



Bapuji Educational Association®

COLLEGE OF DENTAL SCIENCES

(Recognised by the Dental Council of India, New Delhi)
(Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, Bengaluru)



EXAMINATION, RESULT ANALYSIS, GRIEVANCE AND REDRESSAL COMMITTEE

This committee is to help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the RGUHS from time to time. Also, arrangement for speedy evaluation and scrutiny of answer scripts of Internal Assessments and University examinations. It also helps the College to maintain a good academic ambience during examinations. Keeping the records of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.

Policies:

The Exam Cell shall analyse the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, and the Principal.

- Preparation of smooth conduct of Examinations, preparation of time –table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- During College exams if any student is found of copying, the Principal along with the Committee shall take action against such students as per the guidelines from the RGUHS.
- To ensure that the entire exam related documents reach the university in time.
- Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students.

Responsibilities of Committee Members:

- I. Conducting College level (entry level exams, internal exams, preparatory exams) and University level examinations theory and practical Examinations
- II. Smooth functioning of evaluation of papers of RGUHS theory papers.
- III. To prepare relevant time tables for college level (entry level exams, internal exams, preparatory exams).
- IV. They shall make the Block and Seating arrangement and display them on the concerned Notice Board/Website and Blocks.



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- V. They shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List of the Staff.
- VI. They shall ensure that adequate stationery, like answer sheets, Pens, pencils, package covers, envelopes etc., are made available.
- VII. To collect examiners names for assessment and moderation of each subject from respective HODs.
- VIII. The Exam cell shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- IX. The Committee members shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within last date.
- X. All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website. A copy of the same shall be sent to the respective HODs.

The Controller of Examinations to conduct periodic meetings:

- Frequency of Committee meetings - at least 4 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings
- Pre-exam meeting
- To brief the members of faculty with regard to the examination procedures and the role and responsibilities. – 1 Meeting before each Formative & Summative Assessment.
- The Committee shall ensure that the theory question papers are submitted in the office at least 3 days in advance.
- Once the theory and practical exams are done, the committee shall give a stipulated time period for paper corrections to all the examiners.
- At the end of college and University exams, the committee shall prepare a report for the same and submit it to Principal.



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Reporting to the Chairperson:

The Controller of Examinations to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

Members of Examination Committee

1. Dr. Vasundhara Shivanna - Chairperson
2. Dr. Dhanyakumar. N.M – Examination Dean
3. Dr. Neel V Hiremath-Convenor
4. Dr. Pramod V Tatuskar- Member
5. Dr. Anuradha.M-Member
6. Dr. Vijayalaxmi Divater-Member
7. Dr. Hombesh M.N- Member
8. Dr. Vivek H.P- Member
9. Mr Shivalingappa/Mr.Raju/Mr.Sunil-Office Persons.
10. Dr. Vani Gupta – (cons & endo 1st year postgraduate student)
11. Ishika Agarwal – 3rd year B.D.S Student

Meeting agenda:

1. Calender of events:

Examinations for UG/PG-Internal assessment to be conducted, University examinations.

2. Grievances:

1. In case of colleges all complaints shall first be addressed to college grievance redressal committee (CGRC) whose composition shall be as follows

- Principal of the college-Chairperson
- Three senior faculty members (Dr.Shobha Prakash, Dr. Rajeshwari.Annigeri and Dr. Dhanyakumar. N.M) nominated by the principal of the college.



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2. The tenure of the members shall be two years.
3. The quorum for the meeting shall be two, including chairperson.
4. The CGRC shall follow the principles of natural justice while considering the grievances of the students.
5. The CGRC shall send the report and recommendations to the vice- chancellor of the affiliating university within a period of 15 days of receiving the complaint.


3 . Evaluation:

1. Sessional/Continuous internal assessment to be conducted by the course teacher throughout the year. This include mid term tests/assignments/problem solving/group discussions/quiz/seminars/mini projects and other means.

2. Terminal, Covering year end examinations.

Evaluation pattern for UG students:

1. A continuous internal assessment (for 70 marks)
2. Minimum passing marks-50% out of 70 marks.


Dean Examination
**ASSOCIATE DEAN
EXAMINATION**
College of Dental Sciences
Davangere.


Director
Director
College of Dental Sciences
Davangere.