

INFORMATION ON EXAMINATION REFORMS

Note: This document is the extract of examination procedures in all Departments standard operative procedures (SOP)

Department of Oral Medicine and Radiology

Examination Procedures :

- Internal exam :
- Theory and Practical :

The Department conducts Three Internal and the mark distribution is as mentioned below:

	Practical					Theory				
	Case history	Radiographs	Viva	Journal	spotters	Total	MCQ	Short questions	Long questions	Total
1st internal	20	20	20	-	-	60	20	20	20	60
2nd internal	20	20	20	-	-	60	20	20	20	60
3rd internal	20	20	15	5	20	80	20	40	20	80

University exam

- Theory and Practical :

The mark distribution for university exam is as mentioned below:

	Practical					Theory				
	Case history	Radiographs	Viva	Journal	spotters	Total	MCQ	Short questions	Long questions	
University exam	20	20	15	5	20	80	20	30	20	

Other exams conducted in department:

The department of oral medicine conducts betterment exam for the final year students who have failed in either of the internals conducted by college. The students are informed about the date of exam and syllabus.

Department Of Oral Pathology and Microbiology

EXAMINATION PROCEDURES

Purpose:

Internal assessment examinations and university exams are conducted in subjects according to regulations set by an MUHS Nashik.

Objective:

To elaborate the procedure for conducting internal assessment exams.

Responsibility:

- All the teaching staff members
- HOD
- Principal

❖ Procedure

- The academic committee decides the internal assessment examination and university examination according to the guidelines of MUHS, Nashik
- The academic committee prepares the annual academic calendar and schedule of internal assessment examination before the start of academic year.
- 3 Internal assessment exams per year are conducted for first year, third year BDS Students in our department.
- Betterment exam are conducted according to the academic committee /or norms of the university.

❖ Exams:

Internal exams

Theory

- A Separate internal time table is prepared based on university exam schedule.
- Three internal assessment exams are taken for each subject that is for I BDS Dental anatomy and histology and for III BDS Oral pathology and microbiology.
- The examination schedule is circulated to all the HOD's and Principal office.
- Exam schedule is displayed in all departmental notice boards.
- I and II Internal Examination carries 60 marks and III Internal exam carries 80 marks in both theory as well as practical exams (below table is showing the distribution of theory and practical marks distribution)
- First Internal assessment is conducted 2 months after joining the college.
- Second internal assessment exam is conducted after 2 months covering half the portion of the subject.

- Prelim /third internal assessment exam is conducted in April 1st week covering all the topics
- While conducting the exam, first display exam timetable on notice board and then contact student section for hall arrangement. For theory exam duration of 3 hrs.

❖ **Practical:**

- Display of commencement dates of practical exams.
- Conduction of practical exam is carried out in departmental practical lab during the practical hours of 1st and 3rd BDS students.
- During internal practical exams, theory viva is taken of all Ist and IIIrd BDS students.
- Revision practical is conducted before each internal exam during practical classes.

❖ **Below Table is Showing Distribution of Theory and Practical**

Marks

First & Third BDS Internal Examination Mark Distribution (New Syllabus)					
THEORY					
	SECTION A	SECTION B	SECTION C	VIVA	TOTAL
I & II INTERNAL ASSESSME NT	10 (20*1/2 MARKS)	20 (5 SAQ *2 = 10 1LAQ *10 = 10)	20 (5 SAQ *2 = 10 1LAQ *10 = 10)	10	60 MARKS
III INTERNAL ASSESSME NT	20 (20*1 MARK)	25 (5SAQ*3 = 15 1LAQ*10 = 10)	25 (5SAQ*3 = 15 1LAQ*10 = 10)	10	80 MARKS
Instead of Journal M					
I I.A. – Charts					
II I.A. – Seminar					
III I.A. – Journal					
Practical					
I B.D.S.					
	spotting	carving	journal	Total	
I & II IA	30 (6*5 mks)	20	10	60mks	
III I.A.	50 (10*5 mks)	20	10	80 mks	
III B.D.S.					
	spotting	journal	Total		
I & II I.A.	50 (10*5 mks)	10	60		
III I.A.	70 (14*5 mks)	10	80		

Departmental evaluation of internal exam marks:

- Evaluation of internal marks is done by respective staff members of the department
- Average of the marks obtained in both the examinations is converted to average internal assessment marks according to university norms. Showing of mark entry register and confirmation by student's signature prior to sending to university. Receiving queries, doubts and problems in the mark solved by respective incharges.

Department of Oral and Maxillofacial Surgery

• **EXAMINATION PROCEDURES-**

❖ **UG Internal Assessment Exam -**

Scope:-

Train and evaluate students in the subject of oral surgery.

Purpose:-

To train & evaluate the learning capacity and knowledge of undergraduate students in the subject of oral surgery.

Responsibility:-

Senior lecturer, reader, professor.

❖ **Procedure:-**

- Yearly 3 theory & practical exams will be conducted for final year students every after 2-3 months namely 1st internal, 2nd internal and preliminary exam. Notification about date and time of meeting will be forwarded to the office and displayed on the notice board 1 week prior the exam.
- Syllabus for the exam -1st internal theory exam will be conducted with 10-15 chapters. 2nd internal theory exam will be conducted with 10-15 chapters.
- 3rd internal preliminary exam will be conducted 4-5 months prior to the university exam. All syllabus will be included in the exam.

Marks distribution -1st internal theory exam will be of total 60 marks .

- 20 marks section A (MCQ)
- 20 marks section B (SAQ)
- 20 marks section C (LAQ)

2nd internal theory exam will be of total 60 marks.

- 20 marks section A (MCQ)
- 20 marks section B (SAQ)
- 20 marks section C (LAQ)

❖ **Preliminary theory exam will be of total 80 marks.**

- 20 marks section A (MCQ)
- 20 marks section B (SAQ)
- 40 marks section C (LAQ)

Practical exams – Scheduled with the theory exam.

❖ **Syllabus for the exam:-**

Clinical Case history, local anesthesia techniques, exodontias technique, post operative instructions, journal and communication skill will be included in each Practical exam.

❖ **Marks distribution -1st internal Practical exam will be of total 60 marks.**

- Clinical Case history 10 Marks
- Local anaesthesia technique 10 Marks
- Exodontias 25 marks
- Post operative instruction management and chair side orals 10 Marks
- Journal and communication skill – 05 Marks

❖ **2nd internal Practical exam will be of total 60 marks.**

- Clinical Case history 10 Marks
- Local anaesthesia technique 10 Marks
- Exodontias 25 marks
- Post operative instruction management and chair side orals 10 Marks
- Journal and communication skill – 05 Marks

❖ **Preliminary Practical exam will be of total 80 marks.**

- Clinical Case history 15 Marks
- Local anaesthesia technique 15 Marks
- Exodontias 30 marks
- Post operative instruction management and chair side orals 10 Marks
- Journal and communication skill – 10 Marks

❖ **Result Display :**

Result will be displayed on the display board within 8 days after the theory & practical exam.

❖ **Compensatory or betterment :**

Compensatory or betterment exam will be conducted 15-20 days after result display of preliminary exam. Student who were absent for the exam with valid reason or students who have less score in internal assessment exam are eligible for Compensatory or betterment exam. Students who were absent for any of the three exams should report to the department with application and reason of absentee. After evaluation of the application student are considered eligible for the betterment exam. Syllabus for Betterment exam will be same as preliminary exam. Mark distribution will be same as the preliminary exam.

P.G Preparatory (Mock) Exam (Theory And Clinical)

❖ **Scope:-**

Train and evaluate PG students in the subject of oral and maxillofacial surgery for the university exam.

❖ **Purpose: –**

To train, build confidence and evaluate the learning capacity and knowledge of patient management and theory in the subject of oral and maxillofacial surgery.

❖ **Responsibility:-**

Professor and PG guide

❖ **Procedure:-**

Yearly theory& practical (MOCK) exam will be conducted for final year PG students one month before university exam. Notification about date and time of exam will be forwarded from the office and displayed on the notice board 1 week prior the exam.

❖ **Syllabus for the exam:-**

Applied basic sciences, minor oral surgery and trauma and maxillofacial surgery

❖ **Result Display:-**

Result will be displayed on the display board within 8 days after the theory & practical exam.

Theory Exam

Receiving circular from the office regarding conduction of theory and

clinical exam



Preparing 4 sets of question paper of all part I to part IV



Question papers are submitted to office



After the completion of theory exam, papers are evaluated and results are displayed on notice board

Clinical exams

Two internal and two external examiners are appointed for the exam
Mandibular 3rd molar impaction, 1 Long Case and 2 short Cases are kept
for the exam
Two days exam will be conducted on scheduled date
Each pg has to perform one mandibular third molar impaction, 3 Case
history to be taken
Result will be displayed on notice board

UG University Exam

Display of university schedule for online filling of forms and last date of
acceptance of forms.
After conduct of internal exam
Showing of mark of internal assessment & confirmation by student's
signature prior to sending to university.
Receiving queries, doubts and problems in the mark entry in form of
application within 2 days and rectification of the same from respective
staff and excommunication to students.
After receipt of university time table for theory and practical
commencement and end dates.
For practical exam – display of practical time table with details of batches
for theory exam – Display of time table, hall arrangements and rules for
conduct of exam.
Distribution of hall tickets
Conduct of exam

Department of Pedodontics and Preventive Dentistry

❖ Examination Procedures –

Internal Examination

Under graduate course (BDS)

Theory & Practical:

The internal assessment examinations in theory and practical held at least thrice in a particular year as per university guidelines. Internal assessment marks for a Student in a subject will be calculated as the average of the marks obtained in three internal examinations in the subject. This average mark will be reported to the University. For a student to be eligible to appear for the University examination he/she should have secured at least 50% of the maximum marks in internal assessment for both theory and practical separately (i.e. minimum 5/10 in theory and 5/10 in practical).

For a candidate to be eligible to write the university examination the first time he/she should have minimum attendance as per the MUHS and 50% of the maximum marks in internal assessment for both theory and practical in the subject as per university

Under graduate theory examination:

Exam conduction:

Sr. No	Duty	Duty Assigned to
1	Internal examination schedule is decided by college committee and the schedule is forwarded to department from EST section to department.	Committee/EST Section Clerk
2	Syllabus of each exam is planned. Schedule for lecture is planned.	HOD
3	Planned syllabus is completed as per schedule	Staff Incharge
4	Setting of question paper	Staff Incharge/HOD
5	Material required for examination will be collected for store and maintained consumable register	Clerk
6	Assignment of exam conduction and supervision staff (01 tutor +01 Lecturer+ 01Peon)	HOD
7	After completion of examination (Question paper, Attendance and Answer sheet) will be submitted to clerk.	Staff Incharge

Mark Distribution

<u>1st Internal Theory Assessment Examination</u>			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice Question	20	01	20
Short Answer Question	10	02	20
Long Answer Question	02	10	20

<u>2nd Internal Theory Assessment Examination</u>			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice Question	20	01	20
Short Answer Question	10	02	20
Long Answer Question	02	10	20

<u>Preliminary Theory Internal Assessment Examination</u>			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice Question	20	01	20
Short Answer Question	10	04	40
Long Answer Question	02	20	40

Under Graduate Practical Examination:

Practical exam is conducted batch wise in department at the end of posting. Exam is conducted on Case history taking

Sr.no	Duty	Duty assigned to
1.	Selection of patient is done from department OPD	Student
2.	Allotment of patient to student done after clinical examination	Staff Incharge
3.	Distribution of answer sheet to exam taking student	Clark
4.	Collection of answer sheet and radiograph after completion of exam	Staff Incharge

<u>1st Internal Practical Assessment Examination</u>	
Subject Type of Questions	Total Marks
Case history & Diagnosis	30
Chair Side Oral	20
Treatment Plan	10

2nd Internal Practical Assessment Examination

Subject Type of Questions	Total Marks
Case history & Diagnosis	30
Chair Side Oral	20
Treatment Plan	10

Preliminary Practical Assessment Examination

Subject Type of Questions	Total Marks
Case history & Diagnosis	40
Chair Side Oral	25
Treatment Plan	15

Any Other Exam conducted in department

Yearly, Exam will be conducted for repeater student as per university guideline. Two exams will be conducted for these students; each exam will be of 100 Marks.

1st Theory Betterment Examination

Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice Question	20	02	20
Short Answer Question	10	04	40
Long Answer Question	02	20	40
Total			100

2nd Theory Betterment Examination

Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice Question	20	01	20
Short Answer Question	10	04	40
Long Answer Question	02	20	40
Total			100

Post Graduate Course (MDS)

❖ Internal Theory & Practical:

Evaluation Pattern for Post Graduate Student

It is essential to monitor the learning progress to each Student through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring to be done by the staff of the department based on participation of students in various teaching / learning activities throughout year.

Exam pattern by the department:

MDS 1st Year	Once every three months	100 marks	3 hours
MDS 2nd year	Once every two months	100 marks	3 hours
MDS 3rd Year	Once every month	100 marks	3 hours

Pre-clinical and clinical examination is conducted accordingly.

UNIVERSITY SCHEME OF EXAMINATION - THEORY Undergraduate (BDS university Theory)

Exam pattern:

The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time (Summer & Winter). The exam is conducted by two examiners one internal and other external assigned by university.

Examiners

Internal	From college
External	out of college

BDS Theory Examination			
Pediatric and preventive dentistry			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Multiple choice of question	20	01	20
Short Answer Question	10	3	30
Long Answer Question	02	10	20

❖ Undergraduate (BDS University Practical)

Practical examination:

1. **Practical and Clinical Evaluation** will also include Objective Structured Clinical Evaluation and Viva-voce.

2. **Records / Log Books:**

The candidate should be given credit for his/her records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary.

1. **Practical examination:**

Practical examination will be conducted as per the university time table and guideline. The practical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other universities preferably outside the State.

BDS University Practical Examination		
Sr. No	Experiment	Max marks
1	Clinical Case exam of a child, history taking and Diagnosis	40
2	Chair Side Oral	25
3	Treatment Planing	15
4	Clinical Work records(Journal +Communication Skills)	5+5=10
	Total	90

Post Graduate Course (MDS)

❖ **University Theory & Practical:**

Written Examination for 1st year shall consist of one question paper for duration of three hours. Total marks for paper will be 100.

Written Examination for third year shall consist of four question paper each of three hours duration. Total mark of each paper mark will be 75. Paper I,II,III shall consist of 2 long question carrying 20 marks each and 5 short essay question carrying 7 marks. Paper four will be essay.

<u>1st Year Post Graduate Examination</u>			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Long Answer Question	10	10	100

<u>3rd Year Post Graduate Theory Examination</u>			
Paper I- Applied Basic Sciences			
Subject Type of Questions	No. of Questions	Marks of Questions	Total Marks
Long Answer Question	2	20	40
Short Answer Question	5	7	35
Total			75
Paper II- Clinical Pedodontics			
Long Answer Question	2	20	40
Short Answer Question	5	7	35
Total			75
Paper III- Preventive & Community Dentistry as applied to Pediatric Dentistry			
Long Answer Question	2	20	40
Short Answer Question	5	7	35
Total			75
Paper IV- Essay			
Essay	1	75	75
Total			75

❖ **University Scheme of examination – Practical**

The Clinical /Practical and Viva- Voce examination are conducted for minimum of two days. Conducted by four examiners, which is assigned by university.

List of examiners given by university

1	Convenor	01
2	Internal examiner	01
3	External examiner	02

First Day:

1. Case Discussion, Pulp Therapy i.e. Pulpectomy on a Primary Molar.
Case Discussion : 20 Marks
Rubber Dam application : 10 Marks
Working length X-ray : 20 Marks
Obturation : 20 Marks
Total : 70 Marks
2. Case Discussion, Crown Preparation on a Primary Molar for Stainless steel crown and cementation of the same.
Case Discussion : 10 Marks
Crown Preparation : 20 Marks
Crown Selection and Cementation : 20 Marks
Total : 50 Marks
3. Case Discussion, band adaptation for fixed type of space maintainer and impression making.
Case discussion : 20 Marks
Band Adaptation : 20 Marks
Impression : 20 Marks
Total : 60 Marks

Second Day:

1. Evaluation of fixed space maintainer and cementation : 20 marks
Viva Voice : 100 marks
I) Viva- voice examination : 80 marks
All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.
II) Pedagogy Exercise : 20 Marks

A topic be given to each candidate in the beginning of clinical examination. He/ She are asked to make a presentation on the topic for 8-0 minutes.

A	PULP THERAPY	Total Mark s	Marks Obtained
	a) Case Discussion	20	
	b) Rubber Dam Application	10	
	c) Working Length X-ray	20	
	d) Obturation	20	
	Total (a+b+c+d)	70	

B	STAINLESS STEEL CROWN	Total Marks	Marks Obtained
	a) Case Discussion	10	
	b) Crown Preparation	20	
	c) Crown Selection & Cementation	20	
	Total (a+b+c)	50	

C	SPACE MAINTAINER	Total Marks	Marks Obtained
	❖ Case Discussion	20	
	❖ Band Adaptation	20	
	❖ Impression	20	
	Total (a+b+c)	60	

		Total Marks	Marks Obtained
D	Space Maintainer Cementation	20	
E	A) I) Viva Voce Examination	75	
	II) Communication Skills	05	
	B) PEDAGOGY Exercise	20	
	Total (A+B)	100	
	Total Marks (A+B+C+D+E)	300	

Department of Orthodontics

❖ Examination Procedures:

UG INTERNAL ASSESMENT EXAM

❖ Scope:-

Train and evaluate students in the subject of Orthodontics.

❖ Purpose:-

To train & evaluate the learning capacity and knowledge of undergraduate students in the subject of orthodontics.

❖ Responsibility:-

Senior lecturer, reader, professor.

❖ Procedure:

Yearly 3 theory & practical exams will be conducted for final year students every after 2-3 months namely 1st internal, 2nd internal and preliminary exam. Notification about date and time of meeting will be forwarded to the office and displayed on the notice board 1 week prior the exam.

Syllabus for the exam -1st internal theory exam will be conducted with 10-15 chapters.

2nd internal theory exam will be conducted with 10-15 chapters.

3rd internal preliminary exam will be conducted 4-5 months prior to the university exam.

All Syllabuses will be included in the exam.

❖ Marks distribution -1st internal theory exam will be of total 60 marks.

- 10 marks section A (MCQ)
- 30 marks section B (SAQ)
- 20 marks section C (LAQ)

❖ 2nd internal theory exam will be of total 60 marks.

- 10 marks section A (MCQ)
- 30 marks section B (SAQ)
- 20 marks section C (LAQ)

❖ Preliminary theory exam will be of total 80 marks.

- 20 marks section A (MCQ)
- 40 marks section B (SAQ)
- 20 marks section C (LAQ)

❖ Practical exams – Scheduled with the theory exam.

❖ Syllabus for the exam:-

Spotters, wire bending, model analysis, Journal and viva will be included in each Practical exam.

❖ **Marks distribution -1st internal Practical exam will be of total 60 marks.**

- Spotters 20 Marks
- Model analysis 10 Marks
- Wire Bending 15 marks
- Journal 5 Marks
- Viva – 10 Marks

❖ **2nd internal Practical exam will be of total 60 marks.**

- Spotters 20 Marks
- Model analysis 10 Marks
- Wire Bending 15 marks
- Journal 5 Marks
- Viva – 10 Marks

❖ **Preliminary Practical exam will be of total 80 marks.**

- Spotters 20 Marks
- Model analysis 20 Marks
- Wire Bending 20 marks
- Journal 5 Marks
- Viva – 15 Marks

❖ **Result Display:**

Result will be displayed on the display board within 8 days after the theory & practical exam.

❖ **Compensatory or betterment :**

Compensatory or betterment exam will be conducted 15-20 days after result display of preliminary exam. Student who were absent for the exam with valid reason or students who have less score in internal assessment exam are eligible for Compensatory or betterment exam.

Students who were absent for any of the three exams should report to the department with application and reason of absentee. After evaluation of the application student are considered eligible for the betterment exam. Syllabus for Betterment exam will be same as preliminary exam. Mark distribution will be same as the preliminary exam.

a. UG University Exam

Display of university schedule for online filling of forms and last date of acceptance of forms.



After conduct of internal exam



Showing of mark of internal assessment & confirmation by student's signature prior to sending to university.



Receiving queries, doubts and problems in the mark entry in form of application within 2 days and rectification of the same from respective staff and re communication to students.



After receipt of university time table for theory and practical commencement and end dates.



For practical exam – display of practical time table with details of batches for theory exam – Display of time table, hall arrangements and rules for conduct of exam.



Distribution of hall tickets



Conduct of exam

P.G PREPARATORY (MOCK) EXAM (THEORY AND CLINICAL)

❖ **Scope:-**

Train and evaluate students in the subject of Orthodontics for the university exam.

❖ **Purpose:-**

To train, build confidence and evaluate the learning capacity and knowledge of patient management and theory in the subject of orthodontics.

❖ **Responsibility:-**

Professor and pg guide

❖ **Procedure:-**

Yearly theory & practical (MOCK) exam will be conducted for final year PG students one month before university exam. Notification about date and time of exam will be forwarded from the office and displayed on the notice board 1 week prior the exam.

❖ **Syllabus for the exam:-**

Basic subject, diagnosis, clinical and management of orthodontics

❖ **Result Display:-**

Result will be displayed on the display board within 8 days after the theory & practical exam.

Sr. No.	Activity	RESPONSIBILITY	Records, / documents
1	Preparatory theory exam	Professor and pg guide	Question paper, Answer sheets & Attendance sheet.
2	Practical mock exam	Two internal and two external examiners	Each pg has to display atleast 7 Cases
3	Result display	Clerk	Mark sheets

Theory exam

receiving circular from the office regarding conduction of theory and clinical exam
↓
Preparing 4 sets of question paper of all part I to part IV
↓
Question papers are submitted to office
↓
after the completion of theory exam , papers are evaluated and results are displayed on notice board

Clinical exams

Two internal and two external examiners are appointed for the exam
↓
My functional and long Cases are kept for the exam with all records
↓
2 day exam day's exam will be conducted on scheduled date
↓
Each pg has to display at least 7 Cases each and, wire bind exercise, bite Registration.
↓
Bonding and viva
↓
Result will be displayed on notice board

Department of Prosthodontics

❖ EXAMINATION PROCEDURES:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. curriculum.

❖ Evaluation is achieved by two processes:-

- 1) Formative or internal assessment
- 2) Summative or university examinations.

❖ Formative:-

Evaluation is done through a series of tests and examinations conducted periodically by the institution.

❖ Summative:-

Evaluation is done by the university through examination conducted at the end of the specified curriculum.

❖ Methods of evaluation:

Evaluation may be achieved by the following tested methods:

- i. Written test
- ii. Practical examination
- iii. Oral viva

The internal assessment examinations in theory, practical and only practical for pre-clinical subject is held 3 times in a particular year, followed by university examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained in the internal examinations.

This average mark will be reported to the University. The Heads of the Department and college principal should ensure that the class average of internal assessment marks reported to the University in each subject/paper is not less than 50% in both theory and practical separately. For a student to be eligible to appear for the University examination he/she should have secured at least 50% of the minimum marks in internal assessment for both theory and practical in all subjects separately.

- a. To be eligible to appear for the university examination a candidate has 75% attendance in theory and 80% in practical in the subjects of study for which university examination is held in a particular year.
- b. He/she will be eligible to appear in the university examination in those subjects in which he/she has secured the minimum requirement of 50% of internal assessment marks.

Quota for First And Second Year Student

Sr.No	Work	First Year	Second Year
1	Anatomical Landmarks for maxilla and mandible	1	
2	Fabrication of custom tray	1	
3	Preliminary Impression	1	
4	Temporary denture base fabrication	1	8
5	Fabrication of wax rim	1	8
6	Articulation of wax rims	1	8
7	Teeth arrangement	1	8
8	Fabrication of complete denture		1

University Examination Scheme

The scheme of examination for second year B.D.S. is as follows:

- a. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules governing the institution/University.
- b. The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time.
- c. The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining.

Three internal exams will be conducted for students who will appear university exams in summer and winter

Pre- Clinic Prosthodontics (Mark Distribution for Internal Exam)

Internal exams	Theory marks	Practical
First Internal Exam		Teeth Arrangement: 30 Waxing And Carving: 10 Viva:10 Total: 50
Second Internal Exam		Teeth Arrangement: 30 Waxing And Carving: 10 Viva:10 Total: 50
Prelim Exam		Teeth Arrangement: 50 Waxing And Carving: 30 Viva: 20 Total: 100

To Conduct Of Theory Internal Examination:

1. Time table from academic committee:
Academic committee dispatch the internal examination time table at the start of the academic year. Internal Time Table for Theory and Practical examination will be displaced on department notice board
2. Question Papers generation from Question Bank
 - Preparation of Question Paper as per regulations.
 - Make required no of copies and keep in HOD room
3. Seating Plan & Arrangements
 - Preparation of examination pads
 - Each pad should contain the following stationary Seating plan.
 - Answer sheets
 - Staplers
 - Signature statement.
4. Internal Exam timings :
 - 3hours (2pm to 5pm)
5. Absentees Statements for all examinations
 - Prepare an overall consolidate statement for absentees.
6. Collection of answer scripts from invigilators
 - Answer scripts collection from invigilators Mark absentees on the summery report.
 - Handed over the answer scripts to Department
7. Evaluation of answer scripts from teachers
 - Verify all the scripts
 - Marks should be written on answer script Enter the same data in online server
8. Display of marks of individual students is done by pre clinical in-charge on
 - Department notice board and display of betterment exam date for failed students

Conduct of practical internal examination:

❖ Pre – clinic examination-

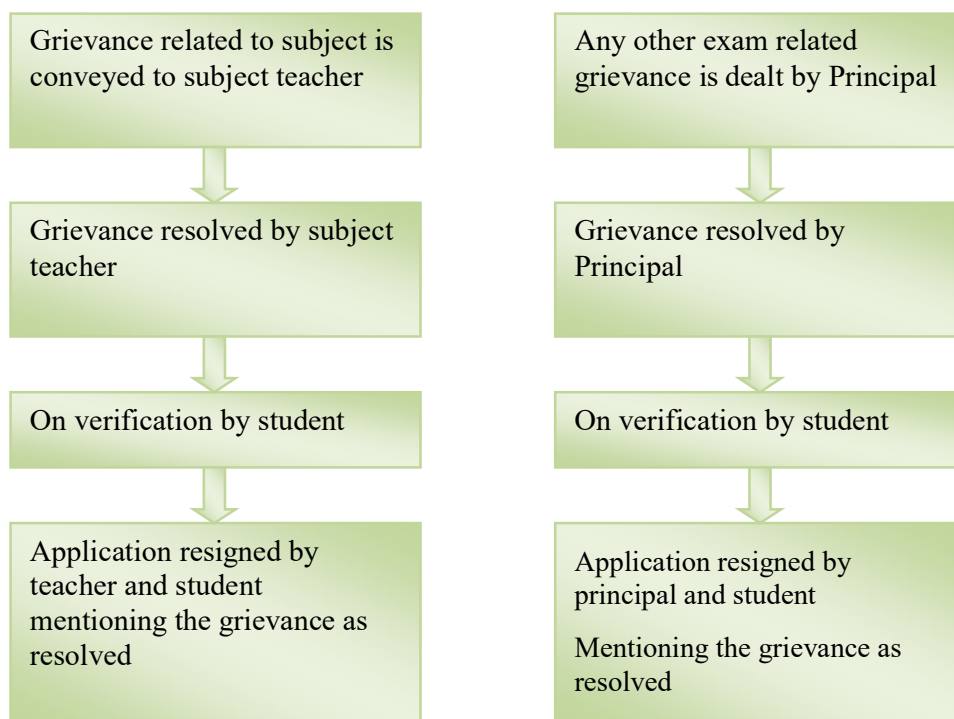
- Students are asked to prepare mounted wax rims
- The respective staff inspects individual wax rims, mounting and signed on it
- A total of 3 hrs are allotted for the completion of teeth arrangement, waxing and carving along with viva.
- All the articulators are been submitted to department which will be evaluated by the respective staff and marks are given accordingly
- Marks will be displayed after examination and date of betterment exam date for failed students
- Conduction of betterment exam and display of marks on department notice board

❖ Betterment Exam Procedure

Students those are failed in the internal exam conducted by department for those students betterment exam will be held within one month with same syllabus with same exam pattern.

❖ Redressal of Examination Related Grievances

Mechanism to deal with examination related grievances is transparent, time-bound and efficient for any internal examination grievances following mechanism is followed written signed application from students addressing exam section, Mentioning the grievance is taken.



❖ **Internal assessment examination:**

The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study.

Internal assessment marks for a candidate in a subject will be calculated as the average of the marks & this average mark will be reported to the University.

❖ **Attendance For Third & Final Year Students To Appear For University exam**

SR NO	THEORY	PRACTICAL
THIRD YEAR	75%	80%
FINAL YEAR	75%	80%

❖ **Quota for Final Year Students To Appear For University exam**

CASE HISTORY TAKING	COMPLETE DENTURE	REMOVABLE PARTIAL DENTURE
10	5	5

❖ **University Examination-Scheme :**

The scheme of examination for B.D.S. Final year examination at the end of academic year. The examination shall be open to a candidate who satisfies the requirements of attendance & progress.

CONDUCT OF THEORY & PRACTICAL INTERNAL EXAMINATION

Three internal exams will be conducted for students who will appear university exams in summer and winter

1. Time table from academic committee:

Academic committee dispatch the internal examination time table at the start of the academic year. Internal Time Table for Theory and Practical examination will be displaced on department notice board

Internal Exams	Theory Marks	Practical
First Internal Exam	Section A:10 Section B:30 Section C:20 Total: 60	Case History:20 F.I. / J.R:30 Viva:10 Total: 60
Second Internal Exam	Section A:10 Section B:30 Section C:20 Total: 60	Case History:20 F.I. / J.R :30 Viva:10 Total: 60
Prelim Exam	Section A:20 Section B:30 Section C:30 Total: 80	Case History:20 F.I. / J.R :30 Viva:30 Total:80

2. Question Papers generation from Question Bank

- Preparation of Question Paper as per regulations.
- Make required no of copies and keep in HOD room

3. Seating Plan & Arrangements

- Preparation of examination pads
- Each pad should contain the following stationary Seating plan.
- Answer sheets
- Staplers
- Signature statement.

4. Internal Exam timings:

- 3hours (2pm to 5pm)

5. Absentees Statements for all examinations

- Prepare an overall consolidate statement for absentees.

6. Collection of answer scripts from invigilators

Answer scripts are collected from students by invigilators and absentees are marked on the summery report. Handed over the answer scripts to Department

7. Evaluation of answer scripts from teachers

- Verify all the scripts

- Marks should be written on answer script Enter the same data in online server

8. Display of marks of individual students on department notice board and display of betterment exam date for failed students

❖ **BETTERMENT EXAM PROCEDURE**

Students those are failed in the internal exam conducted by department for those students betterment exam will be held within one month with same syllabus with same exam pattern.

❖ **Redressal of Examination Related Grievances**

Purpose:

To ensure that the students should know the procedure and benefits of redressal of examination related grievances

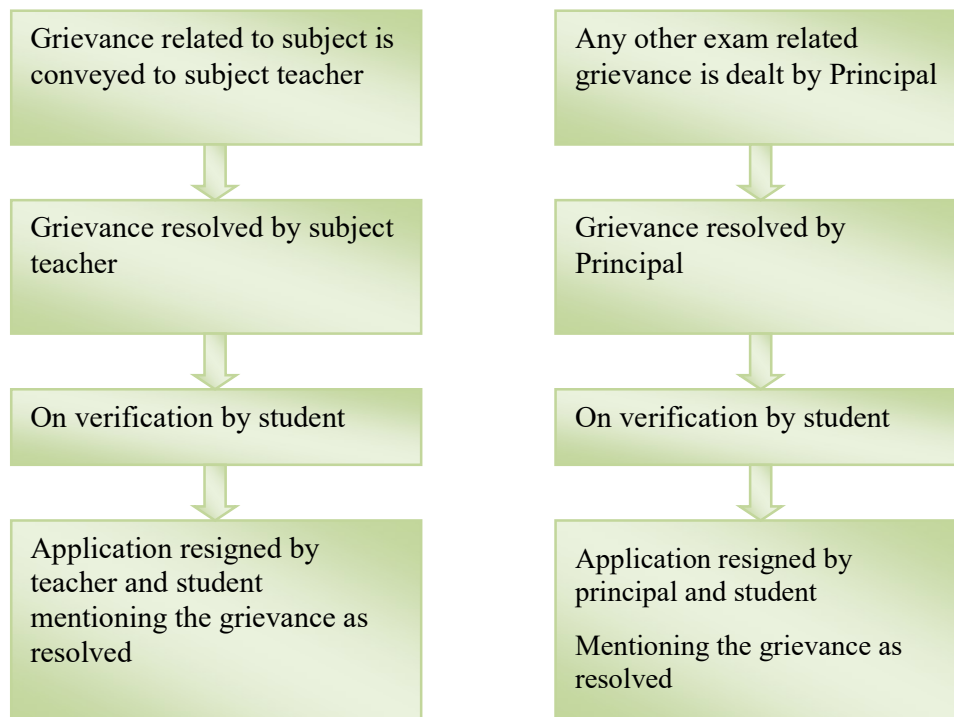
Scope:

It helps the students while passing the curriculum.

Responsibility:

All the clinical staff.

Mechanism to deal with examination related grievances is transparent, time-bound and efficient for any internal examination grievances following mechanism is followed written signed application from students addressing exam section, mentioning the grievance is taken.



Department of Conservative Dentistry and Endodontics

❖ Examination Procedures:

Preface:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.

Evaluation is achieved by two processes:

1. Formative or internal assessment
2. Summative or university examinations. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course.

Methods of Evaluation:

Evaluation may be achieved by the following tested methods:

1. Written test
2. Practical examination
3. Clinical examination
4. Viva voce

Internal Assessment Examination:

The internal assessment examinations in theory and practical/ clinical held twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained in the model examination and the highest among all other internal examinations. This average mark will be reported to the University.

- a) To be eligible to appear for the University Examination a candidate should have 75% attendance in theory and 80% in clinical posting.
- b) For a student to be eligible to appear for the University examination he/she should have secured at least 50% of the maximum marks in internal assessment for both theory and practical/clinical in all subjects/papers, separately.
- c) English will be the preferred language for the examination.

University Examination-Scheme: The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining.

Three internal exams will be conducted for students who will appear university exams in summer and winter.

II Year

Internal exams	Theory marks (Dental Materials)	Practical	
		Dental Material	Pre-clinical Cons.
First Internal Exam.	Section A:20 Section B:18 Section C:22 Total: 40	Zinc Phosphate Manipulation : Spotters : 30 Manipulation : 20 Viva : 10 Total : 60	Class-II preparation on plaster block : Cavity Preparation : 20 Wax filling & carving: 10 Viva : 20 Total : 50
Second Internal Exam.	Section A:20 Section B:18 Section C:22 Total: 40	Silver Amalgam Manipulation: Spotters : 30 Manipulation : 20 Viva : 10 Total : 60	Class – II preparation on extracted tooth : Tooth preparation :20 Base filling : 05 Restoration : 15 Viva : 10 Total 50
Prelim. Exam.	Section A:20 Section B:30 Section C:30 Total: 80	ZOE/GIC/Amalgam/ Zinc Phosphate manipulation : Spotters : 50 Manipulation : 20 Viva : 10 Total : 80	Class- II Amalgam Restoration & Class-I Inlay with pattern on typhodont: Class-II tooth preparation :20 Base filling :10 Restoration : 20 Class-I Inlay : 30 Viva : 20 Total : 100

IV Year

Internal exams	Theory marks	Practical
First Internal Exam.	Section A:20 Section B:20 Section C:20 Total: 60	Case History : 10 Class-II Amalgam tooth preparation : 15 Base filling : 10 Restoration : 15 Viva : 10 Total : 60
Second Internal Exam.	Section A:20 Section B:20 Section C:20 Total: 60	Case History : 10 Class-II Amalgam tooth preparation : 15 Base filling : 10 Restoration : 15 Viva : 10 Total : 60
Prelim. Exam.	Section A:20 Section B:40 Section C:20 Total: 80	Case History : 10 Class-II Amalgam tooth preparation : 20 Base filling : 10 Restoration : 20 Viva : 20 Total : 80

For Conduct of Theory Internal Examination

Time Table from academic committee

- Academic committee dispatch the internal examination time table 1 week before the internal examinations.
- Internal Time Table for Theory and Practical examination will be displaced on department notice board
- Rooms identification and intimation to students and invigilators

1. Question Papers generation from Question Bank

- Preparation of Question Paper as per regulations.
- Make required no of copies and keep in strong room

2. Seating plan & arrangements

- Preparation of examination pads
- Each pad should contains the following stationary
- Seating plan.
- Answer sheets / Graphs / etc.
- Threads.
- Signature statement.

3 Internal Exam timings: 3hours (2pm to 5pm)

4. Absentees Statements for all examinations

- Prepare an overall consolidate statement for absentees.

5. Collection of answer scripts from invigilators

- Answer scripts collection from invigilators.
- Mark absentees on the summary report.
- Handed over the answer scripts to Department.

6. Evaluation of answer scripts from teachers

- Verify all the scripts
- Marks should be written on answer script
- Enter the same data in Online server
- Signature of faculty is mandatory on verified sheet.

7. Display of marks of individual students on department notice board and display of betterment exam date for failed students

Conduct of Practical Internal Examination

II Year: Dental Material

First Internal Assessment:

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Spotter :30	30 Minutes	10 Spots are placed equidistant. students are allotted 03 minutes per spot.
Manipulation :20	5 to 10 Minutes	Increments assessment evaluation. Evaluation of method of mixing base & liquid. Final mix evaluation.
Viva:10 Total: 60	15 Minutes	Viva

Second Internal Assessment:

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Spotter :30	30 Minutes	10 Spots are placed equidistant. students are allotted 03 minutes per spot.
Manipulation :20	5 to 10 Minutes	Evaluation of amount of amalgam & mercury taken. Evaluation of squeezing out excess mercury using gauze piece. Evaluation of final mix.
Viva:10 Total: 60	15 Minutes	Viva

Prelim Assessment:

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Spotter :50	50 Minutes	10 Spots are placed equidistant. Students are allotted 05 minutes per spot.
Manipulation :20	10 Minutes	Evaluation of manipulation of either ZOE/GIC/Silver Amalgam/Zinc Phosphate.
Viva:10	15 Minutes	Viva
Total: 80		

II Year: Preclinical Cons.

First Internal Assessment:

1. Seating arrangements done according to roll number.
2. Arrangement of instruments by students.
3. Cross verification by staff.
4. Plaster block signed by the invigilator provided to each student.

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Cavity Preparation :20	45 Minutes	Cavity preparation evaluation by teachers
Wax Filling & Carving :10	30 Minutes	Final carving evaluation
Viva:20	15 Mnutes	Viva
Total: 50		

Second Internal Assessment:

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Tooth Preparation :20	45 Minutes	Tooth preparation on extracted mandibular first molar evaluation by teachers.
Base filling :5	15 Minutes	Evaluation of filling base & matrix band, wedge application.
Amalgam Restoration : 15	15 Minutes	Evaluation of carving & finishing of amalgam restoration.
Viva:10	15 Minutes	Viva
Total: 50		

Prelim Assessment:

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Class-II Amalgam Tooth Preparation : 20 Class-I Inlay Tooth Preparation :30	90 Minutes	Tooth preparation on typodont mandibular first molar evaluation by teachers.
Base filling :10	15 Minutes	Evaluation of filling base & matrix band, wedge application.
Amalgam Restoration : 20	15 Minutes	Evaluation of carving & finishing of amalgam restoration.
Inlay Wax Pattern : 20	15 Minutes	Evaluation of wax pattern with attachment of sprue.
Viva:10	15 Minutes	Viva
Total: 50		

IV Year:

Patients will be allotted to individual students from department OPD for clinical exam

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Case History :10	15 Minutes	Cavity preparation evaluation by teachers
Class-II Amalgam Tooth Preparation : 15	45 Minutes	Final carving evaluation
Base Filling : 10		
Amalgam Restoration : 15		
Viva:10	15 Minutes	Viva
Total: 60		

- Marks will be displayed after examination
- Date of betterment exam will be declared for failed students.

❖ Redressal of Examination Related Grievances

Mechanism to deal with examination related grievances is transparent, time-bound and efficient. For **any internal examination grievances** following mechanism is followed
Written signed application from students addressing exam section, mentioning the grievance is taken.

<p>Grievance related to subject is Conveyed to subject teacher ↓ Grievance resolved by subject teacher ↓ On verification by student ↓ Application resigned by teacher and student mentioning the grievance as resolved.</p>	<p>Any other exam related Grievance is dealt by Principal ↓ Grievance resolved by Principal On verification by student ↓ Application resigned by Principal and student mentioning the grievance as resolved.</p>
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❖ Betterment exam. Procedure:

- Betterment exam date is declared after some time of main exam result declaration.
- Syllabus & Exam pattern for betterment exam is same as that of exam conducted.
- Betterment exam is conducted within 15 days after declaration of results.
- Results of betterment exam are declared within 03 days on the notice board.

Department of Periodontics

❖ **Examinations Procedures:**

❖ **Conduct of Theory Internal and Practical Examination (UG and PG)**

❖ **Preface:**

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.

❖ **Evaluation is achieved by two processes**

1. Formative or internal assessment
2. Summative or university examinations.

Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course.

❖ **Methods of Evaluation:**

Evaluation may be achieved by the following tested methods:

- i. written test
- ii. Practical examination
- iii. Clinical examination
- iv. Viva voce

❖ **Internal Assessment Examination-UG:**

The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained in the model examination and the highest among all other internal examinations, in the subject. This average mark will be reported to the University. For a student to be eligible to appear for the University examination he/she should have secured at least 50% of the maximum marks in internal assessment for both theory and practical/clinical.

- ❖ **Three internal exams will be conducted for students who will appear university exams in summer and winter**

Internal exams	Theory marks	practical
First internal exam	SECTION A:10 SECTION B:30 SECTION C:20 TOTAL: 60	CASE HISTORY:20 SCALING :30 VIVA:10 TOTAL: 60
Second internal exam	SECTION A:10 SECTION B:30 SECTION C:20 TOTAL: 60	CASE HISTORY:20 SCALING :30 VIVA:10 TOTAL: 60
Prelim exam	SECTION A:20 SECTION B:30 SECTION C:30 TOTAL: 80	CASE HISTORY: 30 SCALING :40 VIVA:10 TOTAL: 80

Conduct of Theory Internal Examination of Periodontics

Academic committee dispatch the internal examination time table 1 week before the internal examinations.

Internal Time Table for Theory and Practical examination will be displayed on department notice board

Room's identification and intimation to students and invigilators

1. Question Papers generation from QuestionBank

2. Seating plan & arrangements

- Preparation of examination pads
- Each pad should contains the following stationary
 - Seating plan.
 - Answer sheets
 - stapler
 - Signature statement.

3. Internal Exam timings : 3hours (2pm to 5pm)

4. Absentees Statements for all examinations

Prepare an overall consolidate statement for absentees

5. Collection of answer scripts from students

- a. Answer scripts collection from invigilators.
- b. Mark absentees on the summary report.
- c. Handed over the answer scripts to Department

6. Evaluation of answer scripts from teachers

- a. Verify all the scripts
- b. Marks should be written on answer script
- c. Enter the same data in Online server
- d. Enter the faculty details and other information on the verified sheet

7. Display of marks of individual students on department notice board and display of betterment exam date for failed students

Patients will be allotted to individual students from department OPD for clinical

Marks will be displayed after examination and date of betterment exam d for failed students

Conduction of betterment exam and display of marks on department notice board

Reexamination schedule for absent students will be conducted after discussing with academic committee

Conduct of Practical Internal Examination of Periodontics

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
CASE HISTORY:20	30MINUTES	CASE HISTORY DISCUSSION BY TEACHERS
SCALING :30	45 MINUTES	SCALING EVALUATION
VIVA:10	15 MINUTES	VIVA
TOTAL: 60		

❖ **University Examination-**

The scheme of examination for B.D.S. Final year examination at the end of fourth academic year. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules of MIDSAR Dental college/University. The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time.

UG University Exam

Display of university schedule for online filling of forms and last date of acceptance of forms.



After conduct of internal exam



Showing of mark of internal assessment & confirmation by student's signature prior to sending to university.



Receiving queries, doubts and problems in the mark entry in form of application within 2 days and rectification of the same from respective staff and re communication to students.



After receipt of university time table for theory and practical commencement and end dates.



For practical exam – display of practical time table with details of batches for theory exam – Display of time table, hall arrangements and rules for conduct of exam.



Distribution of hall tickets



Conduct of exam

❖ **MDS EXAMINATION-**

❖ **MDS Course Duration- 3years :**

It is essential to monitor the learning progress to each candidate through continuous appraisal and regular assessment. Evaluation of post graduate students is done by formative assessment examination conducted by college and summative examination by university.

❖ **Methods of Evaluation:**

Evaluation may be achieved by the following tested methods:

- i. Written test
- ii. Practical examination
- iii. Clinical examination
- iv. Viva voce

According to university norms Post graduate students those who admitted before 2018 have to appear for university examination (written test four theory papers including basic subjects and practical examination of 2 days) after completion of 36 months of their MDS course.

From 2019 First year post graduates have to appear for written university examination after completion of first year (12 months) of their MDS course for basic subjects i.e. paper I and rest three papers along with separate practical examination after completion of thirty six months of their MDS course.

❖ **Monitoring Learning Progress:-**

It is essential to monitor the learning progress to each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students to evaluate students, but also students to evaluate themselves. The monitoring to be done by the staff of the department based on participation of students in various teaching learning activities.

❖ **Examination of Post Graduates**

MDS- I

Theory -

- Written examination every 6 months
- Term examination: October – 1st term, March – 2nd term
- Two papers: paper I – Basic Science, paper II – Basics in Periodontology.

Preliminary examination in month of March

Practical:-

- Two term exams in October and April
- Hand scaling and Case History

MDS II

Theory:-

- Every 6 months
- Term examination: October – 1st term, April – 2nd term
- Practical:-
- Term Examination
- Case History and sextant flap surgery

MDS III

Theory:-

- Written examination every 4 months.
- Preliminary examination in month of March
- Four papers: paper I, II, III, IV

Practical:-

- Flap surgery of a sextant
- Short and long case history with case history discussion
- Post surgical viva
- Grand viva
- Main dissertation presentation
- Pedagogy

An examination (Prelim) schedule is prepared by academic committee of college for theory.

- Internal assessment (prelim) theory is conducted by college for I MDS post graduates.
- Internal assessment theory is conducted for III MDS postgraduates which includes written test and mock practical examination at departmental level.
- Rest of the Formative assessment examinations for all Postgraduates is conducted at departmental level.
- Progress report of all postgraduate students is submitted to university at every 6 months.

❖ Redressal of Examination Related Grievances

Mechanism to deal with examination related grievances is transparent, time-bound and efficient .For **any internal examination grievances** following mechanism is followed
Written signed application from students addressing exam section, mentioning the grievance is taken

Grievance related to subject is conveyed to subject teacher



Grievance resolved by subject teacher



Application resigned by teacher and student mentioning the grievance as resolved

Any other exam related Grievance is dealt by Principal



Grievance resolved by Principal



Application resigned by Principal and student
Mentioning the grievance as resolved

Department of Public Health Dentistry

❖ **Examination Pattern:**

Index: Case History

- a) Oral hygiene indices simplified- Green and Vermilion
- b) Silness and Loe index for Plaque
- c) Loe and Silness index for gingival
- d) CPI
- e) DMF: T and S, df:t and s
- f) Deans fluoride index

II. Health Education

1. Make one - Audio visual aid
2. Make a health talk

III. Practical work

1. Pit and fissure sealant
2. Topical fluoride application

❖ **Theory Internal & Practical Examination of Public Health Dentistry -**

❖ **Examinations -**

Preface:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.

❖ **Evaluation is achieved by two processes**

- 1) Formative or internal assessment
- 2) Summative or university examinations.

Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course.

❖ **Methods of evaluation:**

Evaluation may be achieved by the following tested methods:

- i. Written test
- ii. Practical examination
- iii. Clinical examination
- iv. Viva voce

❖ **Internal assessment examination:**

The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of the marks obtained from all the three examinations. This average mark will be reported to the University. For a student to be eligible to appear for the University examination he/she should have secured at least 50% of the maximum marks in internal assessment for both theory and practical in the subject, separately.

- a. To be eligible to appear for the University Examination a candidate should have 75% attendance in theory and 80% in clinical postings in the subject of Public Health Dentistry for which university examination is held in a particular year.
- b. He/she will be eligible to appear in the university examination in those subjects in which he/she has secured the minimum requirement of 50% of internal assessment marks.
- c. **Quota for final year student to appear for university exam**

Year	Case history with relevant index
Third year	5
Final year	10
Total	15

❖ **University examination-scheme:**

The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules governing the institution/University. The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time.

Three internal exams will be conducted for students who will appear university exams in summer and winter

Internal exams	Theory marks	Practical
First internal exam	Section A:10 Section B:30 Section C:20 Total: 60	Long Case History:20 Treatment Planning :10 Index Recording:10 Short Case History:10 Viva:10 Total: 60
Second internal exam	Section A:10 Section B:30 Section C:20 Total: 60	Long Case History:20 Treatment Planning :10 Index Recording:10 Short Case History:10 Viva:10 Total: 60
Prelim exam	Section A:20 Section B:30 Section C:30 Total: 80	Long Case History:20 Treatment Planning :10 Index Recording:20 Short Case History:15 Viva:15 Total: 80

Conduct of Theory Internal Examination of Public Health Dentistry

Time Table from academic committee

Academic committee dispatch the internal examination time table 1 week before the internal examinations.

Internal Time Table for Theory and Practical examination will be displayed on department notice board

Rooms identification and intimation to students and invigilators

1. Question Papers generation from QuestionBank

- Preparation of Question Paper as per regulations.
- Make required no of copies and keep in strongroom

2. Seating plan & arrangements

- Preparation of examination pads
- Each pad should contain the following stationary
 - Seating plan.
 - Answer sheets.
 - Signature statement.

3. Internal Exam timings: 3 hours (2pm to 5pm)

4. Absentees Statements for all examinations

- a. Prepare an overall consolidated statement for absentees.

5. Collection of answer sheets

- b. Answer sheets collection from students at end of exam time period.
- c. Mark absentees on the summary report.
- d. Handed over the answer sheets to Department

6. Evaluation of answer sheets from teachers

- e. Verify all the sheets
- f. marks should be written on answer sheets
- g. Enter the same data in computer

7. Display of marks of individual students on department notice board and display of betterment exam date for failed students

Conduct of Practical Internal Examination of Public Health Dentistry

PATIENTS WILL BE ALLOTTED TO INDIVIDUAL STUDENTS FROM DEPARTMENT OPD FOR CLINICAL EXAM

Mark Distribution for First and Second Internal Exam

EXAM	TIME	EVALUATION / MARKS ALLOTMENT BY TEACHERS
Long Case History:20 Treatment Planning :10 Index Recording:10	30MINUTES	CASE HISTORY DISCUSSION BY TEACHERS VIVA
Short Case History:10 Viva:10	45 MINUTES	
TOTAL: 60	15 MINUTES	

Mark Distribution for Prelim Exam

EXAM	TIME	EVALUATION/MARKS ALLOTMENT BY TEACHERS
Long Case History:20 Treatment Planning :10 Index Recording:20	30MINUTES	CASE HISTORY DISCUSSION BY TEACHERS VIVA
Short Case History:15 Viva:15	45 MINUTES	
TOTAL: 80	15 MINUTES	

MARKS WILL BE DISPLAYED AFTER EXAMINATION AND DATE OF BETTERMENT EXAM DATE FOR FAILED STUDENTS

CONDUCTION OF BETTERMENT EXAM AND DISPLAY OF MARKS ON DEPARTMENT NOTICE BOARD

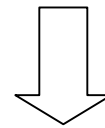
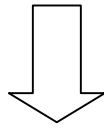
❖ **Redressal of Examination Related Grievances**

Mechanism to deal with examination related grievances is transparent, time-bound and efficient

For **any internal examination grievances** following mechanism is followed

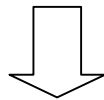
Written signed application from students addressing exam section, mentioning the grievance is taken

Grievance related to subject is Conveyed to subject teacher		Any other exam related Grievance is dealt by Principal
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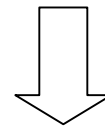


Grievance resolved by subject teacher		Grievance resolved by Principal
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On verification by student



On verification by student



Application resigned by teacher and student Mentioning the grievance as resolved		Application resigned by Principal and student Mentioning the grievance as resolved
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