

Examination Procedure and Grievance Redressal Report for the year 2022-23

Protocol of Examination Procedure and Grievance Redressal in the institute

Exam cell conducts entrance examinations/exit exams of various courses run by the Institute. These include entrance exams for PDCC (Postdoctoral Certificate courses), PDAF (Postdoctoral Advanced Fellowship), Senior resident (Hospital Services) and Non-academic Junior residents for clinical services. Besides this, the exam cell also conducts entrance exam for College of Nursing, College of Medical Technology and Allied Health Sciences and Hospital Administration at all India level. The whole process is online computer-based including application form, application fees, admit card issue and the result processing and result declaration.

Question papers for exit exam are gathered from experts nominated by the academic section. Each expert has to submit 4 sets of question papers for the specific department. The moderator nominated by academic section moderates the questions and finalize the question paper. The exam cell carries out the work of scanning the exit exam sheets of MD / DM/ MCh residents, PDCC residents, Semester and exit exams of College of Nursing, College of Medical Technology and Allied Health Sciences, Hospital Administration. The answer sheets are then digitally shared with the experts for evaluation in a time-bound manner. The exam cell compiles the award sheets from the respective examiners and submits to the Registrar office for further action. This work is also done online through the Agency hired by the Institute since 2021. After declaration of theory results, clinical and practical examination is done as per NMC requirements. Any candidate wishing to reevaluate the answer sheets gives grievance in written format to the executive registrar through their nodal officer of college. Answer sheets are reevaluated by two other examiners. Final Result is based upon the average of scoring of the other examiners.

The exam cell is also conducting recruitment of non-faculty posts for the Institute in collaboration with the Recruitment cell and the agency hired by the Institute. This was initiated in the 2021. The entire process of recruitment which includes generation of application form, payment of fees, admit card issue, result processing and result

Declaration is done through online process. A help desk is also set up to answer the queries and sort out the problems faced by the candidates in application form filling.

Once the exam/recruitment is conducted the grievance portal is immediately opened for all the candidates for 72 hours. A grievance Committee is formed prior to examination/recruitment with the approval of Director to look into the grievances and they are required to submit the report within 48 hours with the redressal of all grievances for further action. The response to the candidates with relevant grievances is immediately communicated to the candidate by E-mail and also notified on Institute website if an action is required.



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Executive Registrar

SGPGIMS Lucknow



Prof. Afzal Azim
Faculty Incharge
Examination Cell
S.G.P.G.I.M.S., Lucknow



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Executive Registrar
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**COLLEGE OF MEDICAL TECHNOLOGY & ALLIED HEALTH SCIENCES
SANJAY GANDHI POST-GRADUATE INSTITUTE OF MEDICAL SCIENCES, Raebareli
Road, Lucknow -226014 (U.P.)**

Form for Scrutiny / Re-evaluation

I Miss/Mr. request permission to see/the theory paper marks for Scrutiny / Re- evaluation in the subject ofthe main / supplementary examination (B. Sc. CMT 1st,2nd,3rd,4th year) held onin the Year

I have summited the request fee an amount of Rs.

Vide receipt No.

DATE

SIGNATURE OF CANDIDATE IN FULL

Certificate

I certify that the above named candidate has applied for Re-valuation of answer sheet / Scrutiny of marks in the above Subject / Subjects & has submitted the requisite.

DATE

Nodal Officer

Collage of Medical Technology

To,

The Executive Registrar

**Prof. Afzal Azim
Faculty Incharge
Examination Cell
S.G.P.G.I.M.S.,Lucknow**

**Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS,Lucknow**

Report on of student Grievances

Examination (session 2022-23)

Office of the executive registrar (ER) received the following grievances regarding the exit examination. The student submitted the grievances with the designated forms with payment of required fees through their nodal officer in charges. The ER office forwarded the details to the examination section.

Appropriate procedures as mentioned in examination manual was followed for reevaluation/retotalling. After the mentioned procedures, the undersigned is declaring the final result as mentioned.

Roll Number	Program	Paper	Type of Grievance	Final Result
502032022081	BSc CMT OT Technology 3rd year	OT Technology (Advanced)	Re-evaluation	Pass
502032022078	BSc CMT OT Technology 3rd year	OT Technology (Applied)	Re-evaluation	Pass
503022022059	BSc Radio diagnosis (2 nd year)-	Pathology	Re-evaluation	Pass
601022022122	MSc Biotech 2 nd year	Genetic Engineer ing	Re-evaluation	Pass



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