

Guidelines for examination related grievances

MIDSR Dental College provides complete transparency in the internal assessment and university examination related grievances. Details of curriculum and syllabus of all the programs, examination evaluation process is displayed on the college website and notice board to maintain transparency. In orientation programme, students are informed about the examination-evaluation system, minimum attendance and passing marks requirements to the students and it is also available on university website. The institute strictly follows rules & guidelines as issued by the MUHS university/DCI during conduction of Internals and University examinations. Staff meetings are conducted regularly to review the examination evaluation process.

Mechanism for Redressal of grievances:

The internal assessment examination time table schedules are conducted as per the university norms and communicated to the students well in advance. Evaluation of internal assessment marks is done by respective staff members of the department. In case of any grievances regarding theory as well as practical internal assessment, like recounting and re- evaluation, the student is free to interact with the staff members and get it resolved.

At institute level:

If a student is not able to appear for examination due to any unavoidable circumstances it is mandatory to pre inform to the respective departments through application or any convenient method. Once the student approach to the department he/she should submit proper application with supporting documents. After discussion with respective head of the department examination for that student is conducted. Those students who have scored less marks are eligible to appear for betterment exam to improve their examination score. After examination, the results are prepared within the stipulated time and convey to the students in the classroom and displayed on the department notice board within one week after the examination. Corrected answer papers of the students are distributed in the classroom for verification and grievance is redressed immediately and guided them for their better performance in the further examinations. After going through answer papers and scores students put their signatures on the answer papers to assure satisfaction of results. Any student who is not satisfied with the assessment and given marks may approach to the concern HOD. Parents are informed about the performance through SMS system. Internal marks are sent to the university through the university web portal from the institution. A copy of the same is kept for record purpose and for future reference.