2.5.5: Present status of automation:

As per the Board of management resolution Number BOM -55-2018 Dated: 27.11.2018 the process of IT integration in Examination Management system (EMS) was initiated.

The Examination Management system (EMS) of MGMIHS is now fully automated as suggested in the attached documents.

Jt. Controller of Examination

MGMIHS, Navi Mumbai

Jt. Controller of Examinations

Resolution No. 4.19(vi) of BOM-55/2018: Resolved to schedule the 10th Convocation of MGMIHS in the Month of January (2nd Half) for award of Degrees and Medals to the eligible candidates. Further resolved that Hon'ble Vice Chancellor can shortlist 2-3 reputed academician in consultation with Hon'ble Chancellor, Institute Heads & MGMIHS Trustees, amongst whom one can be invited as Chief Guest for X Convocation of MGMIHS.

Resolution No. 5.1 of BOM-55/2018: It was unanimously resolved to approve the minutes of the previous BOE no 2/2018 dated 21.07.2018 **[Annexure-50]** subject to following changes:

(i) It was decided to continue the provision of moderation of answer books and re-totaling of marks to be made applicable in all disciplines.

(ii) The fees for re-evaluation of answer books will be allowed with a fee of Rs.5000/-per subject applicable to all courses. Guidelines need to be prepared in this regard by BOE.

(iii) To ensure objectivity during assessment of the answer books, it is recommended to prepare model answers (key points) at the time of paper setting and the same can be provided to the examiners while assessment.

Resolution No. 5.2 of BOM-55/2018: It was unanimously resolved to approve the SOPs on the examination automations process contained in appendix "A" & "B" for IT integration. **[Annexure-51-A,B]**

Resolution No. 5.3 of BOM-55/2018: It was unanimously resolved to undertake item analysis of all MCQs in each subject in all other courses.

Resolution No. 5.4 of BOM-55/2018: It was resolved to send the Correlation findings between marks obtained by student in internal with that of his/ her University examination marks to each head of the department of respective subjects as a feedback for the needful action at their end.

Resolution No. 5.5 of BOM-55/2018: It was resolved to allow gaps between written papers for B.Sc. Nursing examination.

Resolution No. 5.6 of BOM-55/2018: It was resolved to once again to request the Heads of the Departments in different subjects to undertake to identify the MCQ, LAQ & SAQs in Exam Section's question bank under the Head of 'Must Know', Desirable to Know' and 'Nice to Know' at University within 2 weeks.

Resolution No. 5.7 of BOM-55/2018: It was resolved that external examiners appointed for Navi Mumbai campus will be staying at MGMIHS guest house at CBD and Kamothe. To ensure privacy and comfort following steps must be taken immediately:

(i) Two Full time attendant round the clock.
(ii) A pantry to be made functional for refreshments and stocking of food as per choice of the examiners.
(iii) Practical exams must be scheduled in such a way that at any given time not more than 10 examiners are invited.
(iv) It was also resolved to hire suitable transport (Innova) for transport of examiners if regular campus vehicle not available. This is to be kept under disposal of Centre-Incharge.

(P.T.O)

Jt. Controller of Examinations

MGM/01/A-8/2020/107

Date : 24.02.2020

EXTRACTS OF MINUTES OF BOM-55/2018 (DT. 27.11.2018)

Item No.5.2 of BOM-55/2018 (i.e. Item No.2 of BOE-03/2018): To approve SOPs for on-line examination process management [**Annexure-51-A,B**]

Resolution No. 5.2 of BOM-55/2018: It was unanimously resolved to approve the SOPs on the examination automations process contained in appendix "A" & "B" for IT integration. [**Annexure-51-A,B**]

Registrar

MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

STANDARD OPERATING PROCEDURES FOR IT INTEGRATION OF EXAMINATION PROCESS AT MGMIHS, NAVI MUMBAI

1. **EXAMINATION NOTIFICATION :**
   Display of University notification for theory and practical time table on website with copy to all concerned by e-mail/ fax / post for display in notice boards, 3 months prior to examination along with time-table.

2. **ONLINE SUBMISSION OF EXAMINATION APPLICATION FORMS AND PAYMENT GATEWAY FOR EXAMIANTION FEES**
   a. Students are to submit on line forms and pay fees, followed by depositing e- receipt with subject wise details through the institution Head.
   b. E-forms will be subject to approval of the respective Head of Institutes, verifying eligibility and subjects, as per time-table

3. **GENERATION OF SEAT NUMBERS AND HALL TICKETS**
   a. Online generation of seat number and hall tickets will be facilitated.
   b. Option to download hall tickets by students if eligible, after completing all formalities as in para-2 above; 3 days prior to commencement of examination.

4. **GENERATION OF BAR-CODES FOR ANSWER SHEETS**
   a. Online barcode generation in sets of as per requirement for answer books A, B, C will be ensured in respect of each candidate.
   b. The same has to be pasted by the invigilator at examination hall while verifying identity of respective candidates subject wise and paper-wise at the specified boxes. The photo and mini-boarcode will be pre-printed on attendance sheet.

5. MODERATION OF QUESTIONS PAPERS

a. Question papers will be set on-line by 4 examiners, 2 internals and 2 externals chosen from the MGMIHS examiners approved panel.

b. The University question bank may be used for the purpose of generating the question sets, by the paper-setters.

c. The difficulty level in question will be maintained as stipulated by respective statutory bodies. This ratio will be intimated to paper setters.

d. All sets of question papers so received are to be moderated by an external examiner from outside MGMIHS online. Minimum 2 sets will be retained in encrypted format for blue printing subsequently by the University for blue printing on the day of examination.

6. INSTANT BLUE PRINTING OF QUESTION PAPERS AT RESPECTIVE CENTRES AND DIRECT DISTRIBUTION AT EXAMINATION HALLS.

a. The university server will decide a final set of question papers at random from the moderated question papers. On the day of examination, the same has to be downloaded by the centre In-charge and printed under proper security at examination centres for distribution, to candidates instantly as per scheduled date and time for a particular paper.

b. For this purpose, a dedicated computer system with webcam and appropriate printing device will be placed at examination centres 30 minutes before a particular paper, the Dean or his nominated faculty (Centre In-charge), whose credentials, photogram and retina image will be pre-registered in the University examinations server, will login after generating a pass word, followed by an OTP in his registered mobile.

c. The down loaded question paper will be Xeroxed immediately, for distribution to students at examination hall, ensuring all security measures.

7. WRITTEN PAPER EVALUATION PROCESS AT CAP CENTRE

a. Internet or local Wi-Fi will be made available for digital evaluation of written papers at the CAP Centre

b. One notepad and an android mobile hand set will be provided to each examiner for digital evaluation and uploading marks in theory and practical's, using optical character recognisation software.

c. MCQ will be evaluated centrally at the MGMIHS examination centre by OMR.

d. In the CAP Centre, the concerned examiner has to scan the codified barcode pasted on the face of answer book by which, a particular evaluation table will open up on his mobile screen for marking process. Simultaneously the answer book has to be placed on the e-notepad for the purpose.

e. In case of any ineligible character or wrong calculation, the marks will glow red on mobile set. After making necessary corrections, the examiner will click on "Send" button to finally upload marks in MGMIHS central server directly.

f. Once sent, the page will not be accessible again to the examiner. The computer will reallocate written paper where the candidate secured between 40% to 50% or more than 75% for double checking / moderation. Marks whichever is higher will be finally accepted by the system for finalising results.

8. TABULATION AND ANALYSES

The system will capture marks secured in written, viva voce, practical and internal examination by candidate to decide result on passing heads as per MGMIHS examination Rules, read with related Regulations of respective statutory bodies.

9. The grace marks as per respective council regulation will be awarded before finalization of result.

10. The results to be declared within 3 days for post-Graduate examination and within one week for under-graduate examination.

Online Question Bank System

1. Question paper will be set on-line by 4 examiner (2 internal and 2 external) chosen from the MGMIHS examiners approved panel.
2. The university question bank may be use for the purpose of generating the question sets by the paper setter.
3. The difficulty level in question will be maintained as stipulated by respective statutory bodies. This ratio will be intimated to paper setter.
4. All sets of question papers so received are to be moderated by an external examiner from outside MGMIHS online. Minimum 2 sets will be retained in encrypted format for blue printing subsequently by the university for blue printing on the day of examination
5. The application can decide a final set of question papers at random from the moderated question papers. On the day of examination, the same has to be downloaded by the centre in-charge and printed under proper security at examination centres for distribution, to candidates instantly as per scheduled date and time for particular paper

Online Exam Form and Result Processing System

1. Create Faculty Master
2. Create Course Master
3. Create Course wise Branch Master
4. Create Course wise, Branch wise Exam Master
5. Create Course wise, Branch wise and Exam wise Subject Master
6. Create revaluation fees master
7. Create course wise grace master
8. Create teacher through teacher profile.
9. Create course wise fees master
    a. User will set course wise, subject wise, Student category wise exam fees.
    b. For regular student user will set fix amount of fee and for repeater fees should be appearing subject wise.
10. Create course wise and Subject Wise attendance master
11. Create course wise subject wise IA master
12. Import student data in predefined format (For Current academic year)
13. Student will start the preregistration
14. During preregistration student will create login credentials
15. After login in application student will enter personal details, upload photo and signature, Select optional subjects (If applicable) along with compulsory subject in admission form
16. Student will click on submit.
17. Open exam session
18. College user will enter course wise, student wise, subject wise attendance data.
19. Dean/Principal of college will edit and approve the student attendance data.
20. After approval attendance data from college. Application will generate exam from and post in student login.
21. Student can click on submit button and pay fees online.

22. Now college user can update IA marks at college level and same approve by Dean/Principal.
23. After update of IA marks admin will create course wise, exam wise time table and generate seat number.
24. After seat number generation application will generate hall ticket data and post in admin login.
25. Admin user can click on allow or disallow check box to download hall ticket in student login.
26. After completion of exam, admin user will export course wise exam wise student data for evaluation as per subject format which is defined by SMB.
27. After final evaluation evaluated data will return back to online exam form system for result process as per defined format by SMB.
28. Student can do the application for revaluation by paying revaluation fees.
29. Admin can assign the student to examiner for revaluation.
30. Examiner will do the revaluation and admin will re-enter the re- evaluated marks.
31. Admin will process the result data and generate the final student data.
32. After result process admin user can publish the in student login

Online Answer Evaluation System (Third Party Vendor)

1. Admin user will import course wise, subject wise student data now application will generate barcode section wise A, B, A etc
2. The same has to be pasted by the invigilator at examination hall while verifying identity of respective candidate subject wise and paper wise at the specified box.
3. The photo and mini-barcodes will be pre-printed on attendance sheet.
4. Internal or local Wi-Fi will be made available for digital evaluation of written papers at the CAP centre.
5. One notepad and an android mobile hand set will be provided to each examiner for digital evaluation and uploading marks in theory and practical using optical character recognition software
6. MCQ will be evaluated centrally at the MGMIHS examination centre by OMR.
7. In the CAP centre, the concerned examiner has to scan the codified barcode posted on the face of answer book by which a particular evaluation table will open up on his mobile screen for making process. Simultaneously the answer book has to be placed on the e-notepad for the purpose.
8. In case of any ineligibility character or wrong calculation the marks will glow red on mobile set. After making necessary corrections, the examiner will click on "Send" button to finally upload marks in MGMIHS central server directly.
9. Once sent the page will not be accessible again to the examiner. The computer will reallocate written paper where the candidate secured between 40% to 50% or more then 75% for double checking / moderation. Marks whichever is higher will be finally accepted by the system for finalising results.