



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik

Recognized by Dental Council of India

Ref. No- DYPDS/ 55030

Date-18/06/2018

EXAMINATION COMMITTEE

INTERNAL ASSESSMENT

STANDARD OPERATING PROCEDURES

A total of 3 sessional examinations are conducted during the entire academic year. These three internal assessment exams are conducted on a regular basis according to the university norms.

All exams are considered for final calculation of internal assessment marks.

REGULAR BATCH

EXAMS	I BDS	II BDS	III BDS	IV/I semester
First sessional	3 rd month from start of academic session	3 rd month from start of academic session	3 rd month from start of academic session	3 rd month from start of academic session
Second sessional	6 th month from start of academic session	6 th month from start of academic session	6 th month from start of academic session	6 th month from start of academic session
Third/prelims	1-1.5 months before start of University exam	1-1.5 months before start of University exam	1-1.5 months before start of University exam	1-1.5 months before start of University exam



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REFERRED BATCH/WINTER

EXAMS	I BDS	II BDS	III BDS	IV/I semester
First sessional	-	3 rd month from start of academic session	3 rd month from start of academic session	3 rd month from start of academic session
Second sessional	-	6 th month from start of academic session	6 th month from start of academic session	6 th month from start of academic session
Third/prelims	-	1-1.5 months before start of University exam	1-1.5 months before start of University exam	1-1.5 months before start of University exam

The distribution of marks in each exam [for theory and practical] is given below

THEORY

EXAMS	MCQs	SAQS	LAQS	TOTAL
First sessional	20	20	20	60
Second sessional	20	20	20	60
Third/prelims	20	40	20	80

PRACTICAL

EXAMS	MARKS
First	60
Second	60
Third	80

• If student remains absent on medical grounds, then the **ADDITIONAL exam** will be conducted within 15 days after Prelims examination in departmental level, for the practical examination.

Final internal assessment marks will be calculated as follows.



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THEORY & PRACTICAL:

Sr No	Name of the student	First Internal-out of 3	Second Internal-out of 3	Third Internal-out of 4	Additional Exam – (out of 3 / 4 as applicable)	Aggregate Total out of 10	Signature of student

When a student fails in any subject in the Final University Examination, his/her Internal assessment marks are calculated as follows-

2 BETTERMENT examinations are taken and each are calculated out of 5 as follows;-

Sr No	Name of the student	First Betterment-out of 5	Second Betterment-out of 5	Aggregate Total out of 10	Signature of student

Then a comparison is made of the Final aggregate out of 10 between the earlier submitted internal assessment marks and the current Betterment exam aggregate – The higher marks is submitted as final internal assessment.

1. Academic calendar

- With reference to academic calendar exams are planned.

2. Formation of Exam Committee

- Members for exam committee are selected by the management.

3. Planning

- The committee meets the Principal at the beginning of the academic session and discusses and plans for the forthcoming exams formative exams.
- FREQUENCY OF MEETINGS- TWICE A YEAR



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4. Circular

- Internal assessment Circulars are sent to all departments mentioning the dates and subjects with time and session well ahead of time.

5. Question Papers Setting:

- The respective subject teachers set their Question Papers.
- Preparation of Question Paper is as per university regulations.

6. Requirements

- Arrangements are made demanding to the number of required copies of question paper.
- All the necessary steps are taken to print the question paper.
- Arrangements of answer scripts, attendance sheets are done.

7. Rooms identification and intimation to All HoDs & In-charges

- Identifying the examination halls and intimation to the Respective Departments is made for necessary arrangements.
- Preparation of consolidated seating plan and attendance sheets.
- Students will be intimated the same on the previous day of the examinations through different notice boards and entry points near steps.
- Request for security people to control the flow and to support the examination system.

8. Allotment of Dept. Wise Invigilators

- Invigilators are selected based on need and are intimidated.
- No of invigilators = total strength / 30 per internal examinations

9. Classroom boards cleaning

- The classroom board cleaning duty is assigned to non-teaching staff.

10. Distribution of Question Papers to halls

- The invigilators on the day of Examination carry question papers along with them to the examination hall.



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11. Attendance sheet

- Attendance sheet statements are arranged on a daily basis.
- It will be taken by the invigilators to the exam halls along with the question paper cover.

12. Bell timings

- a. Short Bell at 8.45AM / 12.30 PM
- b. Medium Bell at 9:00AM / 12.45 PM
- c. Long Bell at 9.15 AM / 1:00 PM
- d. Warning Bell at 12:25 PM / 3.55 PM
- e. Final Bell at 12.15:00 PM / 4:00 PM

13. Absentees Statements for all examinations

After every examination, branch wise consolidated absentee's statement is prepared.

14. Collection and Submission of answer scripts from invigilators to Subject Teachers

- Branch wise answer scripts will be collected from invigilators.

Dean

D Y Patil Dental School, Pune