



**NARAYANA**  
**COLLEGE OF NURSING**

Chinthareddypalem, Nellore - 524003. A.P.

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Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

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## **POLICY DOCUMENT FOR MID COURSE IMPROVEMENT / ACADEMIC PERFORMANCE**

### **Timely Administration:**

Continuing assessment examinations (CIE) forms the basis of academic improvement both regular and midcourse. It will be held frequently at least 3 times in a particular year and the average marks of these examinations will be considered. As soon as the student enters the academic year CIE examination dates are determined and intimated to the student in a circular and incorporated in the academic calendar of activities. So that student will have ample time for preparation. 10% of the total marks in each subject for both theory and practical.

The referred and detained students are intimated to write the 3rd internal assessment along with the regular batch students and new assessment marks will be taken into count.

- The syllabus as prescribed by the university is split in to three equal parts and the examination syllabus for each exam is stipulated by the respective HODs of all the departments.
- This will be informed to the students in the form of a notice displayed in respective department.
- Utmost confidentiality will be maintained in preparation of the question paper, its printing and sealing.
- Question paper will be opened on the date of the exam in examination hall by the invigilators allotted.
- Exams will be held in the exam hall under the supervision of invigilators (one invigilator for Every 40 students)
- Answer scripts once evaluated will be discussed with the students. Any grievance will be noted and clarified.
- HOD of the respective departments will take the responsibility of scrutinizing and display of the marks and also sending the marks to the principal and office for documentation.

### **ON TIME ASSESSMENT AND FEEDBACK:**

CIE is always pre determined, on time and time bound. All the internal exams are completed within stipulated time and evaluation of the students with their marks are finalized well before the university dates of summative assessment.

Feedback from students if any in the form of grievance will be dealt as below

A three-stage grievance redressal mechanism is available to redress the grievances of the students with reference to internal examinations related.

First Stage - At the concerned teacher level

Second stage - At HOD level

Third stage- At the Principal level:



Feedback from parents regarding the conduct of internals exams and their evaluation will be taken when they are called for parents meet.

**MAKEUP ASSIGNMENTS & TESTS:**

Every department conducts revision tests or make up assignments excluding the regular internal examinations in the department so that repetitive learning will be beneficial for academic improvement. Unit tests are regularly conducted which forms a part of makeup test before the student is sent for summative assessment at the end of the year.

**REMEDIAL TEACHING:**

As a part of academic and mid course improvement slow learner identification program is initiated and practiced regularly in the college. This is done for students who are identified as slow learners after 1<sup>st</sup> internal examination. Regular classes will be conducted by respective staff of all the departments from 4pm- 5pm after clinical hours.

- This program is conducted mainly to identify students who are below average in their academic performance and plan course improvement sessions in the form of extra classes, regular evaluation tests, viva voce etc.
- Improvement in their performance is noted after 2nd internal and special care is taken to maintain academic improvement of the student.

*Shanugadi*  
**CONVENER**



**PRINCIPAL**

*A. Indira*  
**Principal**  
**NARAYANA COLLEGE OF NURSING**  
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