



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-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 Website : www.madhadentalcollege.com

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

## EXAMINATION POLICY

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### POLICY:

Madha Dental College and Hospital has its policy designed to conduct a smooth and fair examination without any malpractices and address the examination related grievances as per the regulations laid down by the affiliating university

### EXAMINATION CELL – POLICY FOR EXAMINATIONS AND EXAMINATIONS RELATED GRIEVANCES

Madha Dental College and Hospital is affiliated the Tamilnadu Dr.M.G.R Medical University and the college has an autonomic committee for the smooth and hassle free conduct of the University examination. University examinations are conducted for all students from the first B.D.S to final B.D.S under- graduation courses and M.D.S. post-graduation courses. Before the Covid scenario, theory examinations were conducted for the regular batches during the month of August and this was followed by practical examination. For the students who have failed to pass the exams the additional examination was carried out in the month of February which was followed by Practical examination. The post graduate examination includes the Basic Science examination for the first year PGs and the clinical sciences examination at the final year. But post – Covid , examinations are conducted immediately for the students who have failed in the main examinations within a period of two months to ensure that the student does not miss the academic year. Hence at present examinations are conducted for the main batch, supplementary batch and the break batches of the particular academic year taking into consideration the value of time of the student.

### CONDUCT OF INTERNAL EXAMINATIONS

Planning and organising the examination in the institution starts with fixing tentative schedule for the Internal assessment examination, both clinical as well as theory so as to facilitate the completion of the portions well before the examinations to give adequate time for the preparation for the students. The tentative dates of internal examinations are reflected in the academic calendar so as to ensure dissemination





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of information well ahead to: the faculty and students. The exact schedules are fixed by the Chief superintend in consultation with the HODs and the Principal, and circulated 4 weeks before the date of commencement of exams. In case of postponement of examination due to unanticipated circumstances a circular is formulated before 2 week by the examination cell to inform the students of the change in the schedule. In case, if a particular department is not able to conduct the examination due to various reasons, they will conduct it separately after consultation with the other HODs, the examination cell and the principal of the Institution at a suitable timing. But the main objective of the examination committee is to adhere to the timetable as much as possible without any changes.

The HODs and faculty handling the subjects are intimated and directed to prepare 2 sets of question papers as per the pattern given by the university and send the printed copy to the administrative office and the examination cell one week before the specific date mentioned in the circular. The administrative office arranges sufficient copies before the examination. A schedule for invigilation duty is prepared by the Exam Cell. The faculty will attend the invigilation duty as per the schedule. Examinations are conducted with at least one faculty as Invigilator for each 25 students. Answer sheets are distributed to the students as per their needs and additional papers are also given to them on request. Students are advised to bring their own stationaries. After exams, papers are collected by the invigilators and handed over to concerned Department Heads. Hall arrangements and seating arrangements are prepared by the Exam Cell. After evaluation, the results of individual students are recorded. Evaluated answer papers are distributed to the students for review of their marks and answer sheets, following which they must sign on the paper with date and hand over to the respective Heads of the Departments. The Mark list should be sent to Exam Cell by the respective year in charges for internal assessment.

## Functions of the Examination cell:

1. The primary function of the examination cell is to ensure the conduct of a smooth, efficient examination which includes both the Internal and the University examinations.
2. The circulars, notification, Guideline, received from The TN Dr. MGR Medical university by the College are processed in the Examination cell, either it is circulated to all departments or reply thereof prepared dispatched to the University after getting concurrence from the Principal





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3. With regard to the Internal Examination, the procedural formalities already explained in the preceding paragraph is strictly adhered to and thus the examination cell ensured the smooth conduct of the examination.
4. As soon as the notification is received from the University, regarding the examinations the examination cell immediately displays in the college website and the same is immediately communicated to the Principal and all the HODs.
5. A skilled assistant from all departments should serve as a link between the Examination Cell and HODs of relevant departments so that the university theory examinations, and university practical examinations can proceed smoothly
6. After consulting with the Principal, the Chief Superintendent prepares the list of invigilators for the University UG/PG exams through the AO office. The Chief Superintendent should meet with invigilators before theory exams begin, and he or she should instruct the students regarding university exams rules
7. During theory exams, if the University exam invigilators need any exchange of duty they have to find a replacement /exchange in case of emergency only. The exchange of duty should be intimated to the Chief Superintendent, examination cell, and Principal well in advance.
8. During theory exams, students & invigilators must be present inside the examination hall half an hour before the commencement of the examination.
9. During the examination time, each staff is assigned duty as per the duty chart already prepared which includes downloading the papers, writing the register numbers in the brown covers provided by the University, checking for the working of the camera and the mobile jammer and frisking of the students.
10. Distribution of marks sheets to students after receiving the examination results from the University
11. The University Degree Certificates received from the University by the college are sent to the students concerned by the Examination cell.
12. The exam cell should collect all marks sheets of university exam results and send them to the concerned departments for the HODs to critically analyse the results, and the same should be submitted





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to the Exam cell and the Dean through nodal officers.

13. The examination cell should address the grievances/ complaints of the students and staff concerning internal and University exam- related issues.

## CONDUCT OF THE EXAMINATION

### PREPARING OF THE EXAMINATION HALL:

1. At the first place, the examination hall is cleaned, wiped and swept well in advance to ensure an hygienic environment for the students who are writing the examinations.
2. The windows and doors are checked for their safety features and ensured that there is adequate lighting and air for the comfort of the students giving the examination.
3. Exam Cell prepares the hall arrangements and seating arrangements as per University prescribed format. The candidates should locate their hall and seating with their register numbers displayed at the entrance of the examination hall and occupy their respective seats.
4. A water can is kept at the corner of the hall and also a watch clock for the convenience of the students.

### OTHER DUTIES OF THE EXAMINATION COMMITTEE:

1. Due to any reason if the University exam invigilators need any exchange of duty they have to find a replacement /exchange in case of emergency only and inform to Exam Cell /Chief Superintendent and the Principal in advance.
2. Question papers received from the University as per their schedule 15 minutes before the commandment of exam are to be downloaded.
3. A thorough frisking of all the students are done with detectors with female and male staffs allotted separately for female and male students to ensure a fair conduct of the examination without any malpractice.
4. In case of any damaged booklets which needs to be replaced immediately it is intimated to the Controller of Examinations and the Principal and also a mail is sent reporting the same. In case students have any difficulty in filling up of the front page of the answer booklet, the invigilator is assigned the duty of personally monitoring and helping the students.
5. Candidates are not allowed to leave their seats under any pretext during 3 hours of examination. They





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are required to bring their hall tickets issued to them. If a candidate loses his / her Hall ticket, a requisition letter from them to allow him / her to write the examination with the recommendation and authorisation from Principal is used as a temporary duplicate hall ticket. The same is intimated to the Controller of Examination.

6. The invigilators distributes the answer books and question papers, after verifying the hall ticket, signs in the answer book at the appropriate place as well as in the hall ticket.
7. An emergency medical team is deputed to take care of the medical needs of the students in case if any arises.

### Instructions to the Chief Superintendent:

1. The Invigilators shall work under the direct control of the Chief Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Chief Superintendent.
2. The Chief Superintendent appointed for the Examination is requested to announce in the examination hall on every day of the examination that the candidates should write their register number correctly only on the space provided in the front sheet. They should not write their register number elsewhere either in the main answer book. Further the candidates have to be instructed to write the page number of the answers provided in the column I for the candidate, in the front sheet.
3. The Chief Superintendent should give instructions to the Invigilators to verify the correctness of the register numbers on the answer script of the candidates with the galley and to check whether they have written the page number of the answers correctly in the column I before receiving the answer scripts from the candidates.
4. The Chief Superintendent should verify the Part and Paper of each speciality of the candidates appearing with reference to the galley issued.
5. The candidate and the Chief Superintendent/Invigilator should put their signature in the space provided. No entry should be made in the rectangular boxes "UNIVERSITY USE ONLY". No other portion in the bar coded sheets attached to the main answer book should be damaged or detached.
6. While sending answer scripts to the University, the year, month and date of the examination should be noted at the left side top corner of the cloth cover for easy identification.





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7. The Secrecy & confidentiality for the conduct of the examination shall lie with the Chief Superintendent.

## ROLE OF EXAMINATION CELL IN REDRESSAL OF GRIEVANCES:

1. If any student feels that he/she has performed well in the examination and the results obtained are not to his/her satisfaction and the students has queries about the results/marks in the examination, immediately the student brings it to the notice of the Examination grievance redressal cell of the college
2. The student writes a letter of concern regarding the results to the Principal of the institution and immediately the Principal takes steps to write to the Controller of the examination in the form of an e-mail about the concern of the student and ensures that the entire process is completed within a few hours and the issue is brought to the notice to the concerned authorities in the University.
3. . The entire procedure is done as swiftly as possible and the process is entirely transparent and completed in the presence of the student himself/ herself. The student's grievances are addressed with compassion and empathy and the process is carried out efficiently taking into account the needs of the student.
4. An efficient follow up system is in existence to ensure that the student receives the answer script as soon as possible to his/her requirement and he/she is convinced of the result obtained in the examination

Prepared by IQAC Co- Ordinator	Verified by IQAC Director	Approved by Principal
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