

UNIVERSITY OF DELHI
FACULTY OF MEDICAL SCIENCES

**GUIDELINES FOR APPOINTMENT OF EXAMINERS FOR MD/MS/MDS, DIPLOMA AND
DM/M.Ch.**

A. QUALIFICATION AND EXPERIENCE

No person shall be appointed as an internal examiner in any subject unless he/she has three years experience as recognized PG teacher in the concerned subject. For external examiners, he/ she should have minimum six years experience as recognized PG teacher in the concerned subject.

B. APPOINTMENT OF EXTERNAL EXAMINERS

1. For MD/MS/MDS, Diploma, and DM/M. Ch examination there shall be at least four examiners in each subject at an examination in each center for practical examination, out of which at least 50% (fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause-A above shall be invited from another recognized University.
2. The thesis shall be examined by three external examiners, who shall not be the examiners for theory and clinical examination.
3. A Post-graduate supervisor recognized under University of Delhi cannot act as external examiner for any of the MD/MS/MDS, Diploma, or DM/ M. Ch examinations of University of Delhi under Faculty of Medical Sciences.
4. The theory examinations shall be held well in advance before the clinical and practical examination, so that the answer books can be evaluated before the commencement of the clinical/ Practical and Oral examination.
5. There shall be a Chairman of the Board of paper- setters who shall be an external examiner and shall moderate the question paper.

6. Where there is more than one centre of examination, the senior most internal examiner shall be appointed as Coordinator by the University, who shall supervise and coordinate the examination on behalf of the University with independent authority. The Committee of Courses and Studies of respective disciplines shall recommend the name of Coordinator. A meeting of the board of examiners will be held at one institute conducting the examination, on yearly rotation basis, on first day of practical examination before commencement of examination.
7. An examiner shall ordinarily be appointed for not more than two consecutive terms.
8. In case two external examiners do not turn up, that particular subject examinations should be postponed

C. APPOINTMENT OF INTERNAL EXAMINERS

1. Every teacher must inform to the Chairman, Committee of Course and Studies in writing through his/her concerned Head of the Department/Institutions/that he/she qualifies as examiner by 30th October.
2. No person shall be appointed internal examiner, unless she/he is holding appointment on a full time teaching post of Professor/ Associate Professor/ Reader in a medical college/ teaching Institute. This condition will not be applicable to Diploma Radiation Medicine, and Diploma Health Education course which are being conducted only at INMAS and CHEB respectively.
3. Every year, a panel of teachers eligible for appointment as internal examiners will be prepared by Faculty of Medical Sciences for each subject, separately for each medical college/ teaching institution where the course is being conducted, based on the total continuous services in the category concerned. The internal examiners will be appointed from this panel on yearly rotation basis, providing equal opportunity of examiner ship to each eligible teacher.
4. The internal examiner shall be appointed both from the Professorial and non-Professorial category subject to the condition of equal opportunity for each teacher. Ordinarily, the team of internal examiners in a particular year should not consist of Professors only or Associate professors/ Readers only.
5. Honorary/emeritus/visiting professors/part-time teacher/Ad-hoc shall not be eligible for appointment as internal examiners.

6. Internal examiners shall be appointed for a period of one year by rotation.
7. The Committee of Course and Studies will recommend the name of examiners and coordinator, at least three months prior to the commencement of examinations.
8. In the event of transfer or retirement of an internal examiner, the person concerned may remain as examiner, in case the examination is held within three months of the transfer/retirement of the incumbent concerned. However, no T.A. /D.A. shall be admissible to them.
9. During an academic year, the Internal Examiners in a subject shall not accept External Examiner-ship in a College from which an External Examiner has been appointed for postgraduate/ postdoctoral examination in their department.
10. No teacher appointed as internal examiner should refuse examiners ship. In case of genuine hardship like illness, the application seeking exemption from examiner ship should be submitted through Head of the Institution. The teacher seeking exemption shall be appointed as internal examiner for next year examinations.

D. CONDUCT OF PRACTICAL EXAMINATION

1. Duration of examinations/ center(s) for practical examination in different subject will be recommended by the individual Committee of Courses and Studies of the subjects concerned.
2. The maximum number of candidates to be examined in clinical/ practical and oral examination on any day shall not exceed eight for MD/ MS degree, eight for diploma, and three for DM/ M Ch examinations.
3. MD/ MS examinations in pre and para clinical subjects, and DM/ M Ch examination must be held for minimum of two days.
4. The postgraduate degree practical examinations in various subjects shall be held either separately or at one centre in medical college(s)/ institution(s) provided that the particular course is being conducted in that Institution and student are appearing from that Institution. The Committee of Courses and Studies of the respective discipline shall allocate the centre(s) for practical/ clinical examination.
5. The postgraduate diploma practical examinations in various subjects shall be held either separately or at one centre in medical college(s)/ institution(s) provided that

the particular course is being conducted in that Institution and student are appearing from that Institution. The Committee of Courses and Studies of the respective discipline shall allocate the centre(s) for practical/ clinical examination.

6. The DM/ M. Ch. practical examinations shall be conducted at the medical college(s)/institution(s) where the course is being conducted provided that students are appearing from that institute. The Committee of Courses and Studies of the respective discipline shall allocate the centre(s) for practical/clinical examination.
7. In MD/ MS, Diploma, and DM/ M.Ch Examinations, Internal Assessment shall contribute 20% marks to the final assessment, both in theory and practical separately. The internal assessment will include evaluation of the log book. For internal assessment, a panel of at least three faculty members shall assess each student.

GUIDELINES AND RULES FOR APPOINTMENT OF EXAMINERS FOR MBBS/BDS COURSE

A. QUALIFICATION OF EXAMINERS:

An examiner shall possess MBBS Degree with Post- Graduate Degree (MD/MS) or an equivalent qualification in the particular subject concerned from a recognized University as per recommendations on teachers qualifications prescribed by the Medical Council of India and approved by University of Delhi. However, in the subjects of Anatomy, Physiology, Bio-Chemistry, Microbiology, and Pharmacology qualification could be M.Sc. with D.Sc./Ph.D. in the concerned subject as per recommendations of Medical Council of India and approved by University of Delhi.

B. EXPERIENCE FOR EXAMINERS:

The person, being appointed as examiner, should have obtained at least five years previously the requisite post-graduate degree qualification in the subject as per

recommendations of Medical Council of India on teachers' eligibility qualifications, and should have at least five year total undergraduate teaching experience in the subject at a faculty position in a recognized Medical College.

C. APPOINTMENT OF INTERNAL EXAMINERS:

1. Except Head of the Department of subject concerned in a college, All other Professor/Associate Professors/Readers/Assistant Professors/ lecturers, who are teaching the subject in a Medical College affiliated to the University of Delhi, shall be eligible for appointment by rotation as Internal Examiners in the subject concerned provided, they fulfill the qualifications and experience as laid down in Clause A & B. Out of internal examiners, one examiner shall be a Professor and Head of the Department in the college.
2. Non Medical Scientist engaged in the teaching of Medical students in a College affiliated to the University as whole time basis in the Department of Anatomy, Physiology, Bio-Chemistry Microbiology and Pharmacology may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualification and five years teaching experience of Medical student after obtaining their doctorate qualification provided Fifty per cent of the examiners (Internal and External) shall be from the medical qualification stream.
3. Every teacher may inform to the Chairman, Committee of Course and Studies in writing through his/her concerned Head of Department/Institution that he/she qualifies for appointment of examiner, by 30th October.
4. The teacher should have taught the students in the same Department in the same College for at least 6 months before appointment as internal examiner.
5. Eligible Internal examiners in medical college shall be considered for appointment each year by rotation in each Medical College separately. A panel of category-I i.e. Professors and Category-II i.e. Associate Professors/ Readers/Assistant Professors/Lectures will be maintained by Faculty of Medical Sciences on the basis of the date of joining in that category.
6. There shall be a minimum of three internal examiners in each subject in all the three Medical Colleges. In the subject of Surgery, one additional examiner shall be from Orthopedics. The number of internal examiners can be modified by Committee of Courses and Studies of respective discipline, depending on the number of students appearing in the examination.
7. Two Internal Examiners will be from Category-I and one from Category-II in one year and one from Category-I and two from the Category-II in the next year (alternate year by rotation)

internal Examiners from Orthopedics will also rotate alternate years from the Category -I and Category-II.

8. In case the internal examiner from any of the category is not available in that particular institution, the internal examiner may be drawn from the other category from the said institution. All the eligible teachers in a medical college should get equal opportunity for examiner ship.
9. The Committee of Course and Studies shall meet at least three months prior to the commencement of particular examinations for the appointment of Examiners.
10. No person shall be appointed internal examiner, unless she/he is holding appointment on a full time teaching post of Professor/ Associate Professor/ Reader/ Assistant Professor/ Lecturer in a medical college/ teaching Institute.
11. Ordinarily, no more than 40 students should be examined on one day for practical/ clinical examination. In case, the duration of the examination exceeds 5 days a medical college may have two sets of external examiners to be appointed by the Committee of Courses and Studies. One set will conduct the examination on first 3-4 days, the other set would conduct the examination on next 3-4 days, however, the internal examiners will remain the same. The number of days of examination would be decided by Committee of Courses and Studies of respective discipline
12. There shall be a Chairman of the Board of paper-setters who shall be an Internal Examiner by rotation among the medical colleges, and shall moderate the theory question paper. The meeting of the Board of Examiners should be held by rotation in all the Medical Colleges, on the first day of practical examination before commencement of the examination.
13. During an academic year, the Internal Examiners in a subject shall not accept External Examiner-ship in a College from which an External Examiner has been appointed for MBBS examination in their department.
14. In the event of transfer or retirement of an internal examiner, the person concerned may remain as examiner, in case the examination is held within three months of the transfer/retirement of the incumbent concerned. However, no T.A. /D.A. shall be admissible to them
15. No teacher appointed as internal examiner should refuse examiners ship. In case of genuine hardship like illness, the application seeking exemption from examiner ship should be submitted through Head of the Institution. The teacher seeking exemption shall be appointed as internal examiner for next years examinations.

D. APPOINTMENT OF EXTERNAL EXAMINERS:

1. External Examiners shall be appointed from the rank of Professors and Associate Professor/Readers from any Indian University other than Delhi University provided, they fulfill the requisite qualification and experiences as laid down in clause A and B.

2. There shall be a minimum of three External Examiners each in all the three Medical Colleges.

In the subject of Surgery one additional External Examiner from Orthopedics shall also be appointed.

3. For Supplementary Examinations there shall be two Internal Examiners each in all the three Medical College and only two External Examiners who will rotate in all the three Medical Colleges. In the subject of Surgery, there would be additional one internal examiner from Orthopaedics in each medical college and one external examiner from Orthopedics who will rotate in all the three medical colleges.

E. PERIOD OF EXAMINER SHIP:

The internal Examiners shall be appointed for a period of one year by rotation.

The External Examiners shall rotate at an interval of two years.