

POLICY FOR CONDUCT OF INTERNAL EXAMINATION-(UG)

1. Three internal assessment examinations will be conducted every academic year. The average of marks of model examination and best of first and second internal examination marks will be considered as the eligibility criteria to appear for the University Examination.
2. First Internal examination should be conducted after 6 months of announcement of the academic session which is upon completion of entire topic in teacher-centric mode. Only theory examination will be conducted for the first internal.
3. The second internal assessment should be conducted after one month from the first internal exam after the completion of the revision session in student centric mode. Practical examinations will be conducted for the 2nd internal examination for 1st and 2nd BDS student. This will be followed by Model examination in the next succeeding month covering the entire portion. Both theory and practical examinations will be conducted as per the University model.
4. A monthly test will be conducted during the last week of every month and a weightage of 20% of the average of its score will be added to the internal examinations.
5. The portions and the tentative dates for Internal Examinations and Model examinations will be published at the beginning of the academic session in the Academic Calendar published by the Academic office.
6. The lesson plan and monthly test will be published in the academic schedule.
7. For Final BDS part II, during the academic session of 6 months, 1st internal assessment examination will be conducted after three months of the commencement of the academic session and the model exam one month before the University examination.
8. 80% of attendance both in theory and practicals is mandatory for the candidate to appear for internal examination.

9. Associate Dean (Academics) should prepare and submit the timetable of each examination with the date of valuation and date of publication of the result, to the Principal, UG Director, and Dental Education Technology Department.
10. The Director (UG) and Associate Dean (Academics) jointly should call for the question papers from the concerned faculty and should collect three sets of question papers for each subject. The question papers should be collected only through the official email id provided to the Associate Dean(academics). The three sets of question papers will be submitted to the Director (UG), who is the Examination Chief on the day of examination and the Director (UG) will randomly select the question paper for the examination. The selected question paper will be distributed to the students in the examination hall ten minutes before the commencement of examination.
11. The answer scripts will be collected and shifted to Academic Office and answer scripts are coded and given to examination cell for centralized evaluation to avoid bias. Valuation of the papers to be done within 2 days of each exam. After valuation, the answer scripts will be decoded and the mark list should be prepared by the Academic Coordinator and submitted to the Principal, Director (UG) and Dental Education Technology Department through Associate Dean (Academics).
12. The evaluated answer scripts should be distributed and discussed with students by the concern subject faculty. Revaluation, retotaling facilities can be availed by the needy candidate through the respective faculty after evaluation of its genuinity.
13. The Academic Coordinator will publish the result after 2 days of completion of all exams after the approval of the Principal.
14. A repeat examination will be conducted for absentees after checking the genuinity of their absence by Academic committee and approved with a fine as prescribed in the Academic policy and as per the recommendations of Principal. Remedial examination will be conducted for poor performers as request and by paying the prescribed penalty fees if recommended by the Academic Committee. Improvement examination will be conducted on request to Academic Committee from the students in order to improve their score. A nominal fee will be charged only if the student obtains lesser marks in the improvement examination when compared to their first attempt.