



Dr. Vithalrao Vikhe Patil Foundation's  
**COLLEGE OF PHYSIOTHERAPY**

Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar-414111

**Tel:-**(0241) 2778042, 2777059, **Fax:-** (0241) 2779757

**E-mail:** principal\_physiotherapy@vims.edu.in **Website:**

[www.vims.edu.in](http://www.vims.edu.in)



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## STANDARD OPERATING PROCEDURE

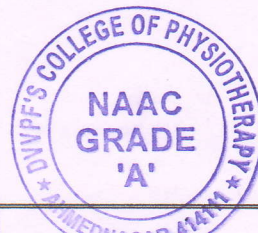
### EXAMINATION CELL

Dr Vithalrao Vikhe Patil Medical Foundation, College of Physiotherapy Ahmednagar is affiliated by Maharashtra Health Sciences, Nashik. College has very well organize examination cell.

**PURPOSE:** - The cell is constituted for the purpose of smooth conduction of internal assessment examination (Formative examination) for under graduate and post graduate students. Format prescribe by parent university for under graduate students is strictly followed by university. Even in the absence of guidelines for formative assessment of post graduate students institute has been conducting it since starting of post graduate student course in 2013.

**CONSTITUTION:** - It is headed by chairperson who is the principal of institution. There are three member who are arranged specific responsibilities related to conduct of examination. Considering the sensitive nature of work involved in this cell, members are permanent with minor modification done as and when required. Following is the composition of cell:

1. **Dr Shyam Devidas Ganvir (Principal) ..... Chairperson.**
2. **Dr Arijit Kumar Das (Asso. Prof. Cardio respiratory sciences) ...In charge**
3. **Dr. Deepti Thokal (Assi. Prof. Community Medical Sciences) ..... Member**
4. **Dr. Priyanka Jadhav (Assi. Prof. Musculoskeletal sciences)..... Member**



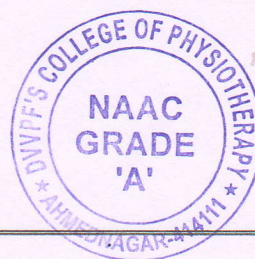
Each member responsibility also described clearly and as follows:

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Responsibilities</b>
1	Dr. Shyam Devidas Ganvir	Chairperson	
2	Dr. Arijit Kumar Das	In charge	Notice and Seating arrangement
3	Dr. Deepti Thokal	Member	Question papers and Seating arrangement
4	Dr. Priyanka Jadhav	Member	Answer sheet handling

### **PRE EXAM ASSIGNMENT -**

Dr. Arijit Kumar Das, in-charge of the exam cell, starts his work after receiving the academic calendar from year – coordinator. Examination detail schedule is prepared one month before the actual date of examination. After its approval in College Council Meeting, it is notified to the students, teachers, Out-department- HOD's, parents through notice board, College app and official what's app group. Along with exam schedule following notice are also circulated to concern people:

1. Invigilation duty,
2. Practical exam duty schedule.



### **INVIGILATION DUTY-**

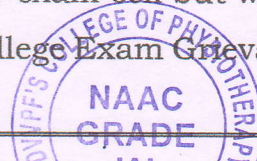
This is assigned to the teacher for under graduate examination. Theory exam conduct in the exam hall of the college. Practical exam is conducted in respective lab and ward. Regarding invigilation duty responsibility during exam, Invigilators have to collect answer sheets, attendance sheets, mark sheets and dispatch letter at least 1 day prior to the examination. Question paper in sealed envelope handed over to invigilators 15 min prior to the exam from the respective exam cell member. While opening envelop two signature is obtain from students and after that envelop is opened and question paper is distributed. Invigilators should sign on the answer sheets. Invigilators should fill and attach the dispatch letter, attendance sheet, mark sheet and attach one question paper for all subjects and submit it to the respective exam cell member.

### **QUESTION PAPER SET AND MODERATION -**

Question paper is asked from the concern teachers as per the prescribed format of institute, the softcopy of question paper shall mail 15 days before the start of examination through email - [vimsphysiotherapy.exam@gmail.com](mailto:vimsphysiotherapy.exam@gmail.com) which is accessed only by exam cell incharge, to maintain the confidentiality. After all paper receive from paper setter question paper is given to three member moderation committee for moderation. The whole procedure is done through email only. Final moderated question paper are kept safe in email only to maintain confidentiality. Only 15 minute before the exam start question paper print is taken and handed over to the invigilator in sealed envelope.

### **EXAMINATION DATES AND RE-EXAMINATION -**

The exam is conduct for two batches, summer and the winter. The exam is re-conducted for the students who were absent due to some genuine reasons. This re-examination is conducted by exam cell but who all are allow for this re-examination is decided by College Exam Grievance Cell.



Tentative exam date for summer exam student Terminal (half yearly) – December and Preliminary before university exam with (full syllabus) April month. And for winter batch student Terminal (half yearly) – on June and Preliminary (before university exam with full syllabus) October month.

### **ANSWER PAPER FORMAT -**

Institute has its own printed answer paper as per the prescribe format of affiliated university ( MUHS), for institute level exam separate for under graduate and post graduate as per their syllabus pattern with fixed number of pages in that. Answer paper are different colour for undergraduate and postgraduate. Under graduate answer paper consist 38 pages and post graduate answer paper have 42 pages.

### **ANSWER PAPER EVALUATION -**

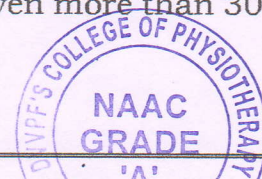
Evaluator are called in specific period at exam cell and they are instructed for evaluate the answer paper within 7 days.

After examination and paper evaluation all answer paper is showed to the student and explained by the subject teacher to the students and student signature is take on answer paper. After this composite mark list is prepare and after taking student signature, it is displayed on the notice board as well as uploaded on college app and website.

### **PRACTICAL EXAM PROCEDURE -**

For every subject, two examiner of each subject is appointed as per the guideline of institute. Practical examination marks distribution is as per university format.

Letter of appointment and along with the scheme of examination is provided to the examination and same procedure of practical examination is also explained to the student. As per the direction of the university practical examination are conducted in all learning domain and communication skill. Every student are given more than 30 min for



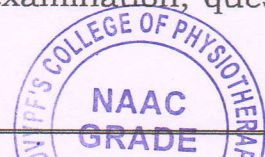
their preparation of allotted job/case/work and then student are evaluated by both the examination at the same time.

### RESULT ANALYSIS -

After University result published all result is analysed and percentage of passing in all subject and individual subject is calculated and this result analysed also displayed in the notice board and uploaded in website.

### DURING THE THEORY EXAM THESE RULES SHOULD BE FOLLOWED: AS PER UNIVERSITY

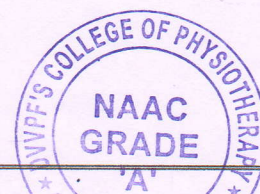
1. The examination rooms/halls shall be open 15 minutes before commencement of examination. Candidate should occupy their seats immediately after opening the examination hall. A candidate who comes after the commencement of examination shall not be permitted to appear for the examination.
2. Candidates are not allowed to carry any **textual materials, calculators, slide rule, log tables, electronic watches with facilities of calculator, printed or written material, bits of papers, mobile phone** or any other device inside the examination hall. (If any candidate in possession of any of the above item, his/her candidature will be treated as having resorted to unfair means, his/her current examination will be cancelled.)
3. No candidate, without special permission of Invigilator, will leave his/her seat or examination room until the full duration of paper is over.
4. Candidate should not leave the room without handing over answer sheet to concerned invigilators.
5. Ten minutes before the commencement of the paper, answer sheet shall be provided to each candidate.
6. Five minutes before the commencement of examination, question paper shall be provided to each candidate.



7. The examination will start exactly as per Time-Table provided by the College and an announcement to this effect will be made by the invigilator.
8. After completing the paper and before handing over to invigilators, the candidate should check again all particulars required in the answer sheet have been correctly written.
9. A warning bell will be given before closing time then candidate must stop writing.
10. **Unfair Means:** - Candidate shall maintain absolute silence and attend to his/her question paper only. Any conversation and gesticulation or disturbance in the examination hall shall be deemed as misbehaviour.
11. If a candidate is found resorting to unfair means or impersonating his/her Candidature shall be cancelled and he/she will be liable to be debarred from examination either permanently or for a specified period according to the nature of offence.
12. Do not reveal your identity.
13. Check the information printed on the cover page of answer book; The            Seat no. Name of the examination, date and centre of examination.
14. Do not write anything on the blank portion of the paper.
15. Students should write answers in liable handwriting.

#### **DISTINCT FEATURE OF EXAMINATION PROCEDURE**

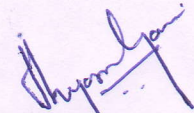
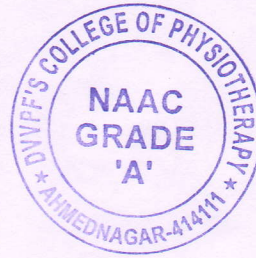
1. Confidentiality strictly followed during whole procedure
2. Infrastructure - Exam cell has Multi scanner with printing, exam strong room,
3. Model answer paper - Separate model answer file for each subject for student reference.



4. Question paper file – old question paper is available for each subject for students.
5. Moderation – To maintain the pattern and quality of question Paper College appointed three senior teachers moderation committee.
6. Within 30 days speculated time exam result are published as per exam cell policy.
7. Exam cell stick to the academic calendar to conduct the exam.



**Exam cell Incharge**



**Principal**

Principal  
Dr. Vithalrao Vikhe Patil Found  
College of Physiothera  
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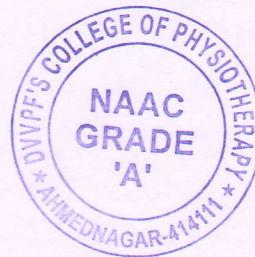
[www.vims.edu.in](http://www.vims.edu.in)



### **INFRASTRUCTURE OF EXAMINATION STRONG ROOM**

- One Strong room with adequate Steel cupboards having lock facility.
- CCTV Camera in assessment hall & Strong-room with recording facility.
- One assessment hall with min. 10 seating capacity of examiners at a time.
- Proper light & ventilation arrangements.
- Minimum Three Computer/ Laptop.
- 24 × 7 high speed Internet facility (Min. 10 MbPS).
- One high speed (4G) Dongle for backup of Internet Facility.
- Bar Code Scanner.
- Generator/ Invertor Facility.
- Fax, Printer, Photocopying Machine & Telephone Facility.
- 24 × 7 Adequate College Security.
- Drinking Water Facility.

**Exam cell Incharge**



**Principal**

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College of Physiotherapy  
Ahmednagar-414111

## AMPLE OF ANSWER BOOKLET B.P.TH



**Dr. Vithalrao Vikhe Patil Foundation's  
College of Physiotherapy, Ahmednagar.  
B. P. Th Answer Book**

Sr. No.:

Fill by Student

Name of Examination: Terminal  / Prelims

Term: Winter  / Summer

Year: .....

Subjects: .....

Name of Students: .....

Roll No.: 

2	0	.	
---	---	---	--

Date: 

		2	0	
--	--	---	---	--

QUESTION	SUB QUESTION	MARKS ALLOTTED BY EXAMINER
<b>SECTION - A</b>		
Q 1	a	
	b	
	c	
	d	
	e	
	f	
Q 2	a	
	b	
	c	
	d	
	e	
	f	
<b>Total (Section A)</b>		
<b>SECTION B</b>		
Q 3	a	
	b	
Q 4	a	
	b	
<b>Total (Section B)</b>		
<b>Total (Section A + Section B)</b>		

Date & Signature of the Invigilator

Section A  
Examiner

Name
Signature
Date

Section B  
Examiner

Name
Signature
Date

Seen by the student \_\_\_\_\_ signature (after evaluation)

Date :

## BPT ANSWER BOOK

**SAMPLE OF ANSWER BOOKLET M.P.T**



**Dr. Vithalrao Vikhe Patil Foundation's  
College of Physiotherapy, Ahmednagar.**

**M. P. T Answer Book**

Fill by Student

Name of Examination: Terminal  / Practice

Term: Winter  / Summer

Year: \_\_\_\_\_

Subjects: \_\_\_\_\_

Name of Students: \_\_\_\_\_

Roll No. MPT 20  -

Date  /  / 20

Do not write any thing down by student for office use.

QUESTION	SUB QUESTION	MARKS ALLOTTED BY EXAMINER
Q 1		
Q 2		
Q 3	a	
	b	
	c	
	d	
	e	
	f	
Total		

\_\_\_\_\_

Date & Signature of the Invigilator

Examiner

Name
Signature
Date

Seen by the student \_\_\_\_\_ signature (after evaluation)

Date \_\_\_\_\_

**MPT ANSWER BOOK**

**Sample Practical Duties for Staff: -**



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E-mail: principal\_physiotherapy@vimscopt.edu.in Website: www.vimscopt.edu.in

Ref. No:-DVVPF's/COPT/2022/1347

Date:-08/12/2022

**Terminal Examination (Summer -2023)**  
**B.P.Th (Revised/2012)**

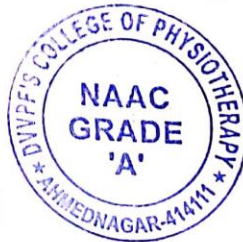
**Practical Duties for Staff -**

Sr. No	Date	Subject	Teacher	Sign
1	27/12/2022 28/12/2022	Musculoskeletal PT	Dr. Deepak Anap Dr. Saqib Syed.	
2		Neuro PT	Dr. Maheshwari Harishchandre Dr. Sana Rai	
3	29/12/2022 30/12/2022	Cardiovascular & Respiratory PT	Dr. Arijit Kumar Das Dr. Pranali Gaikwad	
4		Community PT	Dr. Shyam D. Ganvir Dr. Sonyabapu Shewale	

**Venue: -Respective Dept.**

- Note:** - All Staffs are hereby request to submit the Practical marks on last day of practical as per the university format.

**Exam Cell In-charge**



**Principal**  
**DR. SHYAM D. GANVIR, Ph.D.**  
Principal  
Dr. Vithalrao Vikhe Patil Foundation's  
College of Physiotherapy  
Ahmednagar - 414 111  
Ph. No. 0241- 2778042

# Sample Question Paper Set and Paper Evaluation for Staff: -



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**NAAC Accredited Grade 'A'**



Ref. No:-DVVPF's/COPT/2022/1043


Date:-20/09/2022

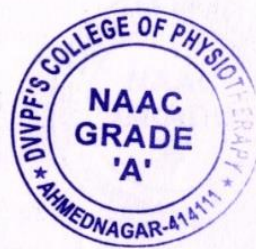
### **PRILIMINARY EXAMINATION (WINTER-2022) (III Year & IV year B.P.Th)**


#### **Question Paper Set & Paper Evaluation-**

<b>Sr. No</b>	<b>Subject</b>	<b>Teacher Name</b>	<b>Sign</b>
1	FDPS	Dr. Suvarna S. Ganvir	
2	Musculoskeletal PT	Dr. Deepak Anap	
3	Neuro PT	Dr. Maheshwari H.	
4	Cardiovascular & Respiratory PT	Dr. Arijit Kumar Das	
5	Community PT	Dr. Shyam D. Ganvir	

1. All the staffs are hereby requested to give soft copy of question paper with proper format by email (vimsphysiotherapy.exam@gmail.com) before 10<sup>th</sup> October 2022.
2. If anyone fails to gives question paper as per the scheduled after the exam cell will not be responsible for conduction of examination.
3. All the staffs are hereby informed that the answer paper evaluation should be done within three days of examination.

  
**Exam Cell In-charge**



  
**Principal**

Principal  
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Sample of Theory Invigilation Duty : -



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NAAC Accredited Grade 'A'



Ref. No:-DVVPF's/COPT/2022/1043

Date:-20/09/2022

**PRILIMINARY EXAMINATION**  
**(WINTER-2022) (III Year & IV year B.P.Th)**

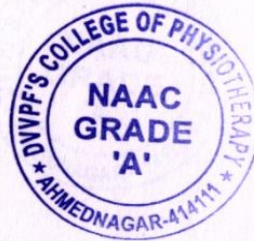
**Invigilation Duty**

Sr. No	Date	III Yr.	IV Yr.	Invigilator Name	Sign
1	05/11/2022	Medicine I - (Medicine)	Musculoskeletal PT	Dr. Kshipra Shastri <del>Shubhangi</del>	
2	07/11/2022	Surgery I - (Surgery)	Neuro Sciences PT	Dr. Shubhangi Mukund Kshipra	
3	09/11/2022	Community Health & Sociology	Cardio-Vascular & Respiratory PT	Dr. Priyanka Waghmare Sanyli	
4	11/11/2022	FDPS	Community PT	Dr. Sayali Khairnar Priyanka	
5	14/11/2022	Obg & Gynac	-----	Dr. Anushree Pawar	

**Instruction: -**

1. All the Invigilators are instructed to collect Attendance sheet, Marksheet & Covering Letter for dept. one day prior to the exam.
2. It is invigilator responsibility to send the answer paper with all required documents to the concerned dept. within the next day of the exam.

Exam Cell In-charge



Principal

**Copy to:-**

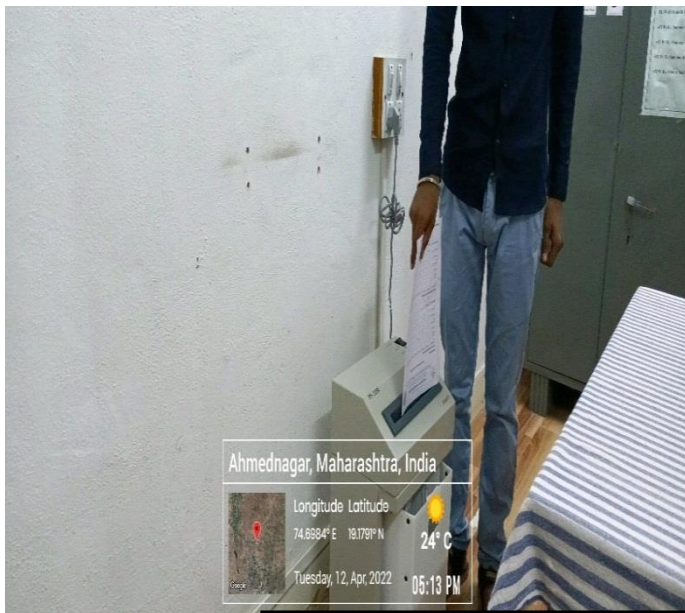
1. PG Co-Ordinator for kind information.

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## GEOTAG PHOTOS



## Examination Hall



## Paper shreder machine in exam cell

## Multi scanner & Computer



## Examination strong room

