



# 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

<b>Internal assessment policy</b>	Policy No: MDC/IA/2022/35 Date: 07/01/2022 Issue No: 00 Pages: 1-2
<b>POLICY:</b> <b>The</b> Internal assessment cell of Madha Dental College functions with the policy of conduct of smooth and fair examinations with motive of ensuring adequate preparedness to the students before the main University examinations while preparing them mentally to enable them to attend the examinations.	
<b>OBJECTIVES:</b> <b>The</b> following are the objectives of the Internal assessment cell of the institution: <ol style="list-style-type: none"><li>1. To ensure that a fair examination is conducted as a preparatory measure ahead of the University examination</li><li>2. To ensure that all the basic amenities are present to create a comfortable environment for the students</li><li>3. To simulate an environment as close as possible to that in which the university examination will take place</li><li>4. To ensure that the question papers are prepared keeping in mind the university pattern by appointed faculty.</li><li>5. To ensure that the marks given in the Internal assessment exam is unbiased and is solely based only on the performance of the student in the examination</li></ol>	
<b>FUNCTIONS OF THE INTERNAL ASSESSMENT CELL:</b> <ol style="list-style-type: none"><li>1. The Academic Calendar of the institution indicates the tentative examination schedule for Internal Test and model examinations. Exact schedules are fixed by the Principal in consultation with the HODs.</li><li>2. These are informed to faculties and students through circulars 2 weeks well in advance.</li><li>3. In case of any unforeseen circumstances, if re-scheduling needs to be done for any particular subject the HOD and the concerned department should intimate the internal assessment and examination cell in advance, in consultation with the Principal and the students should be</li></ol>	



# 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

informed of the change in schedule.

4. The HODs and faculty handling the subjects are intimated and directed to prepare 2sets of question papers in the University pattern and send the printed copy to the administrative office before the specific date mentioned in the circular.
5. Administrative office arranges sufficient copies before the examination and a schedule for invigilation duty is prepared by the Exam Cell.
6. The faculty will attend the invigilation duty as per the schedule and examinations are conducted with at least one faculty as Invigilator for each 10 number of students.
7. After exams, papers are collected by the invigilators and handed over to concert department Nodal offices. Hall arrangements and seating arrangements are prepared by the Exam Cell
8. 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 Nodal officers.
9. The mark list in sent by the Internal exam assessment cell to the respective Incharge for further evaluation and prepare a consolidated report

At the end of the examination the Internal examination assessment cell prepares a consolidated report and submits the same to the Principal and the Office of the institution

Prepared By IQAC Coordinator	Verified By IQAC Director	Approved By Principal
		 <b>PRINCIPAL</b> <b>MADHA DENTAL COLLEGE &amp; HOSPITAL</b> <b>KUNDRATHUR, CHENNAI - 600069.</b>