



STANDARD OPERATING PROCEDURE (SOP) FOR EXAMINATION

INTERNAL ASSESSMENT THEORY EXAMINATION (BDS)

1. PREPARATION OF ACADEMIC CALENDAR:

- Institute firmly follows the academic calendar prepared by academic cell and with reference to academic calendar all Internal assessment examinations are planned to conduct it.

2. FORMATION OF EXAM CELL:

- Members for exam committee are selected by the Head of the institute.

3. EXAMINATION PLANNING:

- The Exam committee meets the Dean and plans for the forth coming internal assessment examination.
- The Internal assessment examinations may be held at least 3 times in a given academic year for first, Second, Third and Final BDS students.
- Internal assessment examinations are held between 9.00 a.m and 12.00 p.m for the morning session and 1.30 p.m. to 4.30 p.m. for the afternoon sessions.

4. PREPARATION OF CIRCULAR:

- A well framed Circular to all teaching staff members is sent mentioning the subjects, dates with time, session and venue.
- Also, Internal assessment examination time table is displayed on Notice board well in advance.
- Circulars are also shared in Whats app group by the mentors.

5. SETTING OF THEORY QUESTION PAPER:

- The question paper set is prepared by subject expert (Assistant Professor /Associate professor) which is moderated by Professor & HOD and then only it is finalised. The nature of questions sets specially aimed to evaluate students of different standards ranging from slow learner to fast learner.
- Internal assessment Question Paper setting is as per MUHS norms.
- The question paper set is consisting of Section "A" -Multiple-choice question (MCQ), Section "B"- Short answer Question (SAQ), and Section "C"-long answer question (LAQ).

6. ORHER REQUIREMENTS:

- Plans are established to demand the amount of question paper copies needed.
- By maintaining the confidentiality all the necessary steps are taken to print the question paper in the presence of subject expert/invigilators and the members of Exam cell.
- Necessary arrangements of answer sheets.



7. ALLOCATION OF DEPARTMENT WISE INVIGILATORS:

- Hod are instructed to allot one invigilator to conduct the exam of their respective subject.
- Respective Department will also arrange the **relieving** invigilator for smooth conduction of exam.

8. EXAM ROOM CLEANING:

- The Exam room cleaning duty is assigned to Non-Teaching staff from cleanliness committee/Department.

9. QUESTION PAPERS DISTRIBUTION TO EXAMINATION HALLS/CLASS ROOM

- On the day of the exam, the invigilators bring question papers with them to the examination room.
- Distribution of MCQ question sheet followed by SAQ & LAQ question paper & answer sheet by respective invigilators /subject teacher.

10. ATTENDANCE REPORT

- Students Attendance are taken on the daily basis during exam days on separate paper.
- It will be taken by the invigilators and kept in the department for future reference.

11. INSTRUCTION TO THE STUDENTS:

- WHAT IS PROHIBITED
 - Mobile phones
 - Any accessories or bags
- WHAT IS ALLOWED
 - Students must bring their own pen, pencil, sharpener, eraser in a transparent plastic case.
 - Drinking water in transparent water bottle.
- ENTRY OF STUDENTS: are permitted to examination hall 15 minute prior to actual exam time to prevent crowding and other mishandling.

12. TIMINGS FOR BELL

- MORNING SESSION
 - 08:45 AM
 - 09:00 AM
 - 12:00 PM
- EVENING SESSION
 - 01:15 PM
 - 01:30 PM
 - 4:30 PM



13. COLLECTION AND SUBMISSION OF ANSWER SHEETS

- Branch wise answer sheet will be collected by the invigilators at end of examination.
- The same will be handed over to the corresponding subject teachers for assessment.

14. ASSESSMENT & MARKS SUBMISSION

- Assessment of answer sheet of each internal assessment examination will be done by subject teacher only.
- After solving any query by the student signature from each student is taken on the internal assessment mark sheets as well as in answer sheet & record are kept in individual department for further University instruction.
- After university instruction marks are submitted online.

15. GRIEVANCE REDRESSAL

- Receiving doubts, and issues with mark entry (Totalling etc...) OR assessment related issue within one week.
- Resolving the same with the appropriate subject expert in the department and conveying the information to the students within one week.

16. BETTERMENT EXAMINATION (RETEST)

- For the absent and failure candidates, a new betterment exam (Re test) is conducted.
- All above protocol is followed for retest.

INTERNAL ASSESSMENT PRACTICAL EXAMINATION (BDS)

1. PREPARATION OF ACADEMIC CALENDAR:

- Institute firmly follows the academic calendar prepared by academic cell and with reference to academic calendar all Internal assessment examinations are planned to conduct it.

2. FORMATION OF EXAM CELL:

- Members for exam committee are selected by the Head of the institute.

3. EXAMINATION PLANNING:

- The Exam committee meets the Dean and plans for the forth coming internal assessment examination.
- The Internal assessment examinations may be held at least 3 times in a given academic year for first, Second, Third and Final BDS students.



- Internal assessment examinations are held between 9.00 a.m and 12.00 p.m for the morning session and 1.30 p.m. to 4.30 p.m. for the afternoon sessions.

4. PREPARATION OF CIRCULAR:

- A well framed Circular to all teaching staff members is sent mentioning the subjects, dates with time, session and venue.
- Also, Internal assessment examination time table is displayed on Notice board well in advance.
- Circulars are also shared in Whats app group by the mentors.

5. SETTING OF PRACTICAL EXAMINATION:

- The practical examination for each subject differs according to syllabus of that subject. The practical head includes spotting, performing activity, viva journal completion and patient work (for clinical subjects) The nature of work specially aimed to evaluate students cognitive and psychomotor domain of learning of different standards ranging from slow learner to fast learner.
- Internal assessment practical setting is as per MUHS norms.
- The activity for practical examination is planned according to the course completed in the term and differ according to the subjects.

6. ORHER REQUIREMENTS:

- The armamentarium for practical examination is planned by the department as per the requirement.
- By maintaining the confidentiality all the necessary steps are taken examination.
- Necessary arrangements of answer sheets.

7. ATTENDANCE REPORT

- Students Attendance are taken on the daily basis during exam days on separate paper.
- It will be taken by the examiner and kept in the department for future reference.

8. INSTRUCTION TO THE STUDENTS:

- WHAT IS PROHIBITED
 - Mobile phones
 - Any accessories or bags
- WHAT IS ALLOWED
 - Students must bring their own pen, pencil, sharpener, eraser in a transparent plastic case and instruments and equipment's required for the examination (priorly informed)
 - Drinking water in transparent water bottle.
- Clinical material will be provided by the department.



9. ASSESSMENT & MARKS SUBMISSION

- Assessment of answer sheet for spotting of each internal assessment examination will be done by subject teacher only.
- After solving any query by the student signature from each student is taken on the internal assessment mark sheets as well as in answer sheet & record are kept in individual department for further University instruction.
- After university instruction marks are submitted online.

10. GRIEVANCE REDRESSAL

- Receiving doubts, and issues with mark entry (Totalling etc...) OR assessment related issue within one week.
- Resolving the same with the appropriate subject expert in the department and conveying the information to the students within one week.

11. BETTERMENT EXAMINATION (RETEST)

- For the absent and failure candidates, a new betterment exam (Re test) is conducted.
- All above protocol is followed for retest.

PRACTICAL EXAMINATION (MDS)

The Govt. Dental College & Hospital Nagpur is a proficient institution which was established by the Government of Maharashtra in 1968. This Institution is recognized by the Dental Council of India and affiliated to Maharashtra University of Health Sciences Nashik (MUHS Nashik).

SOP For Preliminary Examination

- Institute firmly follows the academic calendar prepared by academic cell and with reference to academic calendar preliminary examination is planned.
- The preliminary examination is held once probably at the end of the course.
- A well framed circular to all teaching staff members is communicated mentioning the subjects, dates with time, session and venue. Also, preliminary examination time table is displayed on notice board well in advance.
- Preliminary examinations should be held between 9.00 A.M. and 4.00 P.M.

SOP For University Examination

a). Examination schedule :

- Institute firmly follows the examination schedule provided by the university. For MDS course, the practical examination of each subject is conducted for 2 days.



b). Records / Log Books :

- The candidate should be given credit for his records based on the work done.

c). Scheme of clinical and practical examinations :

- The specific scheme of clinical and practical examinations, the type of clinical procedures/ experiments to be performed and marks allotted for each shall be as per the DCI norms and university guidelines of practical examinations.
- The practical and clinical examinations should be evaluated by four examiners, of which two shall be external examiners appointed from other universities preferably outside the state. Of the remaining two examiners, one is convenor and other is internal examiner from another institute of the same state.
- The scheme of clinical and practical examinations should be brought to the notice of the external examiners and an internal examiner by the convenor as and when the examiner reports.
- Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination and shall be submitted by convenor through online portal provided by the university on the same day.

d). Viva-Voce :

- Viva-Voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student.
- An assessment related to the affective domain is also possible through viva-voce. During university examinations, if all 4 examiners happen to be male, a female invigilator is appointed to monitor the viva of the girl students as per MUHS guidelines.
- It is desirable to conduct the viva-voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student.
- 100 marks are exclusively allotted for viva-voce and that can be divided equally amongst the examiners. The distribution of viva voce marks is as follows:
 - (i) All components of syllabus: 80 Marks
 - (ii) Pedagogy/demonstration of teaching skills: 20 Marks

PRACTICAL EXAMINATION (BDS)

The Govt. Dental College & Hospital Nagpur is a proficient institution which was established by the Government of Maharashtra in 1968. This Institution is recognized by the Dental Council of India and affiliated to Maharashtra University of Health Sciences Nashik (MUHS Nashik).



SOP For Preliminary Examination

- The institute firmly follows the academic calendar prepared by academic cell and with reference to academic calendar which is designed according to the syllabus provided by the university preliminary examination is planned.
- Three preliminary examinations are held throughout the academic as recommended by university with an additional examination which is optional for students.
- A well framed circular to all teaching staff members is communicated mentioning the subjects, dates with time, session and venue. Also, preliminary examination time table is displayed on notice board well in advance.
- Preliminary examinations are conducted for both theory and practical for the students.

SOP For University Examination

a). Examination schedule :

- Institute conscientiously follows the examination schedule provided by the University Theory & practical.

b). Records / Log Books :

- The candidate should be given credit for records based on the work done.

c). Scheme of clinical and practical examinations:

- The specific scheme of clinical and practical examinations, the type of clinical/preclinical procedures to be performed and marks allotted for each shall be as per the DCI norms and university guidelines of practical examinations.
- The practical and clinical examinations should be evaluated by two examiners, of which one shall be external examiner and other is the internal examiner from the institute appointed by the university.
- The scheme of clinical and practical examinations should be brought to the notice of the external examiner by the practical convenor as and when the examiner reports.
- Practical examination is of total 100 marks and it is constituted by 90 marks and 10 marks of internal assessment examination conducted throughout the academic year.
- Each candidate should be evaluated by both examiners and marks computed at the end of the examination and shall be submitted by convenor through online portal provided by the university on the same day.

d). Viva-Voce :

- Viva-Voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student.
- Viva Voce is conducted by both the examiners as per the guidelines of the university in which every candidate is given adequate time for the examination process.
- In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated amongst the examiners.



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

GUIDELINES FOR EXAMINATIONS AND ASSESSMENTS

SCOPE: These regulations shall be applicable for the B.D.S. degree examinations conducted by various universities in the country.

I. PREFACE:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme. Evaluation is achieved by two processes:

1. Formative or internal assessment - through a series of tests and examinations conducted periodically by the institution.
2. Summative or university examinations through examination conducted at the end of the specified course.

II. METHODS OF EVALUATION:

Evaluation may be achieved by the following tested methods:

1. Written test
2. Practicals
3. Clinical examination
4. Viva voce

INTERNAL ASSESSMENT EXAMINATION

The continuing assessment examinations may be held frequently at least 3 times in a particular year and the average marks of these examinations should be considered. 10% of the total marks in each subject for both theory, practical and clinical examination separately should be set aside for the internal assessment examinations.

SCHEME OF EXAMINATION:

The scheme of examination for B.D.S. Course shall be divided into 1st B.D.S. examination at the end of the first academic year, 2nd B.D.S. examination at the end of second year, 3rd B.D.S. examination at the end of third, 4th BDS at the end of 4th rotatory internship at the end of 5th year. 240 days minimum teaching in each academic year is mandatory. Any student who does not clear the BDS Course in all the subjects within a period of 9 years, including one year Compulsory Rotatory paid Internship from the date of admission shall be discharged from the course.

The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules laid down by the University.



I B.D.S. Examination:

1. General anatomy including embryology and histology
2. General human physiology and biochemistry
3. Dental Anatomy, Embryology and Oral Histology

Any candidate who fails in one subject in an Examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he is permitted to appear for the next higher examination.

II B.D.S. Examination:

A candidate who has not successfully completed the 1st B.D.S. examination cannot appear in the IInd year Examination.

1. General pathology and Microbiology
2. General and dental pharmacology and therapeutics
3. Dental Materials
4. Pre Clinical Conservative – Only Practical and Viva Voce
5. Pre Clinical Prosthodontics – Only Practical and Viva Voce

Any candidate who fails in one subject in an Examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he is permitted to appear for the next higher examination.

III B.D.S. Examination:

A candidate who has successfully completed the 2nd B.D.S. examination can appear IIIrd B.D.S. Examination.

1. General Medicine
2. General Surgery
3. Oral Pathology and Oral Microbiology

Any candidate who fails in one subject in an Examination is permitted to go to the next higher class and appear for the subject and complete it successfully before he is permitted to appear for the next higher examination.

Final BDS (Fourth Year):

- Public Health Dentistry
- Periodontology
- Orthodontics and Dentofacial Orthopaedic
- Oral Medicine and Radiology
- Oral & Maxillofacial Surgery
- Conservative and Endodontics
- Prosthodontics and Crown & Bridge
- Paediatric and Preventive Dentistry



WRITTEN EXAMINATION:

1. The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.
2. In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.
3. The question paper should contain different types of questions like essay, short answer and objective type / M.C.Q's.
4. The nature of questions set, should be aimed to evaluate students of different standards ranging from average to excellent.
5. The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

PRACTICAL AND CLINICAL EXAMINATION:

1. Records/ Log Books: The candidate should be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary.
2. Scheme of clinical and practical examinations: The specific scheme of clinical and practical examinations, the type of clinical procedures/ experiments to be performed and marks allotted for each are to be discussed and finalized by the Chairman and other examiners and it is to be published prior to the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other universities preferably outside the State. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination.
3. Viva Voce: Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

MARKS DISTRIBUTION IN EACH SUBJECT :

Each subject shall have a maximum of 200 marks.

Theory – 100, Practicals/ clinicals – 100

University written exam 70

Viva Voce 20



Internal assessment (Written) 10

Total 100

Practical and Viva Voce Only in University Examination

Pre-clinical Prosthodontics

Pre-clinical Conservative Dentistry.....

Internal Assessment - 20

Practical - 60

Viva Voce - 20

Total 100

Criteria for a pass:

Fifty percent of the total marks in any subject computed as aggregate for theory, i.e., written, viva voce and internal assessment and practicals including internal assessment, separately is essential for a pass in all years of study. For declaration of pass in a subject, a candidate shall secure 50% marks in the University examination both in Theory and Practical/ Clinical examinations separately, as stipulated below:

☐ A candidate shall secure 50% marks in aggregate in University theory including Viva Voce and Internal assessment obtained in University written examination combined together.

☐ In the University Practical/ clinical examination, a candidate shall secure 50% of University practical marks and Internal Assessment combined together.

☐ In case of pre clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II BDS, where there is no written examination, minimum for pass is 50% of marks in Practical and Viva voce combined together in University examination including Internal Assessment i.e. 50/100 marks.

☐ Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.

☐ First Class and Distinction etc. to be awarded by the University as per their respective rules.

Grace Marks: Grace marks upto a maximum of 5 marks may be awarded to students who have failed only in one subject but passed in all other subjects.

Re-evaluation: The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.

1. Re-totaling: The University on application and remittance of a stipulated fee to be prescribed by the university, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/ papers for theory of all subjects for which the candidate has appeared



in the university examination. Any error in addition of the marks awarded if identified should be suitably rectified.

2. Re-evaluation: Re-evaluation of theory papers in all years of study of the BDS course may be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly reconsidered. However in those universities where double evaluation provision exists, this provision of re-evaluation will not be applicable.