



**PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL**

**PDCH -EXAMINATION CELL**

**POLICY AND SOP**

**VERSION: 04**

**Doc No: PDCH/ECPS/01/2022**

**Date of Issue: 24-01-2022**

**Prepared by**

**Dr. B. Prem Karthick, MDS  
Reader,  
Department of Oral Pathology and  
Microbiology,  
Priyadarshini Dental College and Hospital**

**Approved by**

**Dr. B. Sivapathasundharam, MDS  
Principal,  
Priyadarshini Dental College and  
Hospital**

| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

### 1.0 Introduction and Purpose

Examination is a process of evaluation of a students' knowledge, skill and ability in dealing with theoretical, practical and clinical challenges.

To formulate a clear functioning guidelines for planning, conducting and assessing the theory, practical/clinical examinations in Priyadarshini Dental College and Hospital. The examination includes Internal examination, Model/ Terminal examination and the affiliated University Examination.

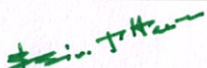
### 2.0 Scope

The procedure shall be applicable to students and teaching staff members of Priyadarshini Dental College & Hospital.

### 3.0 Definition

#### 3.1 Internal Examination

Priyadarshini Dental College and Hospital - Examination Cell conducts Internal Examination (minimum 3) as per the regulations of The Tamil Nadu Dr. MGR Medical University at a span of 3 months interval from the date of starting the academic year for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and final year. The Internal Examination shall be conducted for a duration of 1 hour and 30 minutes in forenoon and afternoon sessions. The forenoon session examination shall be conducted between 9.30 am to 11.00 am and the afternoon session examination shall be conducted between 2.00 pm to 3.30 pm.

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



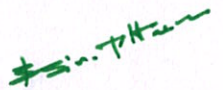
| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

### 3.2 Terminal / Model Examination

Priyadarshini Dental College and Hospital – Examination Cell shall conduct Terminal/ Model Examination one month prior to The Tamil Nadu Dr. MGR Medical University as per the Examination pattern of the University for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and final Year. The Examinations shall be conducted for a duration of 3 hours in both forenoon and afternoon sessions.

### 3.3 University Examination

Priyadarshini Dental College and Hospital is affiliated to The Tamil Nadu Dr. MGR Medical University and thereby PDCH – Examination cell shall conduct the University Examination as per the guidelines formulated by the University on the specified date and time which is notified on the University website. The examination date with specified subject and the time of examination as laid by the University shall be notified to the students and staffs in the notice Board, circular and WhatsApp group. Priyadarshini Dental College and Hospital as a constituent college of the University, follows the time table as laid down by The Tamil Nadu Dr. MGR Medical University. The University Examinations are conducted in both forenoon and afternoon sessions. The forenoon session examination is conducted between 9.30 am to 12.30 pm and the afternoon session examination is conducted between 2.00 pm to 5.00 pm.

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

#### 4.0 Procedure:

##### 4.1 Following the Academic Calendar

- The PDCH - Examination Cell abides by the Academic Calendar prepared by the Curriculum Committee and conducts the Internal Assessment Examination as per the given schedule
- In case of any changes in the date of the examination owing to weather conditions, university programs or other unforeseen situations, prior permission shall be obtained from the Head of the Institution and the change shall be implemented after informing the students about the change.

##### 4.2 Preparing the Circular for Examination

- A circular shall be issued at least 15 days in advance to all teaching staff members and the students mentioning the time table along with subjects, date and time, session and venue of the Internal assessment Examination
- The Internal assessment examination time table shall be displayed on the notice board at least 15 days in advance and in the respective WhatsApp Group.
- The Tamil Nadu Dr. MGR Medical University Examinations are notified in the University website and the PDCH – Examination cell holds the responsibility of monitoring the notification, informing the Head of the Institution and notifying the staff members and the students by issuing circular, displaying in the notice boards and posting the time table in the WhatsApp groups.

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

### 4.3 Preparing the Question Paper and Answer sheet

#### 4.3.1 For Internal/ Terminal/Model Examination

- A set of 3 question papers for the Internal Assessment Examination shall prepared by the subject staff member (Professor/Associate Professor/Reader) in accordance to the examination pattern of The Tamil Nadu Dr. MGR Medical University and is approved by the Head of the Department.
- Arrangements are made to distribute the required number of answer sheets and additional sheets for the examination are done.

#### 4.3.2 For University Examination

- The answer booklet for the University examination shall be received from the University.
- The answer booklet shall be verified and safely placed for distribution on the day of examination
- The question paper for the University examination shall be downloaded from the University portal on the day of examination 15 minutes prior to the starting time of the examination

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



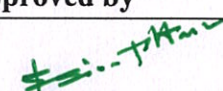
| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

#### 4.4 Allocation of Invigilators for the Examination

- Arrangements shall be made to allocate one or two staff members from the department for that day of examination to invigilate the examination and maintain a smooth conduct of Internal/ Terminal/ Model examination
- In case of emergency, a substitute invigilator shall also be maintained to ensure a smooth conduct of Internal/ Terminal/ Model examination
- For the University examination, one invigilator is allocated for every 25 students and depending upon the strength of the students for examination, the number of Invigilators shall be arranged making sure that none of the Invigilator belong to the department, which deals the subject of examination of that day.

#### 4.5 Question Paper & Answer Sheet Distribution in Examination Hall:

- Among the set of 3 question papers, one question paper for the particular subject shall be selected and printed on the day of examination 30 minutes prior to the commencement of the Examination.
- Depending on the number of students for a particular subject, the number of question paper shall be printed.
- The answer sheets shall be distributed to the students in the examination hall at least 15 minutes prior to the start of the examination
- The students shall be advised to write their register number in the answer sheet and also in the additional sheets prior to the start of the examination.

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

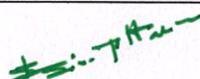
- The question paper for the examination shall be distributed to the students at least 5 minutes prior to the start of the examination for the students to read, assimilate and plan for writing the answers.

#### 4.6 Attendance Report and Timing of the Examination

- The attendance for the Internal/ Terminal/ Model examination shall be taken on a daily basis and the respective department staff members shall be responsible for maintaining the records.
- The student's signature shall be collected on the University examination attendance sheet during the course of the examination, countersigned by the invigilator and shall be sent to the University along with the answer sheets

#### 4.7 Submission of Answer Sheets

- At the end of the Internal/ Terminal/ Model examination, the answer sheets shall be collected from the students and the number of answer sheets are counted and handed over the respective department staffs for their assessment.
- At the end of the University examination, the answer sheets are collected from the students and sent to the University along with the attendance sheet and absentees list by post.

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



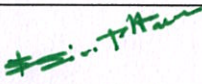
| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

#### 4.8 Evaluation of the Answer Sheets and Mark Entry

- The respective department staff members shall be advised to evaluate and submit the answer sheets within 7 days from the day of examination
- The answer sheets shall be corrected by the department staff members and after correction the answer sheets shall be distributed to the students in the class for any clarification.
- After any clarifications, the answer sheets shall be recollected from the students and the answer sheets are retained by the respective department.
- The marksheet for the subject shall be prepared by the department staff members and the submitted to the PDCH - Examination Cell.
- The PDCH – Examination cell shall maintain the marksheets of all the Internal/Terminal/Model examination and the internal assessment marks are calculated as per the norms of The Tamil Nadu Dr. MGR Medical University.

#### 4.9 Grievance Redressal

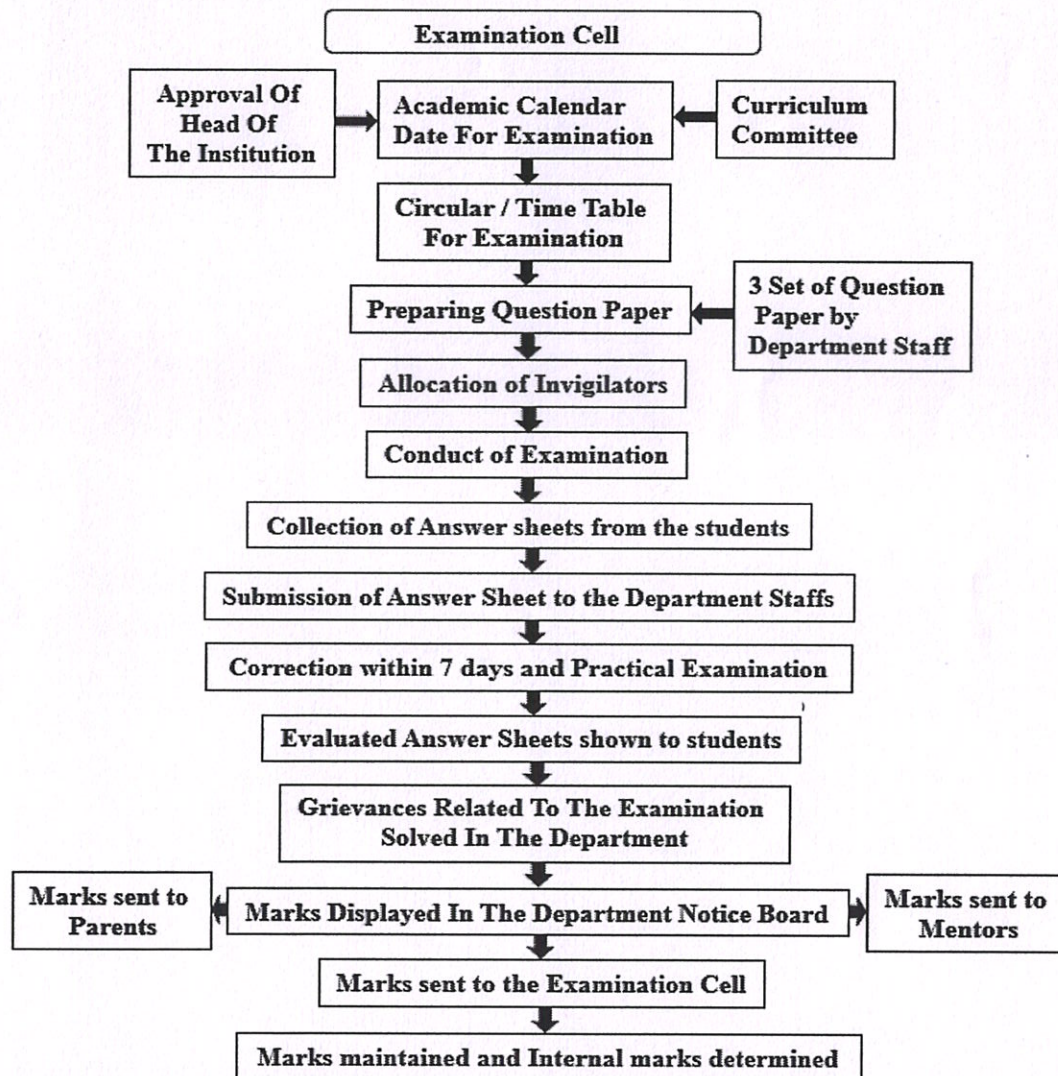
- Any doubts, clarifications and issues with the mark or assessment related issue is persuaded within one week after evaluation.
- The appropriate department staff member resolves the issue be it re-evaluation or re-totalling etc and the corrective information is conveyed to the student within one week.
- If the student is not satisfied with the resolution provided by the staff member, the student has the liberty to escalate the issue to the Head of the Department/ Institution

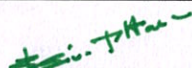
| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |



| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

### 5.0 Standard Operating Procedure:



| Prepared by                                                                                                                                                                                                                       | Approved by                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and Hospital |



| PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL<br>PDCH - EXAMINATION CELL – POLICY AND SOP |            |                           |
|---------------------------------------------------------------------------------------|------------|---------------------------|
| Doc No: PDCH/ECPS/01/2022                                                             | Version:04 | Date of Issue: 24-01-2022 |

#### 6.0 Custodian of Records

- The PDCH - Examination cell shall be the custodians of all the Internal Assessment/ Terminal/Model and University Examination mark sheets conducted for various subjects for a period of 5 years

#### 7.0 Composition of the Examination Cell

The Head of the Institution shall appoint the following members

- **Chief Superintendent** - 1 No.
  - Eligibility : Reader and above
- **Clerical Assistant** – 2 No.
- **Computer Operator** – 1 No.
- **Water Boy**- 2 No.
- **Attender** – 1 No.

All the foresaid members have a tenure of 3 years.

- **Invigilator**

The **Chief Superintendent** appoints the **Invigilator** for each examination depending upon the number of students for the Examination i.e 1 Invigilator per 25 students

Eligibility of the Invigilator : Any Teaching faculty member of the Institution

| Prepared by                                                                                                                                                                                                                          | Approved by                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Dr. B. Prem Karthick, MDS</b><br>Reader,<br>Department of Oral Pathology and<br>Microbiology,<br>Priyadarshini Dental College and Hospital | <br><b>Dr. B. Sivapathasundharam, MDS</b><br>Principal,<br>Priyadarshini Dental College and<br>Hospital |