

2.5.3

Rishiraj College of Dental Sciences and Research centre, Bhopal

Internal Examinations conduction standard procedures

1. Academic calendar for exams:

- 1.1 The Internal Examination Committee (IEC) will be convened under Dean of the college and will have an examination controller as committee co-ordinator and minimum of two members for Undergraduate examinations and minimum of one member for post graduate examination conduction and IEC will be regulatory body for conduction of exams smoothly and declaration of results timely according to academic calendar every year.
- 1.2 The examination pattern will be following as per the university guidelines and may change as per the guidelines given by university time to time. The pattern of exam will be as follows
 - 1st internal assessment – Theory and practical
 - 2nd internal assessment – Theory and practical
 - Pre – university exams – Theory and practical
- 1.3 The IEC will hold the minimum of two meetings each in the month of January and July to discuss and decide the examination calendar for upcoming six months and will declare a schedule for exams which will be as consisting of theory and practical exams. Meeting will decide the examination dates, dates of submission of question papers, schedule of exam, timings and venue, invigilation, tabulation of results and declaration of results in time bound format.

2. Announcement, Syllabus and Question Paper:

- 2.1 The IEC will be asking every department in the start of academic calendar to submit the proposed syllabus plans for each exam and course to be taught for each internal assessment.
- 2.2 Declaration of upcoming examination will be made as per academic calendar and information of dates will be intimated to students.
- 2.3 IEC will ask the concerned departments to prepare the question papers in the prescribed format and syllabus of exam and submit to the IEC at-least two – three days before commencement of the exam in the sealed envelope.

3. Time table and conduction of exams:

- 3.1 The time table of exams will be decided by IEC as per academic calendar and will be intimated to batch wise in charges to be shared with students and to be put up on notice boards.
- 3.2 The IEC will decide the venue of exam and seating arrangement and invigilators for the exam and will send the examination plan to the invigilators.
- 3.3 No change of invigilation duties will be entertained by IEC until called for some emergency. If any changes are to be made IEC should be informed by staff after the request to be forwarded by head of the department minimum of 48 hours before commencement of exam so that alternate and appropriate arrangements can be made.
- 3.4 The invigilators will have to report to the examination hall 15 minutes prior to the commencement of the exam.
- 3.5 The invigilators will be provided with question paper and attendance sheet in the examination hall 5 minutes before commencement of the exams.
- 3.6 Invigilators will make sure that exam is conducted in proper manner, with discipline and no unfair means are being practiced in the examination hall.



3.7 If any student is found to be using any unfair means in the exam, he should be debarred from the exam and should be sent to IEC for further disciplinary actions.

3.8 Invigilators should collect and count the copies and submit it to the concerned department after the completion of the exams.

4. Evaluation Process –

4.1 The answer sheets should be evaluated by the evaluator assigned by the head of the department and result should be prepared within one week of the exam conducted for the concerned subjects.

4.2 The results should be entered in the prescribed format and students should be categorised as excellent, good, average and poor and remedial actions for them should be planned and specified like remedial classes, counselling and motivation and should be sent to IEC for declaration of results.

5. Practical Exams –

5.1 Practical Exams for pre-clinical and clinical subjects has to be conducted three times a year as per the academic calendar and according to the feasibility and planning of the department and should be intimated to the IEC. Results should be tabulated by the department and sent to IEC similar to theory exam evaluation. The IEC will be declaring the results.

6. Post Graduate Exams

6.1 Examinations for Post graduate students will be conducted at the end of each academic year, so that they will be having annual examinations (theory + Practical). Hence they will be appearing in three exams in their three year post graduate MDS Curriculum. Results of PG exams will be provided to IEC after one week of conduction of exams.


