



# MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

## **MINUTES OF MEETING OF BOARD OF EXAMINATIONS**

**(BOE-03/2018)**

In pursuance of the MGMIHS annual schedule 2018, the meeting Board of Examinations of MGM Institute of Health Sciences, Navi Mumbai was held as per following schedule:

Date of Meeting	:	26.11.2018
Time	:	11 a.m.
Venue	:	Conference Hall, MGM Institute of Health Sciences, Navi Mumbai

### **Following Members were present:**

Dr. Shashank D. Dalvi,	Hon'ble Vice Chancellor
Dr. G. S. Narshetty	Dean, MGM Medical College, Navi Mumbai
Dr. Rajendra Bohra	Dean, MGM Medical College, Aurangabad (Through Skype)
Dr. N. N. Kadam	Controller of Examinations MGMIHS, Navi Mumbai
Dr. R.S. Inamdar -	Chairperson, BOS (Pre Clinical)
Dr. Ipseeta Ray	Chairperson, BOS (Para Clinical)
Dr. Jaishree Ghanekar	Chairperson, BOS (Medicine & Allied)
Dr. Pravin R. Suryawanshi,	Chairperson, BOS (Surgery & Allied Courses) (Through Skype)
Dr. Sudhir G. Kulkarni	Chairperson, BOS (Superspeciality) (Through Skype)
Dr. Mansee Rathore	Chairperson, BOS (Biomedical Sciences)
Dr. Rajani Mullerpatan	Chairperson, BOS (Physiotherapy)
Dr. Prabha Dasila	Chairperson, BOS (Nursing)
Dr. Rajesh Goel	Registrar
Dr. N.C. Mohanty	Jt. Controller of Examinations
Dr. Siddhart Dubhashi	Director (Academic), Special Invitee
Mr. Kishore Raut	Statistician, Co-opted Member

Hon'ble Vice Chancellor presided over the meeting and welcomed the all members:

**Item No 1 :**

To confirm minutes of the meeting BOE-02 held on 21.07.2018

**Resolution No 1:**

It was unanimously resolved to approve the minutes of the previous BOE no 2/2018 dated 21.07.2018 subject to following changes:

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

1.2. The fees for re-evaluation of answer books will be allowed with a fee of Rs.5000/-per subject applicable to all courses.

**Item No 2:**

To approve SOPs for on-line examination process management

**Resolution No: 2**

The member of BOE unanimously approved the SOPs on the examination automations process contained in appendix "A" & "B" (Enclosed) for IT integration.

**Item No 3:**

Updating of External Examiners' Panel for UG and PG University Examinations.

**Resolution No: 3**

The members of BOE unanimously approved the examiners panel received from the Chairpersons of various BOS through the recent Academic Council (AC 31/2018) dated 20.11.2018 to enrich the existing panel of examiners in different subjects.

**Item No 4:**

Review of item analysis report of MCQs in all question papers used during 2018

**Resolution No: 4**

Hon'ble Members appreciated the efforts of examination section for undertaking item analysis of all MCQs in each subject in medical courses. Members desired that similar exercise be undertaken in all other courses.

Hon'ble Vice Chancellor decided to appreciate good work undertaken by the staff particularly Mr. Kishore Raut (Statistician) and Ms. Nalini Nanavare in this massive exercise.

**Item No 5:**

Reviewing co-relation of marks secured by students in internal (Formative) and university (Summative) examinations.

**Resolution No: 5**

The member appreciated the analysis of marks obtained by each student in internal with that of his/her University examination marks to draw assess subject wise correlations between them.

It was resolved to send these Correlation findings to each head of the department of respective subjects as a feedback for the needful action at their end.

**Item No 6:**

To consider allowing gaps between written papers in Nursing examinations

**Resolution No: 6**

It was felt that allowing gaps between written papers in professional courses may unduly prolong the examination process, besides exerting additional load on logistics. Members were not in favour of allowing such gaps between written papers.

However, the Hon'ble Vice Chancellor directed the Principal, MGM New Bombay College of Nursing to conduct a honest survey and seek opinion of students in this regard.

**Item No 7:**

Detailing expert faculty to classify university questions bank under heads on basis of 'Must Know', Desirable to Know' and 'Nice to Know' in all subjects

**Resolution No: 7**

It was resolved to once again request the Heads of the Departments in different subjects to undertake to identify the MCQ, LAQ & SAQs in our question bank under the Head of 'Must Know', Desirable to Know' and 'Nice to Know' at University within 2 weeks.

**Item No 8:**

Review of recent feedbacks received from for external examiners.

**Resolution No: 8**

It was resolved to discuss this point in the forthcoming BOM regarding upgrading / outsourcing the existing guest house at CBD Belapur campus for accommodating external examiners.

Alternatively, they will be allowed to stay in nearby hotels on case to case basis.

It was also resolved to consider purchasing suitable transport (Innova) for transport of examiners and invited guest faculty, to be kept under disposal of the University.

**Item No 9:**

Review of new MBBS syllabus recently released by MCI.

**Resolution No 9:**

It was resolved to pursue the decision of Academic Council (AC 31/2018) dated 20.11.2018 already taken this regards.

**Item No 10 :**

Disposal of cases adopting unfair means in examinations at Navi Mumbai.

**Resolution No 10:**

Hon'ble members were appraised that the designated Unfair Means Committee after hearing the concerned students decided to pardon them with a warning.

It was decided to declare their results with warning to each to be issued by Dean, MGM Medical College, Navi Mumbai, with copy to be retained in their dossier.

**Item No 11 :**

Discrepancies observed in evaluation process in BPT examination including minutes of meeting dated 16.11.2018

**Resolution No 11:**

Hon'ble members after going through the cases pertaining to the school of physiotherapy Aurangabad centre decided to debar the concerned examiners/staff for one year from examination duty with a warning to be placed in their personal file.

**Item No 12 :**

Points referred from the Academic Council meeting dated 20.11.2018

**Resolution No 12:**

**12.1 : Examination Fee for Repeater (ATKT) Students :** It was resolved to keep Rs.1000/- for B.Sc. and Rs.2000/- for M.Sc. as repeater examination fees in School of Biomedical Sciences Courses.

**12.2 : Grace Mark for BPO Course :** The grace marks upto a maximum of Five marks may be awarded at the discretion of the University to a student who failed only in one subject but has passed in all other subjects.

**12.3: Convocation Date:** Hon'ble Vice Chancellor conveyed that the forthcoming convocation will be held in the second half of January 2019.

**Item No 13 : Presentation of annual report of year 2017-2018**

**Resolution No 13:** Annual report of the year 2017-2018 was presented and unanimously accepted by all members

**Resolution No 14:**

**14.1. Dress code for examinees raised by members from Aurangabad centre :** It was resolved to not to allow apron, coats, earrings, bangles, ear-phones, watch and shoes in the examination Hall.

**14.2. The font of passing certificate:** It was resolved to change font type.

**14.3. Invigilance squad appointment Letter:** It was resolved to issue invigilance squad letters at least one week prior to the examination date. They will also verify the internal examination documents at respective departments.

**14.4. New course syllabus:** Any New programme / course submitted to University for approval must contain complete curriculum and examination format in the proposal stage without which the case will not be considered.

**14.5. MCQ, LAQ/SAQ questions to be distributed together at Nursing University examinations :** It was further resolved that question papers for MCQ and LAQ/SAQ may be distributed together as requested by Principal, MGM New Bombay College of Nursing, Navi Mumbai



**Controller of Examinations  
Member Secretary**

**Date : 26.11.2018**