

**GUIDELINES AND STANDARD OPERATING PROCEDURES  
FOR CONDUCT OF  
PRACTICAL EXAMINATIONS/PROJECT/INTERNAL ASSESSMENT  
PARAMEDICAL DIPLOMA AND CERTIFICATE COURSES 2023-25**

The Practical Examinations/Project/Internal Assessment are conducted by all the institutions as per provisions given in the Scheme of Studies/Examinations Bye-Laws prescribed by LBSPSTC.

Correct and timely assessment of Practical, Project and Internal Assessment components in Diploma and Certificate Courses is of paramount importance for the declaration of results. It has been observed that some institutions are committing serious mistake and requesting the Council to change the result after its declarations. Institutions are being, therefore directed to follow the instructions as given hereunder as no request will be accepted by the Council to change the uploaded marks in any manner.

The Council has no prescribed subject wise curriculum and most of the subjects contain 2 or 3

Assessment components – Theory and Practical /Project/Internal Assessment. The curriculum also contains a breakup of the maximum marks for the theory question paper and Practical/Project/Internal Assessment.

**1. GENERAL**

The Practical Examinations /Project/Internal Assessment shall be conducted strictly in accordance with the Guidelines/details of Practical and Practical Syllabus of the concerned Academic session.

The Institutions may check and acquaint themselves and the examiners with the maximum marks for each subject from the Curriculum Document.

**2. DATES FOR CONDUCT**

The normal dates for conduct of Practical Examinations/Project/Internal Assessment shall be as follows:

<b>Regular Session Institutions</b>	5 <sup>st</sup> January, 2024 to 31 <sup>st</sup> January 2024
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If required, any change in the period during which the Practical Examinations /Project/Internal Assessment shall be conducted during a particular session, will be communicated by the council

No Extension of the dates shall be considered by the Council.

**3. DATES FOR UPLOADING MARKS**

The marks in respect of all Practical Examinations/Project/Internal Assessment shall be uploaded simultaneously, starting from the dates of conduct of exams/assessments. The uploading of marks shall be completed by the last date of respective courses. No extension of the dates shall be considered by the council.

**4. ENSURING ERROR FREE UPLODING**

While uploading the marks, Institutions the internal Examiner and the External Examiner (as the case may be) shall ensure that correct marks are uploaded as no correction in the marks will be allowed once marks are uploaded.

#### **5. REGULAR STUDENTS**

Practical Examinations/Project/Internal Assessment shall be conducted for the regular students sponsored through L.O.C. (List of Candidate) of Paramedical Diploma and Certificate Courses based on the eligibility/bonafide status of the candidate(s)

#### **6. UNFAIR MEANS**

Students found guilty of communicating or attempting to communicating with Examiners with the objective of influencing them in any way whatsoever or using any other undesirable means for taking undue advantage during exams/assessments will be deemed to have used/attempted unfair means. Examiners are required to report at once about such cases along with complete facts/papers/witnesses to the concerned regional office.

#### **7. COUNCIL'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATIONS**

In case, it is observed that directions of the council have not complied with by the institutions, the council reserve its right to cancel the Practical Examination.

#### **8. PAYMENTS**

Payments to all the functionaries deployed for duties is proposed to be made through the **Integrated Payments Systems (IPS)** only unless otherwise instructed.

The Institutions shall maintain all records like dated of conduct of examinations/assessment, date wise no. of students in each batch and group, names of external examiners and other staff deployed for duty, examiner no./teacher-id and bank account details off all examiners staff etc.

#### **9. NON-DISCLOSURE OF MARKS**

The marks awarded to the students to the students in Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Council's Annual Theory Examinations and therefore shall not disclosed to the students or any person under any circumstances.

### **PARAMEDICAL CERTIFICATE COURSES: SPECIFIC INSTRUCTIONS**

#### **10. APPOINTMENT OF EXTERNAL EXAMINER**

No External examiner will be appointed by the Council for Certificate courses.

#### **11. ANSWER BOOK FOR PRACTICALS**

Practical Answer books will not be supplied by the council for certificate courses, the institutions shall make all arrangements themselves.

After conduct of Practical/Project/Internal Assessment the answer books of the students are not required to be sent to the Regional Office.

### **PARAMEDICAL DIPLOMA COURSES: SPECIFIC INSTRUCTIONS**

#### **12. APPOINTMENT OF EXTERNAL EXAMINERS BY THE COUNCIL.**

The Council will appoint External Examiners in each Institute for conducting Practical Examinations and Project Assessments in the specified subjects.

**The Institute authorities are not authorized to make alternate arrangements of external examiner for conduct of practical examination/project assessment at local level. Practical examination can only be conducted by an external examiner appointed by the Council.**

All matters of any delay in conduct of practical examination due to non-availability refusal/non-reporting etc. shall be reported to Regional Office concerned immediately for further necessary directions from the Regional Office for appointment of new examiner.

### **13. APPOINTMENT OF OBSERVERS BY THE COUNCIL**

The Council may appoint Observers in the institutions to oversee the conduct of Practical Examinations and Project Assessments and ensure fair conduct of Examinations/assessment. The institute shall get in touch with concerned regional office for obtaining the list of observers.

### **14. ENSURING PRESENCE/AVAILABILITY OF EXTERNAL EXAMINERS**

The institute shall ensure presence/availability of external examiners and Observers on all days of conduct of Practical examinations/Project Assessments strictly as per the provision of appointments of external examiner by the Council.

### **15. APPOINTMENT OF INTERNAL EXAMINER**

There will be an external Examiner as well as an Internal examiner, as per the policy for practical examinations/project Assessment. The institute shall appoint an internal Examiner of adequate experience and expertise in all such subjects. An order shall be issued by the Institute Principal for appointment of internal examiner with complete details of examiner and his duties and responsibilities.

### **16. INSPECTION OF LABORATORY AND EQUIPMENT BY EXTERNAL EXAMINER**

Principal/Head of the institute is required to get laboratory ready for the Practical examinations. The External examinations shall visit the laboratory of the institute at least one day prior to the day of conduct of examinations/assessment to ensure availability of proper and adequate Apparatus Equipment/Chemicals/other required material and all other arrangements etc.

### **17. BATCH AND GROUP SIZE**

The institute will be able to create batches of 20 students each in every subject, the institute shall conduct the practical/project assessments of 20 students of each batch together for better management of practical/project assessment and uploading of marks.

**Batches shall only be created after receipt of the details of external examiners from COUNCIL that too after confirming from the external examiner and observer (if appointed by the Council) about his availability for conduct of practical/project assessment. The details of external examiners will be locked in the system and examination/assessment will be required to be conducted by these examiners only.**

The institute may consider splitting the Group/batch of students in sub group of 15 students each. First sub group of 15 students may attend the lab work while the other is doing pen and paper work and vice-versa but the practical/project assessment of

the complete batch/group of 20 students shall be completed together on the same day and marks be also uploaded of the complete batch/group together.

#### **18. NAME AND EXAMINER NUMBER OF THE PRACTICAL EXAMINERS**

The institute shall use and upload the correct name of the examiners which shall be same as is existing in the bank account of the examiner.

**Similarly, the institute ensure that the unique teacher-id allotted in the OAIIS (Online Affiliated Institute Information System) is used as examiner number.**

The regional offices shall use the OAIIS allotted teacher-id is used as examiner number while allotting the duties. The examiner number shall be clearly mentioned in all the communications regarding practical examiner duties with the institute as well as the examiners.

#### **19. UPLOADING OF PHOTOGRAPHS THROUGH OFFLINE MODE**

The institute are required to send the photographs of conduct of examinations/assessments.

**All institute ensure that send 01 group photograph of each batch during the practical examination by Registered mail and Registered post along with Institute letter Head. Group photo should consist of all the students of that batch/group, External examiner, Internal examiner and Observer. All faces should be clearly visible in the photograph.**

The photograph shall be taken in the laboratory where practical examination will be conducted and laboratory should be clearly seen in the photograph.

#### **20. ATTENDANCE SHEET**

Attendance sheet of the students appearing in practical examination must be carefully filled in the Performa which will be provided to each institute by the concerned regional office.

#### **21. RESCHEDULING OF PRACTICAL OF ABSENT STUDENTS**

All students are required to appear in the practical examination/Project assessment during the given schedule only. The Practical Examination/Project Assessment of a student who may be absent on the day of examination due to any reason, shall also be re-scheduled during the notified dates only. No request for special permission beyond the schedule shall be entertained by the Council.

In case the student is absent in the Practical Examination/Project/Internal Assessment etc. for the current session, the student is to be marked "ABSENT" in the online system. In cases, where a student is absent on the day of examination, due to any reason and his Practical Examination/Project Assessment is to be conducted at a different date, he shall be marked as "Re-scheduled" instead of "Absent". The institute will be allowed to re-conduct the Practical Examination/Project Assessment in respect of students marked as "Re-scheduled" during the above schedule only.

#### **22. OTHER MATERIAL**

The format of the following material/documents will be provided in the link of institute Log-in for download and for handing over to the concerned External examiner on his/her arrival:

- a) Manual Award list for use of any left out subject exam.
- b) Sample Envelope for sending Award list by External Examiners.

### **23. RELIEVING OF TEACHERS FOR DUTY**

Apart from conducting the practical Examination/Project Assessment of the students, every institute shall also ensure relieving of their MBBS's deputed by the council for conduct of Practical Examination/Project Assessment in other institute ensure that the whole process of Practical examination is completed within the stipulated time. Non relieving of the teachers appointed as examiners will be viewed seriously and shall attract invocation of penalty provisions against the erring institute as per Affiliation and Examination Bye-Laws.

### **ENCLOSURES:**

#### **APPENDIX-I**

Scale of staff and rates of remuneration

#### **APPENDIX-II**

Procedure for conducting Practical Examination/Project Assessment for Diploma Courses.

**SYSTEM/PROCEDURE FOR CONDUCTING  
PRACTICAL EXAMINATION/PROJECT ASSESSMENT  
PARAMEDICAL DIPLOMA COURSES**

1. The selection of practical/experiment from the list of Practical/Experiments supplied by the Council should be done through consensus of both the examiners, External and internal.
2. Questions for the viva-voce should be asked by both the examiners and should relate either to the project that the student has prepared or the practical Examination in hand.
3. Questions of more general nature should be avoided.
4. Investigatory Projects, especially those that show considerable amount of effort and originality, on the part of the students, should get suitable high marks while project of a routine or stereotyped nature should only receive mediocre marks.
5. In the assessment and award of marks, the marking scheme which is given in the list of Practical/Experiments provided to the Examiners/Institute at the time of examination shall be strictly followed.
6. Every effort should be made to reach a consensus on the marks to be awarded to individual students. If difference of one or two marks still persists even after discussion, the average marks should be awarded. There should be no deviation from this rule.
7. Marks awarded for laboratory records, Viva, Project and Practical must be separately shown on the answer book along with the total marks, so that no complication arises later on.
8. No fractional marks should be uploaded in the Award List, if there a fraction in the total of the marks assigned it should be increased to the next whole Number for **Example: - if a student gets 25.5 marks, it should be entered as 26 in the Award List.**
9. If irregularities are observed by either of the Examiners in the conduct of the Practical Examination/Project assessment, same must be included in the Examiner's report and it should be sent to the Asstt. Secretary (Confidential) of the concerned Regional Office within three days of the conduct of the Practical examination/Project assessment through E-mail or Fax & speed Post.
10. Marks of the practical Examination/Project Assessments shall be uploaded by the internal & External Examiners together of the link provided, immediately after the assessment is over. The marks should be uploaded on the date of examination and from the Institute where practical examination is conducted by External Examiner following the due procedure/ steps.
11. After uploading practical/ project marks online, Only One Hard Copy of the Award List(s) be printed which shall have to be signed by both Examiners internal as well as External.

The print-out of the award list, duly signed and sealed, shall be handed over by the external examiner to the principal/Head of the institute whose students practical examination/project assessment has been conducted by the External Examiner along with the answer books.

The Institute shall give receiving of the hard Copy of the Award-List(s) to the External Examiner (s)

**The Institute shall keep the duly sealed copy of award –list(s) in a secured locker in the strong room the Institute. These award lists are not required to be sent the Regional Offices. The award lists shall be kept in safe custody of one year after the declaration on the result.**

12. Before sealing the awards lists, the signed award lists are to be scanned and saved as a PDF file.

For scanning of the award lists a proper table top scanner shall be used and the use of mobile phone shall be avoided for scanning and preparing the PDF files.

These scanned award lists are to be uploaded by the school.

Care shall be taken to properly upload the award list against the correct Batch-id

The copy of the printout of the award list is not required to be sent to the Regional Office by the external examiner or the school

13. Answer Books of the practical/project examination, as received from External Examiners, should serially arranged before sending to Council. After this the Answer Books shall be sent by Insured /Registered parcel by the principal of the Institute to the concerned Regional Office.

In case of local Institute, Answer Books can be got delivered personally in the Council's Office.

14. The Council will be sending practical Answer books in all practical subjects However, in case there is any shortage of the Answer books, the same may be informed immediately with requirement to the concerned regional office. In case of plain table papers/graph sheets, the same may to be got arranged from the Institute if not available or by sent Council.

15. In case a mistake is observed in carrying over the marks from answer book to award list or in case marks differ in words and figure on the answer book or posted against wrong no (s) in the award list by the examiners, the deduction on account of mistakes committed will be made from the examiner concerned as per norms which may extend up-to full amount

16. All instructions/provision in regard with conduct of Practical Examination/Project assessment to be followed/adhered strictly. Any deviation may lead to action against defaulting Institution/Examiner as per applicable rules.

**SCALE OF STAFF, RATES OF REMUNERATION  
FOR PRACTICAL EXAMINATIONS (PARAMEDICAL DIPLOMA COURSES)**

The support staff as per details given, below is permitted to be deployed/used for helping the Examiners in conduct of Practical Examinations/Project Assessments: -

SN	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
a)	Pathology	01 MBBS Docter
b)	Pharmacology	
c)	Physiology	
d)	Anatomy	

e)	Microbiology	03 Assistant Superintendent 03 Laboratory Assistant 01 Laboratory Bearer
f)	Pediatrics	
g)	Obstetrics and Gynecology	
h)	Orthopedics	
i)	Dermatology	
j)	Cardiology	
<b>RATES OF REMUNERATION FOR SUPPORT STAFF</b>		
a)	MBBS Docter	2000/- Per Day
b)	Assistant Superintendent	300/-Per Day
c)	Laboratory Assistant	200/- Per Day
d)	Laboratory Bearer	200/- Per day
<b>RATES OF CHARGES PAYBLE TO THE INSTITUTE/CENTERS</b>		
a)	Subjects having Practical Component	100/- Per student
b)	Subjects having Project Component	75/- Per Student
<b>RATES OF REMUNERATION FOR OBSERVER</b>		
a)	Observer (if appointed by the Council)	Remuneration Rs. 800/- Per day and Conveyance/Refreshment/other Rs. 376/- per day
<p><b>All Payments pertaining to Practical Examination will be made through integrated Payment System (IPS) only.</b></p> <p>The institute may collect the Bank Account details of all the functionary well in advance to ensure timely submission of details in IPS</p>		