



Government Small Industries Development Corporation शासकीय लघु उद्योग विकास महामंडळ

मुख्य कार्यालय:- बुल्डींग नं. ४५ वाडी पोलीस स्टेशन के सामने अमरावती रोड वाडी नागपूर - ४४००२३

प्रशासनिक कार्यालय:- ऐश्वरी सोसायटी गोधनी रोड झिंगाबाई टाकली नागपूर - ४४००११

Head Office: Bldg No. 45 Opp. Wadi Police Station Amravati Road Wadi (Wagpuradi) Nagpur - 440023

Administrative Office: Aishwari Society, Zingabai Takli Godhani Road, Nagpur - 440011

Website: www.gsidc.org.in Email id: info@gsidc.org.in Phone No: 022-69612180 Toll Free No. 1800-8891134

Ref No.: EXAM/2025/870

Dated-03-JAN-2025

To,

The Principals/Head of Institutions or Colleges

Affiliated to Government Small Industries Development Corporation

(Through Corporation Website)

Subject: Guidelines and SOPs for Practical Examination-2024, reg.

Madam/Sir,

As per provisions of Examination Bye-Laws/Scheme of studies of the Corporation, the Practical Examinations/Projects/Internal Assessment of both courses Diploma and certificate are conducted every year.

To bring in uniformity of instructions and to ensure the correctness of procedures "Guidelines and Standard Operations Procedures (SOPs) for the conduct of Practical Examinations/Project/Internal Assessment" of both the courses have been prepared by the Corporation.

Accordingly, the Guidelines and SOPs for Practical Examinations/Project/Internal Assessment of Diploma and Certificate Courses.

Colleges/Institute are requested to comply with the directions given in Standard Operating Procedures (SOPs) and complete the assessment as per schedule. Please also ensure that correct marks are uploaded on the web-portal. Correct uploading of marks can only be done by checking the maximum marks assigned to practical Examinations/Project/Internal Assessment of the subject as given in Circular **No. L-548/2024**.

No correction in the uploaded marks will be allowed by the Corporation.

Copy to Web-admin with the request to uploaded on www.gsidc.org.in

**GUIDELINES AND STANDARD OPERATING PROCEDURES
FOR CONDUCT OF
PRACTICAL EXAMINATIONS/PROJECT/INTERNAL ASSESSMENT
PARAMEDICAL DIPLOMA AND CERTIFICATE COURSES EXAM 2025**

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 GSIDC.

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 Corporation 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 Corporation to change the uploaded marks in any manner.

The Corporation 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 the 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 the conduct of practical examinations/projects/internal assessments shall be as follows:

Regular Session Institutions,	5th January 2025 to 31st January 2025
-------------------------------	---------------------------------------

If required, any change in the period during which the Practical examinations/project/internal /Project/Internal Assessment shall be conducted during a particular session will be communicated by the Corporation

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

3. DATES FOR UPLOADING MARKS

The marks in respect of all Practical Examinations/Project/Internal projects, and internal assessments 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 Corporation.

4. ENSURING ERROR-FREE UPLOADING

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 communicate 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. CORPORATION'S RIGHTS TO CANCEL THE PRACTICAL EXAMINATIONS

In case, it is observed that directions of the Corporation have not been complied with by the institutions, the Corporation reserves 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 of all examiners staff etc.

9. NON-DISCLOSURE OF MARKS

The marks awarded to the students in Practical Examinations/Project/Internal Assessment have the same sanctity as the marks scored in the Corporation's Annual Theory Examinations and therefore shall not be 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 Corporation for Certificate courses.

11. ANSWER BOOK FOR PRACTICALS

Practical Answer books will not be supplied by the Corporation 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 CORPORATION.

The Corporation 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 Corporation.

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 CORPORATION

The Corporation 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 Corporation.

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 CORPORATION that too after confirming from the external examiner and observer (if appointed by the Corporation) 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 OAIS (Online Affiliated Institute Information System) is used as examiner number.

The regional offices shall use the OAIS 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 Corporation. 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:

Manual Award list for use of any left out subject exam.

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 Corporation 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.

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 Corporation 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.
12. 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.
13. The Institute shall give receiving of the hard Copy of the Award-List(s) to the External Examiner (s)
14. **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.**
15. Answer Books of the practical/project examination, as received from External Examiners, should serially arranged before sending to Corporation. 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 Corporation's Office.
16. The Corporation 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 Corporation.
17. 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
18. 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 (ALLIED HEALTH 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:

S.N.	SUBJECTS/DUTY	PERMISSIBLE SUPPORT STAFF
a)	Pathology	01 MBBS Docter 03 Assistant Superintendent 03 Laboratory Assistant 01 Laboratory Bearer
b)	Pharmacology	
c)	Physiology	
d)	Anatomy	
e)	Microbiology	
f)	Pediatrics	
g)	Obstetrics and Gynecology	
h)	Orthopedics	
i)	Dermatology	
j)	Cardiology	

RATES OF REMUNERATION FOR SUPPORT STAFF

a)	MBBS Docter	2000/- Per Day
b)	Assistant Superintendent	300/- Per Day
c)	Laboratory Assistant	200/- Per Day
d)	Laboratory Bearer	200/- Per Day

RATES OF CHARGES PAYBLE TO THE INSTITUTE/CENTERS

a)	Subjects having Practical Component	100/- Per student
b)	Subjects having Project Component	75/- Per Student

RATES OF REMUNERATION FOR OBSERVER

a)	Observer (if appointed by the Corporation)	Remuneration Rs. 800/- Per day and Conveyance/Refreshment/other Rs. 376/- per day
----	--	--


All Payments pertaining to Practical Examination will be made through integrated Payment System (IPS) only.

The institute may collect the Bank Account details of all the functionary well in advance to ensure timely submission of details in IPS

Copy sent to the following for information and necessary action: -

1. CEO/Chairman, Government Small Industries Development Corporation.
2. General Secretary, Government Small Industries Development Corporation
3. Controller of Examinations, Government Small Industries Development Corporation.
4. Director, Government Small Industries Development Corporation.
5. Guard File.




 सत्य प्रतिलिपी / Verified Copy
 परीक्षा नियंत्रक / Controller of Examination
 शासकीय लघु उद्योग विकास महामंडळ
 Government Small Industries Development
 Corporation, भारत / India