators will award marks on different award lists without marking on the answer books. Mean of these two assessments is taken.  
Third evaluation is considered if the difference between the two evaluations is more than 15% and mean of the near two (taking the third assessment as standard) is computed.
- All the markings are compiled to generate the result
- The grace marks as per the respective council regulation will be awarded before finalization of the result.
- Results declared within 15 days of the examination.
- Grievance redressal mechanism – Any student may apply for verification/Revaluation.

## **Grievance Redressal Mechanism (Examination)**

### **a) SOP's for Submission of Grievance**



## **b) RE – EVALUATION OF ANSWER BOOKS - STANDARD OPERATIVE PROCESS**

1. If the examinee is NOT satisfied with the marks awarded, he/she may independently apply for reevaluation within 15 days from declaration of results.
2. This reevaluation facility shall be applicable for theory papers only
3. Reevaluation of answer books shall not be permitted in respect of marks awarded to the scripts of practical examination /term work/Project work/Dissertation/Internal assessment and viva voce/oral/practical examinations.
4. The prescribed application form for reevaluation of answer books can be obtained from the respective Constituent colleges.
5. A nonrefundable fee per subject as prescribed for reevaluation and revaluation shall be paid by the examinee. The said fee shall be remitted by RTGS or DD drawn in favor of KIMS Deemed University, Karad.
6. The prescribed application form for reevaluation of answer book duly filled in and signed by the applicant examinee is to be submitted along with the statement of marks, prescribed fees within 15 days from the date of declaration of result.
7. The application should be routed through the Dean of respective constituent faculties.
8. The university Controller of Examination department will arrange such reevaluation in a confidential manner from an examiner who was not a part of the previous assessment.
9. Marks difference should be at least 5% of the previous marks to be accepted.
10. Any attempt to influence the examiners in any form by a candidate or his/her relatives will amount to adopting "Unfair Means" by the student.
11. The reevaluation result will be placed before the grievance redressal committee. After its approval the result will be declared. OR if necessary GRC approval and BOE approval is taken post facto.