



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v. 1201775/2006-DE dt. 01. 11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph : 72739 01234, 72749 01234, Fax : 2478 0798  
E - mail : [info@madhadentalcollege.com](mailto:info@madhadentalcollege.com) Website : [www.madhadentalcollege.com](http://www.madhadentalcollege.com)

Admin. Office : 1-A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212 Tele fax : 044 - 2814 0213.

## EXAMINATION COMMITTEE

### STANDARD OPERATING PROCEDURE

#### 1. Objective:

The purpose of this SOP is to establish guidelines for the Examination Committee towards ensuring the fair and efficient conduct of examinations for dental students.

#### 2. Composition of the Examination Committee:

The Examination Committee is comprised of the following members:

- Chairperson (Head of the Dental College or appointed designee)
- Chief superintendent
- Deputy superintendent
- Exam co-ordinator/Secretary
- Subject Matter Experts (Faculty members representing different dental specialties)
- Administrative Staff (to assist with logistics and record-keeping)

#### Committee constitution:

The following will be the members of the Examination Cell with effect from 02/03/2022. The committee shall be effective for three years from the aforementioned date.

S.No	Name	Designation/Department	Position held
1	Dr. V.Susila Anand	Principal	Chairperson
2	Dr. C. Sathesh	Professor, Department of Oral and Maxillofacial Surgery	Chief Superintendent
3	Dr. R. Raghini	Reader, Department of Oral Pathology and Oral microbiology	Deputy Superintendent
4	Dr.Sivaprakash Dnanraj	Reader, Department of Prosthodontics and Crown and Bridge	Exam co-ordinator /Secretary
5	Dr. E. Vidhyashree	Senior Lecturer Department of Orthodontics and Dentofacial Orthopaedics	Member





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6	Dr.A.Packialakshmi	Senior Lecturer, Department of Pediatric & Preventive Dentistry	Member
7	Dr.Sangeetha.S	Senior Lecturer, Department of Periodontology	Member
8	Ms.A.Iswarya	Senior Lecturer, Department of General Pathology and Microbiology	Member

### 3. Responsibilities:

#### 3.1 Chairperson:

- Oversee and coordinate the activities of the Examination Committee.
- Ensure compliance with the dental college's policies and procedures.
- Approve the examination schedule and relevant documents.

#### 3.2 Chief superintendent/Deputy Superintendent:

- Develop examination schedules and distribute them to relevant stakeholders.
- Coordinate with faculty members to prepare examination papers.
- Oversee the logistics of examination venues and ensure proper invigilation.

#### 3.3 Secretary/Exam coordinator

- Coordinates exam schedules and disseminates the same to the stakeholders
- Convenes committee meetings and records the minutes of meetings

#### 3.4 Members (Subject Matter Experts):

- Contribute to the preparation of examination papers and marking schemes.
- Participate in the moderation process to ensure fairness and consistency.

#### 3.5 Administrative Staff:

- Manage examination registration and seating arrangements.
- Secure examination papers and maintain confidentiality.
- Record and compile examination results accurately.

### 4.Functions:

- Disseminate and communicate the notices from university indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc.





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- Responsible for preparation of smooth conduct of examinations, preparation of internal exam schedule, invigilation duty chart, seat allotment in the examination halls etc.
- For conduct of examination, preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
- Analyzes all examination results and in consultation with the principal, prepares the report and submit to the appropriate authorities for follow up.

## 5. Examination Procedures:

### 5.1 Conducting Examinations:

Adherence to the approved examination schedule.

Strict enforcement of examination rules and regulations.

Provision of necessary resources for both students and invigilators.

### 5.2 Result Declaration:

Release of results to students through established channels.

## 6. Schedule of Meetings

The Committee shall formally meet at the start of the academic year to plan for the activities of the Examination committee for the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the activities of the Examination committee of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

## 7. Document Control:

Maintain records of examination papers, marks, and any correspondence.

Ensure confidentiality and security of examination-related documents.

## 8. Review and Continuous Improvement:

Regularly review and update the SOP based on feedback and experiences.

Identify areas for improvement and implement necessary changes.

## 9. Compliance:

Ensure compliance with regulatory and accreditation requirements.





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## 10. Communication:

Communicate examination-related information clearly to all stakeholders.

## 11. Emergency Procedures:

Develop contingency plans for unexpected events during examinations.


## 11. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or college structure.

## 12. Approval

This SOP is approved by the Principal of the Dental College and will be reviewed annually.

  
**PRINCIPAL**  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600069.