Logbook/Portfolio

Third Year M.B.B.S. Practical, Clinical Activities and Reflection



Department of Medical Education Saidu Medical College Swat.

MEDICAL COLLEGE S

Student Profile

Name of the student:

Father`s name:

Class:

Year of induction into SMC

Address:

Contact no. of student:

Contact no. of father / guardian:

Email:

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Principal's Message

Student being a focus in medical education needs to be assessed, evaluated and supported throughout his carrier development. In carrier development of students, good assessment is the most important part of any curriculum. Different assessment tools and methodologies are used for student assessment. Students are assessed while taking part in clinical activities during undergraduate medical training. Supervision of the educational activities is mandatory. Student's record is kept in the form of logbooks/ portfolios. These LOGBOOK and PORTFOLIO nevertheless having some weaknesses like falsification of data but are still considered to be a useful checklist in assessing the performance of students and record keeping of their different activities. For the above-mentioned purpose, Saidu Medical College, is initiating LOGBOOK/ PORTFOLIO for the students of 3rd year and beyond to help the students as well as the faculty in streaming teaching, assessment and certification of student's performance. This will ensure structuring and recording student's activities during their clinical rotations based on the assigned learning objectives. In this way student's performance will be easy to assess

Principal Saidu Medical College Swat

Purpose of Logbook

Logbooks are used simply as a means for students to document their activities. During these activities different aspects of student's ability are assessed. Logbook interlaces both the student and faculty, as it is an interactive tool between them. The student while participating in their educational activities keeps all his/her record in logbooks. In this way the student assessment is done throughout his/her activities as well as at the end of academic year. The logbook is specially designed to mirror the activities of the teaching blocks, including bedside teaching, tutorials, teaching clinics, and class rooms

The logbook is helpful in a number of ways: logbooks are means of continuous assessment of small group learning; encourages immediate and ongoing interaction between tutors and students; and it provides a feedback loop for the evaluation of learning activities.

In short both learning and teaching improves by the use of logbook. Feedback from both student and teacher help to evaluate the overall performance of the institution and effectiveness of the curriculum.

> Department of Medical Education Saidu Medical College, Swat

Objectives of clinical rotations

Clinical rotation is one of the integral parts of undergraduate medical students that usually start at 3rd year. However, in contemporary programs, rotations in clinical activities starts right at the start of training as part of integration attempt. This document will be extended in future amongst students of early years. Clinical skills learning requires the exposure of students into clinical environment. This exposure should be preceded by skill laboratory training, and should be gradual. It has to be according to the learning objectives defined in the curriculum. The objectives of these rotations include:

- Application of concepts in real life situations which is being presented in lectures, books and other reading materials
- 2) Acquisition of clinical skills relevant to the level and understanding of students
- Understanding the concepts of patient safety, hospital organization and roles of doctors in clinical situations
- 4) Developing communication skills, patient management skills, team work, time management skills, and interdepartmental collaboration at workplace
- 5) Developing and enhancing professionalism in medical students

It is important to mention that this logbook is not only intended for the abovementioned purposes, but include other activities and accomplishments of students like research, presentations and record of participation in co-curricular activities.

How to use this Logbook

The log book is divided into sections according to the specialties and units whom the students visit. Rotation in each unit is represented into 3 parts; 1st part represents clinical skills required of students, 2nd part relates to other activities like knowledge imparted during rotation, record of history taking, field visits, assessment marks and student's reflection. The 3rd part includes attributes of communication skills and professionalism. All the students are required to dully attest each activity in the log book. The log book also includes record of activities not related to clinical rotations. Those activities include, presentation skills, record of research publications, cocurricular activities and many others. At the end, there is record of student's attendance, and end of module assessment marks that should be completed by the student affairs / examination section. This log book will have an important weightage in final assessments of students and students who fail to present this log book in final assessment will not be considered for promotion to next class. Students are advised to make a copy of all these activities so that it can be retrieved in times of loss of log book at the end of the year. It is important to mention that level of competence has been shown in individual rotations as follows:

Level A: Observer status

Level B: Assistant status

Level C: Performed part of the procedure under supervision

Level D: Performed whole procedure under supervision

Level E: Independent performance

Third year students will achieve only level A and B in most of the situations except a few where patient safety is not endangered. Students of 4th and 5th year are required to achieve level C and D and in some cases level E (where patient safety is not endangered).

Methods of writing Reflection in the Logbook

Reflective thinking and writing demands that you recognise that you bring valuable knowledge to every experience. It helps you therefore to recognise and clarify the important connections between what you already know and what you are learning. It is a way of helping you to become an active, aware and critical thinker and learner.

It is mandatory for students to write about his / her experience and reflective thinking of clinical rotation in each unit in the space given in logbook. The reflective document includes the description about the following points:

- 1) Description of an event (one paragraph)
- 2) Thinking and feeling of student (one paragraph)
- 3) Good and bad about the experience (one paragraph)
- How to avoid bad experiences and pursue good experiences in future (a few words to a paragraph).

The whole reflection document should be about between 200-300 words

Contents of clinical rotations

In 3rd year, the MBBS students are rotated in following departments in groups of about 15 students:

- 1) Medicine
- 2) Surgery
- 3) Gynaecology
- 4) Pediatrics
- 5) Ophthalmology
- 6) ENT
- 7) Forensic Medicine
- 8) Cardiology
- 9) Pulmonology
- 10) Nephrology
- 11) Skills laboratory

In the next sections, a list of competencies, level of achievement, professionalism attributes and supervisor's observations / approval with dates are mentioned.

General Medicine

Medical A unit

S. No	Date	Competencies Level A: Observer status B: Assistant status C: Performed part of f procedure under supe D: Performed whole procedure under supe E: Independent perfor		of the superv de superv	sion sion ance	Supervisor`s comments / signature		
1		History taking from a patient in	Α	В	С	D	E	
		medical unit						
2		General physical examination						
		Pulse						
		• BP						-
		Temperature						-
		Respiratory rate						-
		Others (specify)						
3		Systemic examination						
		• GIT						
		• CVS						
		Respiratory system						
		Nervous system						
		Other (specify)						
4		Pulse Oximeter placement						
5		Nasogastric tube insertion						
6		Foley's catheter insertion						
7		Fluid aspirations						
		Ascitic:						
		• Pleural:						
		• CSF:			1	1	1	1
		Others (specify)						1

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in General Medicine		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement	Supervisor comments							
		Yes	No	Any ot	her point				
1	Was polite with patients, nurses, paramedical staff, seniors and colleagues								
2	Was ready to take responsibility								
3	Kept calm in difficult situations								
4	Maintained an appropriate appearance /								
	dress								
5	Avoided derogatory remarks in the unit								
6	Presentation skills were up to the mark								
7	Total attendance		Out of=						
7	Overall assessment of professional conduct		A:	B:	C:				
			High	Moderate	Low				

Medical B unit

S. No	Date	Competencies	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance A B C D E		Supervisor`s comments signature		
1		History taking from a patient in medical unit					
2		General physical examination • Pulse • BP • Temperature • Respiratory rate • Others (specify)					
3		Systemic examination GIT CVS Respiratory system Nervous system Other (specify)					
4		Pulse Oximeter placement					
5		Nasogastric tube insertion		1		1	
6		Foley's catheter insertion		1		1	
7		Fluid aspirations • Ascitic: • Pleural: • CSF: Others (specify)					

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in General Medicine		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement		nts		
		Yes	No	Any ot	her point
1	Was polite with patients, nurses, paramedical staff, seniors and colleagues				
2	Was ready to take responsibility				
3	Kept calm in difficult situations				
4	Maintained an appropriate appearance /				
	dress				
5	Avoided derogatory remarks in the unit				
6	Presentation skills were up to the mark				
7	Total attendance		Out of=		
7	Overall assessment of professional conduct		A:	B:	C:
			High	Moderate	Low

General Surgery

Surgical A unit

S. No	Date	Competencies	A: O B: A: C: Pe proc D: P proc E: In	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance		Supervisor`s comments / signature		
1		History taking from a patient in	A	В	C	D	E	
		surgical unit						
2		General physical examination						
		Pulse						-
		• BP						
		Temperature						
		Respiratory rate						
		Others (specify)						
3		Systemic examination						
		• GIT						-
		CVS						-
		Respiratory system						-
		Nervous system						-
		Other (specify)						
4		First aid						
5		Nasogastric tube insertion						-
6		Foley`s catheter insertion						-
7		Wound care including D/D						-
		Apply bandage / splint						-
		Others (specify)						

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in General surgical practice		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement	Supervisor comments						
		Yes	No	Any ot	her point			
1	Was polite with patients, nurses, paramedical staff, seniors and colleagues							
2	Was ready to take responsibility							
3	Kept calm in difficult situations							
4	Maintained an appropriate appearance /							
	dress							
5	Avoided derogatory remarks in the unit							
6	Presentation skills were up to the mark							
7	Total attendance		Out of=					
7	Overall assessment of professional conduct		A:	B:	C:			
			High	Moderate	Low			

Surgical B unit

S. No	Date	Competencies	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance		Supervisor`s comments / signature			
1		History taking from a patient in	Α	В	С	D	E	
		surgical unit						
2		General physical examination						
		Pulse						-
		• BP						
		Temperature						
		Respiratory rate						
		Others (specify)						
3		Systemic examination						
		• GIT						-
		CVS						-
		Respiratory system						-
		Nervous system						-
		Other (specify)						
4		First aid						
5		Nasogastric tube insertion			1		1	-
6		Foley`s catheter insertion			1		1	-
7		Wound care including D/D			1		1	-
		Apply bandage / splint			1		1	-
		Others (specify)						

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in General surgical practice		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement	Supervisor comments				
		Yes	No	Any ot	her point	
1	Was polite with patients, nurses, paramedical staff, seniors and colleagues					
2	Was ready to take responsibility					
3	Kept calm in difficult situations					
4	Maintained an appropriate appearance /					
	dress					
5	Avoided derogatory remarks in the unit					
6	Presentation skills were up to the mark					
7	Total attendance		Out of=			
7	Overall assessment of professional conduct		A:	B:	C:	
			High	Moderate	Low	

Gynecology and Obstetrics

Gynae unit

S. No	Date	Competencies	A: O B: A C: Po proc D: P	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance A B C D E		Supervisor`s comments signature	/		
1		History taking from a patient in Gynae / Obs. unit							
2		General physical examination• Pulse• BP• Temperature• Respiratory rate• Others (specify)							
3		Vaginal / Pelvic examination / obstetric examination • • • • • • • • • • • • • • • • • • •						-	
4		DeliveriesNormal vaginal							
5		Forceps							
6		C. Sections			1	1			-

Competencies	Details	Supervisor`s
		comments /
		signature
Introduction to Common symptoms and	Presented by:	
diseases in Gynae / Obs.		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
Case Based Discussion (CBD)		
End of the ward assessment	Marks:out of	
Any other event that you want to record durin	ng your stay in the unit (provide details)	
Reflection by student		

S. No	Statement	Supervisor comments					
		Yes	No	Any ot	her point		
1	Was polite with patients, nurses, paramedical						
	staff, seniors and colleagues						
2	Was ready to take responsibility						
3	Kept calm in difficult situations						
4	Maintained an appropriate appearance /						
	dress						
5	Avoided derogatory remarks in the unit						
6	Presentation skills were up to the mark						
7	Total attendance		Out of=				
7	Overall assessment of professional conduct		A:	B:	C:		
			High	Moderate	Low		

Pediatrics

Pediatrics A unit

S. No Date Comp	etencies	Leve A: Ol					Supervisor`s	
			~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	r status	5		comments	1
		B: As		t status			signature	'
				ed part			Signature	
		proc	edure	under s	upervi	sion		
		D: Pe	erform	ed who	le			
		proc	edure	under s	upervi	sion		
		E: Ind	depen	dent pe	rforma	nce		
		Α	В	С	D	Е		
1 Histor	ry taking from a patient in							
Paeds	unit							
Facus								
2 Gene	ral physical examination							
•	Pulse							
•	BP							
•	Temperature							
•	Respiratory rate							
•	Dehydration status							
•	Mental state							
•								
•	Palpation of lymph nodes							
•	Others							
3 Grow	th parameters							
•	Height / length							
•	Weight							
•	Head circumference							
•	Use of centile charts						_	
•	Role play / counseling							
	session							
•	Surgical hand washings				1			
•	Venipuncture / blood							
	sampling / Injections							
•	Mantoux test							
•	Nebulization							

Competencies	Details	Supervisor`s
		comments /
		signature
History taking- presentation	Presented by:	
Vaccination schedules (EPI)	Presented by:	
Growth parameters	Presented by:	
Integrated management of neonatal and childhood illnesses (IMNCI)	Presented by:	
Advantages of breast feeding	Presented by:	
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Any other event that you want to record durin	ng your stay in the unit (provide details)	
Reflection by student		

S. No	Statement	Supervisor comments					
		Yes	No	Any ot	her point		
1	Was polite with patients, nurses, paramedical						
	staff, seniors and colleagues						
2	Was ready to take responsibility						
3	Kept calm in difficult situations						
4	Maintained an appropriate appearance /						
	dress						
5	Avoided derogatory remarks in the unit						
6	Presentation skills were up to the mark						
7	Total attendance		Out of=				
7	Overall assessment of professional conduct		A:	B:	C:		
			High	Moderate	Low		

Pediatrics B unit

S. No	Date	Competencies	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance A B C D E				Supervisor`s comments signature	/	
1		History taking from a patient in medical unit							
2		General physical examination • Pulse • BP • Temperature • Respiratory rate • Dehydration status • Others (specify)						-	
3		Growth parameters Height / length Weight Head circumference Use of centile charts Role play / counseling session 							

Competencies	Details	Supervisor`s comments / signature
History taking- presentation	Presented by:	
Vaccination schedules (EPI)	Presented by:	
Growth parameters	Presented by:	
Integrated management of neonatal and childhood illnesses (IMNCI)	Presented by:	
Advantages of breast feeding	Presented by:	
Details of history and examination * You have to write 2 histories in each ward along with examination, provisional diagnosis, relevant investigations, results of procedures, final diagnosis, treatment and follow-up protocol	*Mention 3 symptoms and system involved 1) 2) 3)	
End of the ward assessment	Marks:out of	
Any other event that you want to record durin	ng your stay in the unit (provide details)	
Reflection by student		

S. No	Statement	Supervisor comments				
		Yes	No	Any ot	her point	
1	Was polite with patients, nurses, paramedical					
	staff, seniors and colleagues					
2	Was ready to take responsibility					
3	Kept calm in difficult situations					
4	Maintained an appropriate appearance /					
	dress					
5	Avoided derogatory remarks in the unit					
6	Presentation skills were up to the mark					
7	Total attendance		Out of=			
7	Overall assessment of professional conduct		A:	B:	C:	
			High	Moderate	Low	

Ophthalmology

<u>Eye A unit</u>

S. No	Date	Competencies	A: O B: As C: Pe proc D: Pe proc	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance		Supervisor`s comments signature	/		
1		History taking from a patient in Eye unit	A	B	С	D	E		
2		General physical examination							
		Visual acuity						-	
		Examination of adnexa and anterior segment							
		Ocular movements						-	
		Pupillary reflexes						-	
		Intraocular pressure						-	
		Ophthalmoscopy							
		Confrontation test for field of vision							
		Slit lamp examination						-	
3		Procedures							
		Irrigation of eye						-	
		Instillation of eye drops						-	
		Staining of corneal ulcer							
		Removal of superficial foreign bodies							
		 Rational use of topical anesthesia 							
		Other (specify)						-	

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in ophthalmology		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
Field visit	Details:	
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement	Supervisor comments				
		Yes	No	Any ot	her point	
1	Was polite with patients, nurses, paramedical					
	staff, seniors and colleagues					
2	Was ready to take responsibility					
3	Kept calm in difficult situations					
4	Maintained an appropriate appearance /					
	dress					
5	Avoided derogatory remarks in the unit					
6	Presentation skills were up to the mark					
7	Total attendance		Out of=			
7	Overall assessment of professional conduct		A:	B:	C:	
			High	Moderate	Low	

Otorhinolaryngology

<u>ENT A unit</u>

S. No	Date	Competencies	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance		Supervisor`s comments signature	/			
1		History taking from a patient in ENT unit	Α	В	C	D	E		
2									
2		Complete regional examination • Ear						-	
		Nose						-	
		Throat							
								-	
		 Draining Lymph nodes Examination of cranial 						-	
		• Examination of cranial nerves							
		Others (specify)							
3		Skills							
0									
		Use of head mirror							
		Examination of oropharynx							
		Use the tongue blade							
		Use of nasal speculum							
		Indirect laryngoscopy							
		Nasopharyngoscopy							
		Demonstrate the use of						-	
		otoscope							
		Demonstrate the use of							
		tuning fork							
		Other (specify)							
4		Anterior nasal packing							
5		Ear suction / syringing				1			
6		Antral wash-out							
7		tonsillectomy							
		Others (specify)							

Competencies	Details	Supervisor`s comments / signature
Introduction to Common symptoms and	Presented by:	
diseases in ENT		
Details of history and examination	*Mention 3 symptoms and system	
* You have to write 2 histories in each ward	involved	
along with examination, provisional	1)	
diagnosis, relevant investigations, results of	2)	
procedures, final diagnosis, treatment and	3)	
follow-up protocol		
End of the ward assessment	Marks:out of	
Reflection by student		

S. No	Statement		Supervisor comments				
		Yes	No	Any ot	her point		
1	Was polite with patients, nurses, paramedical staff, seniors and colleagues						
2	Was ready to take responsibility						
3	Kept calm in difficult situations						
4	Maintained an appropriate appearance /						
	dress						
5	Avoided derogatory remarks in the unit						
6	Presentation skills were up to the mark						
7	Total attendance		Out of=				
7	Overall assessment of professional conduct		A:	B:	C:		
			High	Moderate	Low		
			Hign	woderate			

Forensic Medicine

S. No	Date	Competencies	Level A: Observer status B: Assistant status C: Performed part of the procedure under supervision D: Performed whole procedure under supervision E: Independent performance A B C D E		Supervisor`s comments signature	/		
1		 Medicolegal examination of an injured Examination for age Examination of forensic radiology Examination of sexual assault victim Others (specify) 					-	
2		 Procedure for Taking consent and Medical certification For preservation and dispatch of biological material Identification of poisons Other (specify) 						

Competencies	Details	Supervisor`s
		comments /
		signature
Field visits	Ву:	
	1)	
	2)	
	3)	
List of autopsies	1)	
	2)	
	3)	
End of the ward assessment	Marks:out of	-
Reflection by student		

S. No	Statement	Supervisor comments					
		Yes	No	Any ot	her point		
1	Was polite						
2	Was ready to take responsibility						
3	Kept calm in difficult situations						
4	Maintained an appropriate appearance /						
	dress						
5	Avoided derogatory remarks in the unit						
6	Presentation skills were up to the mark						
7	Total attendance		Out of=				
7	Overall assessment of professional conduct		A:	B:	C:		
			High	Moderate	Low		

Skills laboratory

S. No	Date	Competencies	Lev	el				Supervisor`s
			A: 0	bserve	er statu	s		comments /
					t statu			signature
						t of the		
						superv	ision	
					ed who	ole supervi	icion	
						erforma		
			A	B	C	D	E	-
1		IV line insertion						
2		Nasogastric tube insertion						
3		Foley's catheter insertion						
4		Fluid aspirations						
		Ascitic:						
		Pleural:						
		• CSF:						-
		Joint fluid:						
		Others (specify)						-
5		CPR						
6		Endotracheal intubation						
7		Others			1			

Competencies	Details	Supervisor`s
		comments /
		signature
Introduction to skill lab.	Presented by:	
BCLS workshop	Conducted by:	
Normal vaginal delivery		
Other activities		
Any other event that you want to record dur	ing your stay in the unit (provide details)	
Reflection by student		

S. No	Statement		nents		
		Yes	No	Any ot	her point
1	Was polite with staff, seniors and colleagues				
2	Was ready to take responsibility				
3	Kept calm in difficult situations				
4	Maintained an appropriate appearance /				
	dress				
5	Avoided derogatory remarks in the unit				
6	Presentation skills were up to the mark				
7	Total attendance		Out of=		
7	Overall assessment of professional conduct		A:	B:	C:
			High	Moderate	Low

Other academic and co-curricular activities

List of presentations*

S. No	Title of presentation / lecture	Venue	Date	Signature of supervisor / organizer

*The student can paste photocopies of certificates of presentations on this page

S. No	Name of activity / society / other	Position	Fromto (date)	Signature of organizer / incharge

List of certificates of participation in other academic and co-curricular activities*

*Student can paste the proof / certificate / office order of the activities / events

For student affairs / examination section

Details of marks of internal assessments

S. No	Assessment module	Marks obtained	Total marks	MCQ	SAQ	OSCE / viva / practical	%age	Pass / Fail
	Total marks of all modules		1	1		<u> </u>	1	1
	Total marks of log book				0	out of: 50		
	%age							

Deputy / Controller of examination

Director Medical Education

Sign_____

Sign_____