



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

ACADEMIC POLICY

The Academic policy of the college regarding the rules and regulations relating to attendance, internal assessment, payment of fees, disciplinary action etc. for UG students will be as follows.

Only those student having the stipulated attendance and internal assessment marks, will be qualified for applying the University examinations.

1. ATTENDANCE

- 1.1** Kerala University of Health Science(KUHS) stipulate 80% of attendance mandatory for appearing the university examination and this is required separately for theory and practicals. 80% of attendance means any student should attend 80% of the academic days in an academic year stipulated by the university.**Eg:** If the number of academic days in a year is 240 days, the student should attend minimum of 192 days in the year.
- 1.2** Those students under KUHS who fail in any subject are not eligible for carry over, have to attend additional classes and should garner 80% attendance to appear in the forthcoming exam.
- 1.3** Those students who are eligible for carry over need not attend classes for the failed Subject and their attendance report to be sent to university, same as that has been sent for the preceding University examination.

1.4 Condonation of Attendance

1.4.1 KUHS University: KUHS doesn't grant condonations of attendance. However, Principal of the College can consider condonation up to 10% attendance, based on the recommendation of Academic Committee. This facility will be available only once in the entire BDS program of a student. The Academic Committee will consider the following criteria for recommendation for condonation of attendance.

1.4.2 Medical Leave: Medical leave may be granted on submission of valid Medical certificate. However, those days will not be counted as present days. Considering the valid Medical reason, the academic committee can recommend for condonation up to 10% attendance. For any condonation, the student has to furnish supporting documents to substantiate.

1.4.3 Maternity Leave: Any student pursuing BDS / MDS Course is permitted maternity leave for 75 days for which the student has to submit the medical reports. On submission of proof for the above, the academic committee can recommend for condonation up to 10% of attendance on such grounds.

1.4.4 Duty Leave: Representing the college at University level/State level/National level. Attending university level competitions, attending conference/Seminars with prior permission will be eligible for duty leave. On production of proof for the above the academic committee can recommend condonation up to 10% of attendance on such grounds. This category of leave can be availed twice in a UG course. These days can be considered as present days for calculating attendance.

1.4.5 Academic Records: Those students who have appeared in all monthly and internal assessment exams, and if there is attendance shortage, the academic committee feels the absence of the students were on genuine grounds, condonation attendance up to 10% can be considered. E.g:- Health grounds, Psychiatric reasons or demise of close relative etc.

1.4.6 If any student has attended extra classes or clinics during holidays, these days can be included for calculating attendance.

2. INTERNAL ASSESSMENTS

2.1 The institution emphasizes on continuous evaluation system accordingly there are daily mid-class activities, post class evaluative tests, monthly tests, internal examinations, remedial examination, improvement examinations, model examinations before University examination.

2.2 Three internal assessment examinations will be conducted every academic year which includes first internal examination, second internal examination and model examination. The average of the marks of model examinations and best of first and second internal examinations marks will be considered as the eligibility criteria. In order to be eligible to appear for the university examination the student should secure the minimum requirement of 40% of internal assessment marks. A weightage of 10% of the activity marks and 20% of the monthly test marks will be added to the sending averages for the eligible candidates.

2.3 If a student is not able to appear any one examination on genuine reason, he will be given chance to write a repeat examination, so as to complete three exams in an academic year. However, an additional fee of Rs. 1000/- will be charged for appearing all the subjects and Rs. 500/- for appearing for one subject. If any student fails to appear for internal assessment examination without valid reason, have to pay Rs.

5000/- to appear for all subjects in the re-exam and Rs. 2000/- per subject.

2.4 Internal Examination Policy

2.4.1 As per the internal examination policy, the first internal examination will be conducted after the completion of whole topic which will be completed within 60% of academic tenure as per the academic schedule. First Internal Examination will have only theory exam. Subsequent 2nd and 3rd internal examination will be conducted in immediate successive months in University examination model (including theory and practical).

2.4.2 In order to ensure student involvement , participation in teaching learning process and for continuous evaluation, the class activity score (mid class activity, post class evaluation and home assignments) will be incorporated to the internal marks. A percentage of monthly test marks will also be added to the sending average so as to emphasize continuous learning process.

2.4.3 An irregular student, not having sufficient attendance, and not appeared for all the internal assessment examinations, will not be considered for moderation or additional marks.

2.5 Monthly Exams

2.5.1 Monthly exam will be conducted during the last week of every month and 20% of its weightage will be added to the internal assessment marks.

2.6.Re-examination / Remedial Exam

2.6.1 If for any genuine reason, any UG student cannot attend the internal examination, to enable parity by paying a fees of Rs.500/- for each exam they can attend the repeat examination of missed subjects which will carry the designated portion meant for that internal examination. For non-genuine reasons, the student will have to pay a fine of Rs.2000/- per subject, if all the subjects have to be rewritten a cumulative fine of Rs.5000/- has to be paid.

2.6.2 Remedial examination will be conducted (as per the decision of the academic committee) if the student fails in any subject, the student will have to pay a fine of Rs.500/- for attending the remedial examination (irrespective of number of subjects).

2.7.Mid-Course Improvement Exam

Even if the candidate has appeared for all the exams and have scored reasonably well, but feel that their score needs to be improved, they can request the academic committee for a mid-course improvement exam. If the academic committee approves the request, the candidate may appear for the improvement exam without paying any fees.

3. MALPRACTICE DURING EXAM

3.1 During University exam, any student found doing any sort of malpractice, the punishment is according to the KUHS rules and regulations and policy of the college.

3.2 If any student does malpractice during the internal assessment examinations, the exam will be cancelled and parents of the concerned

student is informed and have to report before the Principal and to give an undertaking that the ward will not repeat the same and should pay a fine of Rs.3000/- . On repeating any such malpractice, they will be suspended for one week and a fine of Rs. 5000/- will be levied from the student for continuing the course. However,the student has to attend re-examinationafter paying additional fees.

4.UNEXPECTED HOLIDAYS DECLARED BY THE AUTHORITIES (HEAVY RAIN, FLOODSAND UNEXPECTED HARTHALS AFFECTING LOCAL TRAFFIC ETC)

4.1It will be working days for clinical students, house Surgeons, Post Graduates and staff and online theory class will be conducted on that day. Clinicwill be working on all days for these students.

4.2For non-clinical students online classes will be conducted as per the daily timetable.

5. COLLEGE FUNCTIONS:

5.1During the event of any functions organized by the college, like Arts, Culture, Sports, and Induction Ceremony etc., a skeletal OP should be maintained in the department. HOD's should deploy a faculty, PG Students and, House Surgeons in rotation to maintain the department.

5.2To avoid inconvenience to the clinical students, talks, seminars, etc. should be conducted between 8 to 9 AM or 2 to 4 PM as far as possible.

6. ACADEMIC POLICY FOR THE POST GRADUATE COURSE

The general academic policy put forward for the undergraduates are applicable for the post graduates as well.

SPECIAL ACADEMIC POLICY FOR PG'S

- 6.1 Leave:** Post graduate students are directly under the control of Head of the department. They should work on full time basis in all working days, except on Sundays. Post graduates should be on duty during closed holidays and Sundays if required, as directed by the HOD, to attend clinical duties, ward duties and casualties duties etc. As per KUHS rules 250 days working in each academic year is mandatory for the PG students.
- 6.2** For External institutional training (Outside posting) prior permission from the concerned HOD/PG in charge and Director PG studies should be obtained by the student. Final Permission will be granted by the Principal and the Director PG studies.
- 6.3** Attending State/ National/ international conferences and PG conventions is mandatory once in a year and prior permission of the HOD and Director of PG should be obtained in such cases. At the culmination of the course studies, paper publications are mandatory.
- 6.4** The rules regarding the payment of college fees, university examination fees etc. are same as applicable to the undergraduate students.
- 6.5** MDS Part I will have 3 internal exams for the subject, applied Basic Sciences once in 3 months. MDS Part 2 exams will have 3 subject specific internal examinations. The first two internal exams will have only theory exam however the model exam will have theory as well as practical and viva voce with two external examiners coming from outside the State.

Principal