



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
E-Mail ID: mgmdch@mgmmumbai.ac.in



INTERNAL EVALUATION POLICY

Purpose:-

The purpose of internal evaluation policy is to ensure a robust and transparent system of evaluation which is effective, timebound and objectively assesses the students for their competencies.

Objectives:-

- To conduct continuous internal evaluation (CIE) as per the guidelines of the affiliating university.
- To adhere to the annual academic calendar and exam timetables.
- To assess the students in cognitive, psychomotor, and affective domain.
- To ensure transparency in the evaluation system.
- To address the examination related grievances.
- To maintain the code of conduct postulated for examination process.
- To introduce feasible and sustainable examination reforms.
- To conduct examination audit as a quality control mechanism.
- To conduct faculty development programs on evaluation / Assessment methods.
- To ensure a seamless conduct of university examinations and university evaluation

Measures:-

1. For Continuous Internal Evaluation (CIE)

The Continuous Internal Evaluation is to be conducted 3 times a year as per the marking system deliberated by the affiliating university. An institutional central examination system to conduct examination as a centralized process governed by the examination committee. The timeline of conduct of CIE should adhere to the academic calendar and the time table formulated by the time table committee. In each of the examinations, there will be a theory paper and a practical examination. The viva voce marks will be added to the theory examination. In the preliminary examination, additional marks are allotted for record book and communication skills which is added in the practical marks.

2. For additional Examination / Make up assignment.

An additional examination, as a make up assignment, is conducted for those students who cannot appear for the prescribed examinations due to medical reasons only.

Sign:

3. For Mid course improvement

An opportunity is to be provided to students including slow performers, to take the retests after the completion second internal assessment as a part of the midcourse improvement policy.

4. For Paper Setting

Examination papers to be set through blue printing which is based on the weightage of marks allotted for every topic. The papers should be set in the examination center and sealed and submitted for perusal of the committee on the day of the examination. This will ensure equitable distribution of marks as per topics of relevance.

5. For Paper evaluation

Answer papers should be evaluated through Model Answers prepared to ensure transparency in evaluation mechanism. The marks to be displayed on the notice board and answer papers discussed as a part of the student review process. University papers should be evaluated digitally in the Digital Evaluation Centre.

6. For examination related grievance redressal

Examination related grievances of the internal examination to be resolved within 20 days at the department level or the Dean. University Examination related grievances should be notified to the university through the student section of the HEI.

7. For examination reforms

Examination reforms to be undertaken so as to objectively evaluate the students in knowledge, skills and attitude. Composite Supplementary Assessment methods introduced Objective evaluation through - Extended matching questions, Oral structured Viva Voce, Mini-CEX, 360-degree assessment, Case based and Problem based assessment, OSCE / OSPE and DOPS.

8. For maintaining code of conduct during examination

The examination should begin as per schedule. The invigilators should not be of the same course as the examination. The examination should be monitored in the CCTV cameras for avoid any misconduct during the examination. Mobile phones should not be allowed in the examination hall. There should be physical check of the candidates in order to avoid misconduct.

9. For conducting examination Audit

Examination audit is conducted through a structured checklist by the members of the examination committee. The report is then submitted to the IQAC biannually.

10. For conducting Faculty Development Program

Faculty development programs to be conducted on assessment tools.

11. For conduct of university examinations and evaluation of answer sheets.

The institute establishes a strong room and examination halls for conduct of university examinations which is monitored by a examination Centre in charge, Centre Observer, Internal Vigilance Squad and Supervisors. The answer sheets are correct digitally in the Digital evaluation center which is an MUHS mandate.

Sign:

12. Misconduct during examination

In the university examination, an Internal Vigilance Squad (IVS) is appointed to invigilate against unfair means. In case some unfair means is found during examination, the IVS collects all the proof, documents the same and forwards it to the university in a confidential manner. The university then decides the further course of action. In the CIE, if unfair means is ascertained, the student is penalized as the case may be and the parents are informed regarding the misconduct.

Committees:-

- ❖ Curriculum Committee
- ❖ HSET Committee
- ❖ Time table Committee
- ❖ Examination Committee

Policy Statement: -

The institute has a robust, transparent, timebound and effective mechanism of conduct and evaluation of examinations. The institution attempts to bring about examination reforms to ensure competency based dental education with constructive feedback given to the students by the teachers.

Bench marks: -

02 programs / year for assessment methods

Minimum 02 Composite Supplementary Assessment methods to be undertaken by the departments.

g. somvally

Dean
M. G. M. Dental College & Hospital
Kamothe, Navi Mumbai - 410 209.

Sign: