

Rules and Procedures (SOPs) for Fellowship Examinations

1.1 Introduction

Several Post-PG Super-Specialty Fellowship Courses [Titled: FELLOWSHIP] are running in various departments of the Institute. The duration of these courses is 01 or 02 years.

1.2 Subjects/Papers and Marks Distribution

1.2.1 Each Fellowship course examination consists of two question papers and practical exam related to the respective specialty. The final/exit examination is held at the end of the course.

1.2.2 The marks distribution for Fellowship courses is given below:-

Paper	Marks Distribution					
	Theory		Practical		Total	
	I.A.	Final Exam	I.A.	Final Exam	Theory	Practical
1 st Paper	200	100	200	200	400	400
2 nd Paper		100				
Grand Total					800	

1.3 Examination Calendar

The overall evaluation of learning outcome of candidates in Fellowship is divided into two parts: Internal Assessment and Final Examination as follows:-

Internal Assessment	Final Exam
Pre-Final Exam	
One or Two months before the Final examination	At the course completion.

Note:- The Pre-Final Examinations are conducted by concerned departments while the Final examinations are conducted by Examination Section.

1.4 Eligibility of Students for Appearing in the Final/Professional Examinations

The candidates must fulfill the following criteria to appear in the Final Examination:-

- The candidate has completed the posting trainings, work schedules, courses and assessments prescribed for his/her tenure
- The candidate has availed EOL for a longer period than the prescribed time period, as mentioned in the relevant minutes of the Academic Committee, during the entire tenure (Maternity leave period will be assessed in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams).
- At least 01 research papers/articles written by the candidate (as first author) may be published or accepted for publication in indexed journals. (However, a candidate may


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be provisionally allowed to appear in the examination without submitting details of publications but he/she will have to produce proof of publications before declaration of result, otherwise his/her result will be withheld till proof of publications is produced).

1.5 Passing Criteria:-

- 1.5.1 If a candidate secures at least 50% of the maximum marks prescribed in theory and practical separately, he/she shall be declared Pass.
- 1.5.2 If a student does not appear in the theory examination, he/she will not be allowed to appear in the practical examination (if any) and vice versa.

1.6 Eligibility and Appointment of Examiners for Fellowship Final Examinations:-

- 1.6.1 Examiners for Fellowship final examinations must be a Professor or Additional Professor having 05 years Post PG teaching experience.
- 1.6.2 There will be 02 examiners (01 internal and 01 external) for each of the course of Fellowship.
- 1.6.3 Faculty Members of the concerned department will be the internal examiner convener examination. He will ensure smooth conduct of examinations, coordinate with the external examiner, ensure necessary arrangements for the examination prepare the result of practical examination and send it to the Examination Cell, ensure evaluation of theory answer sheets with the help of other examiners and take overall responsibility of the examination of the concerned subject.
- 1.6.4 If no internal faculty of the department associated with the concerned super-specialty course is eligible for appointment as internal examiner as per the eligibility criteria given in para 9.6.1, external examiners may be appointed in place of internal examiners. In such a case, the number of external examiners may be two. However, in such a case the concerned faculty may be made the convener of the examination.
- 1.6.5 The external examiners can be a faculty of any recognized Government Medical Institute/University (preferably any INI) who fulfills the eligibility criteria mentioned in Para 1.6.1. At least 06 months prior to the exam, maintaining confidentiality, Dean (Exam) shall seek from each of the faculty in prescribed format, the names of external faculty fulfilling the eligibility criteria for examinership. The faculty will have to prepare the panel in consultation with the entire departmental faculty associated with the concerned super-specialty course.
- 1.6.6 No external faculty shall be appointed as an external examiner continuously for more than two consecutive examinations.

1.7 Setting of Question Papers:-

- 1.7.1 Out of two question papers for final examinations of Fellowship, one will be set by internal examiner and one by external examiner as per the prescribed format.
- 1.8 The question paper must be set as per the provided syllabus. Efforts should be made to

ensure that the question paper covers the entire syllabus. It should be ensured that there is a balance between the marks allotted to different questions in the paper and the time allotted to them based on the length of answers and the complexity or difficulty level of the questions.

1.9 Moderation of Question papers:-

1.9.1 Moderation of question papers will be done by convener/internal examiner.

1.10 Practical Examination

1.10.1 The final Practical examinations will be held in the respective department.

1.11 Evaluation of Theory Answer Books: - The Descriptive Theory Answer Sheets will be evaluated by the internal and external examiners.

1.12 Re-calculation/Re-totaling of Marks: - On receipt of request for recalculation/ retotaling of marks from students, the matter will be referred to the Tabulation Committee. This Committee will examine the matter and recalculate/retotal the marks and submit its report to the Dean (Examinations) for further processing. Requests of students for re-evaluation/re-checking of answer sheets will not be considered.

1.13 Supplementary Examination:-

1.13.1 Students who fail in the final examination of their batch will have to appear in supplementary examination to be held within 04 months of declaration of result of main examination.

1.13.2 The weightage of internal assessment marks in the total marks of any subject for main exam and supplementary exams will be as follows:-

- First Attempt (i.e. in Main Exam)- 50%
- Second and Subsequent Attempts- *No internal assessment marks but only marks of final examination will be taken into account.*

1.13.3 The pair of internal examiner/external examiner (if any) for supplementary examination will be the same as that appointed for the main professional examination; however, if any of the faculty appointed for the main examination is not available to conduct the supplementary examination, a new internal/external faculty may be appointed as examiner after approval of the competent authority.



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