

# **KLE Society's Institute of Dental Sciences**

## **Bengaluru**

### **BDS Examination and Assessment Policy**

#### **Types of Examinations**

The following main examinations will be conducted in every academic year:

##### **A. Internal Examinations**

- Internal assessment examination will be conducted in regular intervals to assess the status of the students.
- A student will be assessed at 3 intervals during the whole academic year:
  1. First Internal Examination
  2. Second Internal Examinations
  3. Third Internal Examinations
- Evaluation of the answer sheets of the internal examinations will be done at the college level.
- After the results, students will be given access to their evaluated answer sheets and discussion will be held to clear any queries and doubts to enhance their skills for subsequent evaluations.
- Student not performing up to the desired level in these exams may be detained from appearing in their university examinations.

##### **B. University Examinations**

- Final examination at the end of the academic calendar will be taken by the state (RGUHS) university.
- Students will be appearing in the examination at the centre allotted by the university.
- Evaluation of the answer sheets of these examinations will be done by the university.
- In case of any doubts in the results, the students can directly approach to the university for re-evaluation.
- If student is not satisfied with the result he/she can apply through application and copy of mark sheets
- If students want, he/she can fill scrutiny - after purchasing scrutiny Form from Bank and submit the same in university within a month of declaration of result.

## **Examination Pattern**

Examination pattern for all the examinations will remain same as directed by the university. All the internal and university examination will comprise of:

1. Theory examination
2. Practical examination

## **Criteria for Appearing in the Examinations**

### A. Theory examination

- Students are not allowed in any examination if their attendance is less than 75% in all subjects
- Student must report to examination hall 30 minutes before commencement of the examination.
- Later on, student will not be allowed to give the exam and will be considered as absent.

### B. Practical examination

- Students are not allowed in any examination if their attendance is less than 85% in all practical classes / clinical postings
- Student should be in proper uniform and must properly follow the sterilization protocols.
- All equipment must be properly clean & sterilized
- Log book must be complete and duly signed by the faculty member and Head of the Department.

## **Marks distribution**

University Examinations - Total marks for each subject is 200

### A. Theory (100 marks)

- University written exam (70 Marks)
- Viva Voce (20 marks)
- Internal Assessment (10 marks)

### B. Practical (100 marks)

- University Exam (90 marks)
- Internal Assessment (10 marks)

#### Objectives:

- To involve the entire Department Faculty to participate in the assessment and grading of the student.
- To ensure transparency and to make student aware of his/her assessment on term basis.
- The overall assessment of each student will include:

#### **Criteria for the internal assessment**

Internal assessment of each student will be bases upon following factors:

- Attendance
- Discipline
- Terminal examination marks
- End posting Viva / tutorials
- Clinical Performance
- Record Book
- Projects completed
- Seminars presented

#### **Absence for Examinations**

- Examination process is an integral part of academic curriculum and absence from these will not be tolerated by the college and will be penalized in the form of fine.
- In case of absence the student must appear for a Re-test for which the institution will make necessary arrangements to be borne by the student. (Rs 2000 / exam)
- 50% Grades for the Re-Tests will be considered for the final internal assessment

#### **Syllabus**

- Syllabus for each examination will be informed to the students in advance.
- Usually the distribution of the syllabus for the internal examination is as follows:

Sl no.	Activities	% of Total Portions
1	1 <sup>st</sup> Internal Examination	30 - 35
2	2 <sup>nd</sup> Internal Examination	60 - 65
3	University Examinations	100

## **MDS Examinations:**

### **Eligibility:**

The following requirements shall be fulfilled by the candidate to become eligible for the final examination.

- Attendance: Every candidate shall secure (80% attendance during each academic year).
- Progress and conduct: Every candidate shall participate in seminars, journal review meetings, symposia, conferences, case presentations, clinics and didactic lectures during each year organised by the concerned department.
- Work diary and log book: Every candidate shall maintain a work diary and log book as outlined below appended to these regulations for recording his or her participation in the training programmes conducted by the department. The work diary and log book shall be verified and certified by the Head of the Department of the institution. The certification of satisfactory progress is based on the work diary and log book.

### **Log Book**

Table 1  
Academic activities attended

Name:

Admission Year:

College:

Date	Type of activity (Specify Seminar, Journal club, Presentation, Under-graduate teaching)	Particulars

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Table 2  
Academic presentations made by the trainee

Name:

Admission Year:

College:

Date	Topic	Type of activity (Specify Seminar, Journal club, Presentation, Under-graduate teaching)

Table 3  
Diagnostic and operative procedures performed

Name:

Admission Year:

College:

Date	Name	OP No.	Procedure	Category O, A, PA, PI

Key:

O – Washed up and observed – Initial six months of admission

A – Assisted senior surgeon – I Year MDS

PA – Performed procedure under the direct supervision of a senior surgeon – II Year MDS

PI – Performed independently – III Year MDS

**Dental Council of India (DCI) checklists for continuous evaluation of Post-Graduate students:**

Continuous Internal Evaluation (CIE) of post-graduate students is conducted by the staff of the departments based on the following checklists.

**Schedule - I**

**Model checklist for evaluation of Journal Review Presentations**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Article chosen was					
2.	Extent of understanding of scope and objectives of the paper by the candidate.					
3.	Whether cross-references have been consulted.					
4.	Whether other relevant publications consulted.					
5.	Ability to respond to questions on the paper/subject.					
6.	Audio-visual aids used.					
7.	Ability to defend the paper.					
8.	Clarity of presentation.					
9.	Any other observation.					
	<b>Total score</b>					

**Schedule - II**

**Model checklist for evaluation of Seminar Presentations**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Completeness and preparation					
2.	Clarity of presentation					
3.	Understanding of subject					
4.	Whether other relevant publications consulted					
5.	Whether cross-references have been consulted					
6.	Ability to answer the questions					
7.	Time scheduling					
8.	Appropriate use of audio-visual aids					
9.	Overall performance					
10.	Any other observation.					
	<b>Total score</b>					

### **Schedule - III**

**a) Model checklist for evaluation of clinical work in outpatient department**  
**(to be completed once a month by respective unit heads including posting in other department)**

Name of the trainee:

Date:

Name of the unit head:

Sl. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Regularity of attendance					
2.	Punctuality					
3.	Interaction with colleagues and support staff					
4.	Maintenance of case records					
5.	Presentation of cases					
6.	Investigations work up					
7.	Chair-side manners					
8.	Rapport with patients					
9.	Overall quality of clinical work					
	<b>Total score</b>					

### **b) Evaluation of clinical case presentation**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Completeness of history					
2.	Whether all relevant points elicited					
3.	Clarity of presentation					
4.	Logical order					
5.	Mentioned all positive and negative points					
6.	Accuracy of general physical examination					
7.	Diagnosis: whether it follows logically from history and findings					
8.	Investigations required					
	Complete list					
	Relevant order					
	Interpretation of investigations					
9.	Ability to react to questioning: whether it follows logically from history and findings					
10.	Ability to defend diagnosis					
11.	Ability to justify differential diagnosis					
12.	Others					
	<b>Grand Total</b>					

### **Schedule - IV**

#### **Model checklist for evaluation of teaching skill**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl. No.	Items for observation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Communication of the purpose of the talk					
2.	Evokes audience interest in the					



	subject					
3.	The introduction					
4.	The sequence of ideas					
5.	The use of practical examples and/or illustrations					
6.	Speaking style (enjoyable, monotonous etc.)					
7.	Attempts audience participation					
8.	Summary of the main points at the end					
9.	Asks questions					
10.	Answers questions asked by the audience					
11.	Rapport of speaker with the audience					
12.	Effectiveness of the talk					
13.	Uses audio-visual aids appropriately					

### **Schedule - V**

#### **Model checklist for dissertation presentation**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl. No.	Points to be considered	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1.	Interest shown in selecting topic					
2.	Appropriate review					
3.	Discussion with guide and other faculty					
4.	Quality of protocol					
5.	Preparation of proforma					
	<b>Total score</b>					

#### **b) Continuous evaluation of dissertation work by guide/co-guide**

Name of the trainee:

Date:

Name of the faculty/observer:

Sl.	Items for observation during	Poor	Below	Average	Good	Very
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No.	presentation	0	Average 1	2	3	Good 4
1.	Periodic consultation with guide/co-guide					
2.	Regular collection of case material					
3.	Depth of analysis/ discussion					
4.	Quality of final output					
5.	Others					
	<b>Total score</b>					

### **Schedule- VI**

### **Overall assessment sheet**

Date:

Sl. No.	Faculty member	Name of trainee and mean score									
		A	B	C	D	E	F	G	H	I	J
1.											
2.											
3.											

Signature of Head of the Department

Signature of the Principal

### **Key:**

Faculty member: Name of the faculty doing the assessment

Mean score: Sum total of all scores of checklists

A,B, ...: Name of the trainee

Note: The overall assessment sheet used along with the logbook shall form the basis for certifying satisfactory completion of course of study, in addition to the attendance required.

### **Term Examination:**

In addition, term exams are conducted at the end of the second year to evaluate the students' progress.

### **University Examination:**

The university examination shall consist of theory, practical and clinical examination and viva-voce and pedagogy.

1. Theory:

a. Part I – Shall consist of one paper

There shall be a theory examination in the Basic Sciences at the end of 1st year of course. The question papers shall be set and evaluated by the concerned Department/Specialty. The candidates shall have to secure a minimum of 50% in the Basic Sciences and shall have to pass the Part-I examination at least six months prior to the final (Part-II) examination.

b. Part II – Shall consist of three papers

2. Practical and clinical examination
3. Viva-voce
4. Pedagogy

A candidate who wishes to study in a second speciality, shall have to undergo the full course of three years duration in that speciality.

### **Dissertation:**

Every candidate appearing for the post-graduate degree examination shall at least six months prior to the examinations, submit with his form for examination, four typewritten copies of the dissertation undertaken by the candidate, prepared under the direction and guidance of his/her guide. The dissertation so submitted shall be referred to the examiners for their examination and acceptance of it shall be a condition precedent to allow the candidate to appear for the written part of the examination:

Provided that a candidate whose dissertation has been accepted by the examiner, but declared failed at the examination, shall be permitted to re-appear at the subsequent examination without a new dissertation:

Provided further that if the dissertation is rejected by the examiner, the examiner shall assign reasons therefor with suggestions for its improvement to the candidate and such candidate shall re-submit his/ her dissertation to the examiner who shall accept it before appearing in the examination.

### **Clinical/Practical Examination:**

Clinical/practical examination is designed to test the clinical skill, performance and competence of the candidate in skills such as communication, clinical examination,

medical/dental procedures or prescription, exercise prescription, latest techniques, evaluation and interpretation of results so as to undertake independent work as a specialist. The affiliating university shall ensure that the candidate has been given ample opportunity to perform various clinical procedures.

The practical/clinical examination in all the specialities shall be conducted for six candidates in two days.

Provided that practical/clinical examination may be extended for one day, if it is not complete in two days.

### **Viva-Voce Examination:**

Viva voce examination aims at assessing the depth of knowledge, logical reasoning, confidence and communication skill of the students.

### **Scheme of Examination:**

Theory			
Part I	Basic Sciences Paper	100 Marks	
Part II	Paper-I	100 Marks	300 Marks
	Paper-II	100 Marks	
	Paper-III	100 Marks	

### **Distribution of marks:**

#### **Theory**

**(Total 400 Marks)**

1. Part I University examination (100 Marks)  
There shall be 10 questions of 10 marks each
2. Part II (3 papers of 100 Marks):
  - a. Paper I – 2 long essays of 25 marks each and 5 short essays of 10 marks each (100 Marks)
  - b. Paper II - 2 long essays of 25 marks each and 5 short essays of 10 marks each (100 Marks)
  - c. Paper III – 2 out of 3 essay questions (50 x 2 = 100 Marks)

#### **Practical and Clinical Examination:**

**(200 Marks)**

#### **Viva-Voce and Pedagogy**

**(100 Marks)**

### **Examiners:**

Part I: One internal and one external examiner for three students appointed by the affiliating university for evaluating answer scripts of the same specialty.

Part II: Four examiners in each subject. Two (50%) external and two (50%) internal. Both external examiners shall be from a university other than the affiliating university and one examiner shall be from a university of different state.

### **Qualification and Experience for Examiners:**

The qualification and experience for appointment of an examiner shall be as under:

- shall possess qualification and experience of a Professor in a post-graduate degree programme;
- a person who is not a regular post-graduate teacher in the subject shall not be appointed as an examiner;
- the internal examiner in a subject shall not accept external examinership in a college for the same academic year;
- no person shall be appointed as an external examiner for the same institution for more than two consecutive years. However, if there is a break of one year, the person can be re-appointed.

### **Examination Centre:**

In the event of university exam being conducted in the same city or town having more than one post-graduate institution under the same university, one central examination centre shall be fixed by the university and the students from all the institutions of the city shall take the examination in that center: Provided that the clinical and viva-voice shall be conducted at their institute.

Rotation of the institutions as center of examination shall be as per direction of the university.

### **Valuation of answer books:**

Part I – Answer book/s shall be evaluated by the internal and external examiner/s.

Part II – Answer books shall be evaluated by four examiners, two internal and two, external and the average marks shall be computed.

### **Criteria for pass certificate:**

To pass the university examination, a candidate shall secure in both theory examination and in practical/clinical including viva voce independently with an aggregate of 50% of total marks allotted (50 out of 100 marks in Part I examination and 150 marks out of 300 in Part II examination in theory and 150 out of 300, clinical plus viva voce together). A candidate securing marks below 50% as mentioned above shall be declared to have failed in the examination.

A candidate who is declared successful in the examination shall be granted a Degree of Master of Dental Surgery in the respective speciality.

## **PhD – methods of assessment**

**PRE Ph.D EXAM:** The candidate will be eligible to appear for the Pre Ph.D. Examination only after the completion of one year from commencement of the Ph.D course, provided his/her first and Second half yearly progress reports are found satisfactory. The Provisional Ph.D Registration of the candidate will be confirmed only after the candidate passes the Pre Ph.D Examination. The candidates possessing UGC approved M.Phil degree or MCI approved DM/M.Ch/MD/MS and PG Diploma are exempted from appearing for Ph.D Examination.

**a) The scheme of Pre Ph.D examination** to be conducted by the University shall be as follows:

**i.** Two written papers each carrying papers - each of three hours duration and each carrying

maximum of 100 marks.

**(i) PAPER I:** Research Methodology related to the area of research.

**Paper II :** Topics related to the specialized subject under which the topic / area of research is undertaken

(ii) A Viva-Voce examination carrying a maximum of 100 marks for candidates who have passed the theory examination.

**b) The syllabi** for both papers for each candidate shall be prescribed by the concerned Guide which will be communicated to the Registrar (Evaluation) of the University as well as the candidate at least one month earlier to the examination..

### **c) Conduct of Pre Ph.D Examination**

**i.** The Ph.D Registration Committee along with the names suggested by the concerned Guides shall prepare an exhaustive panel of both external and internal examiners and recommend the same will then to the Vice Chancellor and Registrar (E) for approval. The University / Registrar (E) cs the Pre Ph.D Examination.

**ii.** The (theory) consists of the following:

a Board of Examiners for conduct of of Examiners for the Pre Ph.D Examination

1.Internal Examiner (other than the guide).

2. One external examiner chosen by the University.

**Note :** The examiner shall fulfill the criteria for eligibility similar to Ph.D Guides as per RGUHS Ordinance

. **iii.** The Internal Examiner and External Examiner chosen by the Registrar (E) from the panel of examiner will set two papers each and send their respective question papers separately in a sealed cover to the Registrar (Evaluation) who will conduct the theory examination and send the answer scripts to the examiners for valuation.

**iv.** There shall be double valuation of the answer scripts of Paper-I and Paper II by the same examiners who have set the question papers. The marks lists shall be sent by the examiners directly to the Registrar (Evaluation).

**v.** If the difference of the marks in the valuation between the external and the internal examiner exceeds 15%, the concerned answer scripts will be evaluated by a third Examiner.

**vi.** The candidate should secure a minimum of 60% marks in each of the written papers to pass the Examination

**vii. the viva examination shall be conducted after the candidates has passed in the theory by a panel consisting of:**

- 1) Internal Examiner ( guide)
- 2) External Examiner (any one of the two examiners who have set the theory papers and valued the answer scripts).

**viii.** After the Viva-Voce examination, the marks shall be consolidated and sent to the Registrar for evaluation of results by the Chairman for further consolidation and announcement of results

**ix. The results will be announced according to the following grading system**

<b>Grade</b>	<b>Result</b> (Inclusive of theory and Viva Marks)
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A	A student securing marks 75% and above should be declared to have passed in the said examination with distinction
B	A student securing marks between 60-74% should be declared to have passed in the said examination
C	A student securing marks less than 60% should be declared to have failed in the said examination

**However, the candidate should secure a minimum of 60% marks in each of the written papers as well as in the VivaVoce examination.**

In case the candidate is not successful in the Pre Ph.D Examination in the first attempt he/she may be given one more chance to appear for the entire examination after a period of six months. If the candidate is not successful in the Pre Ph.D examination, even in the second appearance, his/her provisional registration shall stand cancelled. Provisional registration of the candidates will be confirmed only after they pass the Pre Ph.D examination.

#### **EVALUATION AND ASSESSMENT:**

##### **Submission of final synopsis**

All the Ph.D candidates should submit a final synopsis containing the summary of the research work done (Two Soft & Hard Copies) to RGUHS before submission of thesis.

All Ph.D candidates before submitting their final synopsis shall present his/her research work before the Guide, External Examiner and Observer from concerned specialty on a suitable date fixed by the University and should get approval for writing the final synopsis and thesis.

### **Publication of research papers**

All Ph. D. Candidates before submitting Ph.D. Thesis to the university should have published a minimum of three research papers related to their research topic during their course of Ph.D, with one publication by student as the 1<sup>st</sup> author and other two as first or second author in the indexed journals before submitting the final Thesis. These publications shall be verified by the Department of Library, RGUHS.

**Plagiarism** The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Guide attesting to the originality of the work, vouching that there is no plagiarism (the permissible similarity should not exceed 15% of total contents) and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. It is mandatory for plagiarism check for Ph.D thesis submitted before sending it for evaluation.

### **Submission and Evaluation of Thesis**

Each candidate for the award of Ph.D Degree shall submit three copies(Soft & Hard Copies) of his/her Thesis not earlier than the prescribed minimum period and not later than the prescribed maximum period. The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners (who are not teachers of the Institutions affiliated to RGUHS) of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Guide and at least one of the two external examiners, and shall be open to be attended by Members of the Ph.D

Committee, all faculty members of the Department, other research scholars and other interested experts/researchers. Based on the reports of the examiners, the University shall Award the Ph.D Degree after the recommendations are approved.