



AMALA COLLEGE OF NURSING

AQAR (2023-2024)



CRITERION 2 – TEACHING- LEARNING AND EVALUATION

Key Indicator 2.5– Evaluation Process and Reforms

Metric No. 2.5.4- The Institution provides opportunities to students for midcourse improvement of performance through specific interventions

SUBMITTED TO



National Assessment and Accreditation Council



INTERNAL ASSESSMENT CONDUCTION GUIDELINES

Policy guidelines for conduct of Internal examinations

1. University guidelines are to be strictly adhered with respect to evaluation process.
2. Three internal exams should be conducted for year system and two for semester system.
3. The schedules of internal assessments should be communicated to students and faculty in the beginning of the academic year through institutional academic calendar which is prepared based on the university academic calendar.
4. Internal exam timetable should be displayed on the notice board atleast two weeks before the commencement of exam.
5. The subject faculty prepares three set of questions that covers equal number of questions from each unit, covering all the topics. HOD and Exam scrutiny cell checks for the standard of the questions
6. One question paper will be selected anonymously from the question bank and will be distributed to the students.
7. Faculty ensures smooth conduction of test and proper valuation of answer papers.
8. Faculty prepares the answer key / scheme of evaluation.
9. Also make the answer sheets with minimum 5 writing sheets and one facing sheet for entering student details affixed with exam code tied together with the help of office staff at least 2 days prior to the examination.
10. All examinations will be conducted in the examination hall.

ACON Policy for Internal Assessment Conduction Version 1. Revision No

Date of Revision : 06/12/2023

Issue Date :07/12/2023 Validity Date : 05/12/2025

Revision Due Date : 06/12/2025

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An Undertaking of Amala Cancer Hospital Society

Affiliated to Kerala University of Health Sciences & Recognized by Kerala Nurses & Midwives Council & Indian Nursing Council (Certificate No 18-16/2893-INC)

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11. Question paper for unit tests should be prepared for 25 marks with 1-hour duration. Question paper for sessional and model examination should be prepared for 75 marks for 3 hour duration (for year) and 30 marks for 1.15hours duration for semester students. The total marks for PG students are 100 and the duration is 3 hours.
12. Invigilation duty list should be prepared priorly with the sanction of Principal
13. Students should be present in the examination hall at least 5 minutes before the commencement of examinations.
14. All guidelines of KUHS examinations need to be followed for maintaining confidentiality of examinations.
15. One of the scrutiny committee member will be the chief superintendent of sessional examination.
16. Scrutiny committee should supervise collection of answer paper and packing. Also ensure that it is handed over to the evaluator/s with answer key for evaluation.


IQAC Co-ordinator




Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., TIRISSUR-680 555

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ACADEMIC POLICY

Assignment Submission

Purpose:

- To ensure uniformity across the assignments and to provide guide lines for the preparation and submission of various assignments.

Scope:

- This policy is meant to provide a standard guideline in submission of assignments by the students.

General Guide lines - Clinical assignments

- All assignment should be written on quality white A 4 size papers with margins drawn around the pages.
- All assignments submitted should be neat in appearance and should have a front page with name of the assignment, submitted by with name of the student, year of study, submitted to name of the faculty, designation, and date of submission.
- All headings and subheadings should be underlined or differentiated by capital letters or the way it is written
- Do not use whitener or correction fluid in any assignments. Preplan, first submission and second submissions should be identified by marking with a pencil. The papers on which the teacher gave corrections in the preplan / first correction should not be removed while submitting the second submission. They all should be pinned together and attached at the end of the corrected assignment. After evaluation (assigning a mark) they can be removed.
- Second submission or last submission should be attached with a copy of evaluation criteria specific to the assignment.

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- Drug File : Drug file should be written category - wise with at least two examples in detail with: Trade name, generic name, usual dose, route, available forms, mechanism of action, indications, contraindication, side effects and nurses responsibility
- Case study: The disease condition taken for case study should be selected as prescribed in the syllabus of the concerned year of study and the student should present the case on the first day of taking the case before the faculty and get it approved. Preplan (Patient's demographic data, history, physical examination, medications receiving and nursing care plan based on priority) should be submitted next day. In case study the disease condition with its etiology, clinical manifestations pathophysiology, investigations and all possible treatment options are given more importance for study in comparison with patient's case. The completed case study should be submitted after 5 days.
- Care analysis/care study: The disease condition taken for care study should be selected as prescribed in the syllabus of the concerned year of study and the student should present the case before the faculty and get it approved. Preplan should be submitted on the next day. In care analysis/care study the nursing care is given more importance. List down the nursing diagnoses priority wise daily for the days the student has given care. A diet plan with the affordable and locally available food should be prepared for your patient as per the calorie requirement and diet prescribed by the physician. The completed assignment should be submitted after 5 days of care.
- Clinical Presentation: Any new case from the clinical area with typical symptoms can be identified for clinical presentation and should be presented on the very next day before the manifestations are relieved. The presentation should include etiology, risk factors, clinical manifestations. Pathophysiology, medical management and nursing management of your patient in comparison with book picture. The written assignment of clinical presentation should be submitted within 5 days.

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- Nursing Care Plan: The patient identified for care plan should be a case prescribed in the syllabus of the concerned year of study and the student should present the case before the faculty and get it approved. At least 5 nursing problems/diagnoses according to priority should be written using the sample care plans given in the latest edition books. The students should read the sample care plans and customize as per the assessment findings of their patient. Completed care plan should be submitted within 3 days. Health Education: The health education topic should be written in lesson plan format, both in English. The student should get it corrected from the faculty before giving health education. The lesson plan should be written after assessing the patient's level of knowledge. The student should be prepared to answer any question the patient may ask during education.
- The student should see the evaluation criteria given for each assignment in the evaluation proforma
- The procedures related to each patient care unit should be completed and get them signed in their procedure book
- There will be a reduction of mark if the assignment is not submitted within the prescribed time.
- Students should refer at least 4-5 reference books while writing their assignment to make it comprehensive and meaningful.

Assignment Submission - Theory assignments

- ◆ Topics are given after discussing within the department
- ◆ Assignment preparation time of minimum 3 days to be given
- ◆ Students should refer at least 4-5 reference books while writing their assignment to make it comprehensive and meaningful.
- ◆ Master plan to be prepared and submitted to get the corrections on content

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Assignment Feedback policy- Clinical assignments

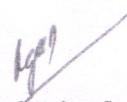
- ◆ Supervisor Identify the selected patient on first day of assignment with the student
- ◆ On second day preplan to be corrected and returned to the student
- ◆ Final submission should be ensured on the stipulated day
- ◆ Feed back with assigned grade will be returned within 5 working days individually to the student

Assignment Feedback policy- Theory assignments

- ◆ Final submission should be ensured on the stipulated day
- ◆ Feed back with assigned grade will be returned within 5 working days individually to the student



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