



**HON.SHRI.ANNASAHEB DANGE AYURVED MEDICAL
COLLEGE & POST GRADUATE RESEARCH CENTER ,
ASHTA, DIST SANGLI**

Examination Code of Conduct

EXAMINATION RULES AND REGULATIONS

1. Statement of Propose

The regulation outline in this document are intended to define the policy and procedures for assessment of students enrolled in the college for UG & PG section at ADAMC, Ashta.

These regulation have been developed in accordance with the norms given by Maharashtra University of Health Sciences, Nashik.

2.. Assessment of Internal Examination & Phase of curriculum.

The internal examination of all years will be carried out as per following schedule.

Sr. No.	Academic Year	Duration	Team I	Term II	Final Exam
1	B.A.M.S. I	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
2	B.A.M.S. II	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
3	B.A.M.S. III	1 Year	Last work of Sem I	Last week of Sem II	After 15 Days
4	B.A.M.S. IV	1.6 Year	I Term	II Term	III Term

- Term I Exam will be conducted in the last of Semester I.
- Term II exam will be conducted in the last week of semester II.

3. Academic Warning :-

Academic Warning for Students

1. It is mandatory to each students to give internal Term End Exams.
2. Student must pass Term I exam to appear for Term II exam. (with 50% of presenty)
3. Student must pass two terms end exams to appear for final exam, if he/she dose not pass in internal exams, should not be appear for final exam.

Academic Warning for faculty :-

1. Each department should provide two question paper set (Blue Print) by HOD, prior 15 days with announcement of exam schedule.
2. After Term End exam (Post examination) result of students should be submitted to examination dept. Within 10 days.
3. It is to be noticed that, students must pass first term exam to appear for second term exam.
4. Each question paper set should be as per norms and guidelines of university examination.
5. Model answer paper with proper distribution of marks/ Digramas/ with clear instructions should be submitted to HOD of each dept. Signed by authorities, for any compliances to grievances committee.

4. Preparation of Examination :-

1. Booking of examination Rooms shall be responsibility of exam dept.
2. The examination material, answer sheet shall be provided by exam dept.
3. The exam dept is responsible for arranging invigilators (Superviours) to the exam.

4. Date of examination within the assigned will be decided by the departments offering the course in coordination with exam committee and shall be approved by the authorities for academics.
5. All exam material should store to exam dept to ensure the security and confidentiality of material.
6. All excess material, material should be return to exam dept. By the supervisor to exam dept envelope.
7. No faculty member is allowed to take the examination material out of hall or to the dept.
8. Representative of dept should be available to answer to students query in first half.

5. Duration :-

1. As per time allotted by each dept. to solve the paper.

6. Examination Adjustments:-

1. If a student has unexpected temporary disability to sit for exams with valid Medical report, then he/she has been granted to approval letter from authorities to appear for final exam.
2. In any grievance, examination dept and academic authorities has the final word of solution.

7. Examination Room Protocol :-

1. Supervisors must be at the exam room at least 15 minutes prior to the start of exam & students shall be present in the examination room seated ten minutes before start of the exam.
2. Supervisors should ensure that every student signs the exam attendance sheet/question paper etc.
3. Supervisors are required to check ID of each student.
4. At the end of the exam, supervisor should collect all the exam material including all extra copies and attendance sheet. Extra answer sheet returned to exam department.

5. No faculty member is allowed to take the examination material out of the examination hall.
6. An supervisor may ask a student to leave the examinations hall if them is evidence of cheating, bad behaviour or any unaturized material the decision shall be taken by supervisor together with the exam coordinator.
7. The supervisor shall announace the start of the exam and total time allowed for the examination. He shall also inform the students about that end of exam, to minutes prior to the end.

8. For Students :-

1. Only those students with an attendances of at least 75% will be allowed to sit the term end or the exam.
2. Students who arrive in the examinations hall after 15 minutes of the commencement of the examination hall not be permitted to sit the exam.
3. All students are must to show their ID card to supervisor.
4. No student is allowed to leave the examination before first half of the total duration of the exam.
5. Mobile phones, flash cards, electronics dictories, i pads, books bags, notes are not permitted in any examination room. The college does not take any responsibility for materials left by students outside the examination hall.
6. All students are requested to comply with the college dress code (not apron) and should wear their ID, students were not allowed for shoes jewellery, ornaments, jackets in exam room.
7. If a student becomes ill during the examinations & shall not be given extra time as a compensations period for writing question paper.

9. Breach of examination Policy :-

1. The supervisor of the examination hall has the authority to expel any student from the examination room if he/she commits an infringements of the examination regulation.

2. If a student could not attend an exam because of an illness or other exceptional causes beyond his/her control, supervisor shall inform (report) to academics incharge & exam board (UG Coordinator).

3. The application given by student shall indicate the reason for not attending the exam and has provide original & appropriate documents as supporting evidence to his application (e.g. medical certificate)

4. If the application has been approved a student shall be informed with a decision about re-sit exam.

10. Referances:-

1. MUHS guidelines for examination dept. www.muhs.as.in

2. For examination appointment for exam (Theory & Oral/Practical)

www.practical.muhs.edu.in