


SMVMCH/ INTERNAL ASSESSMENT/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 1 of 4
Amendment No:00		Issue No: 01
Amendment Date: 17.03.2017	POLICY AND PROCEDURE – INTERNAL ASSESSMENT POLICY	Issue Date: 17.03.2017

1. PURPOSE :

This document outlines the principles that guide the faculty in evaluation of student's performance throughout their course at Sri Manakula Vinayagar Medical College and Hospital

2. SCOPE :

Internal assessment is a methodology that helps students by continuous monitoring of the students' performance by the faculty

3. RESPONSIBILITY:

This procedure is applicable to students, faculties and parents of Sri Manakula Vinayagar Medical College and Hospital.

4. PROCEDURE:

Timely Administration of CIE

Initiatives are taken by the institution for timely administration of CIE. Institutional academic calendar is framed in accordance with the university calendar and care is taken to ensure the periodicity of conduct of internal assessment examinations in accordance with the institutional academic calendar.

Components of the CIE include attentiveness and participation in regular class room activities, attendance, record maintenance and periodical completion of assignments in addition to the scores in the academic events.

Nature of the internal assessment and their frequency


Written internal assessments - Monthly once (Minimum 2 tests/ semester)

Practical internal assessments - Once in 2 months (subject to variation

(including OSPE, OSCE) with individual departments)

Term ending exams - Twice in a year

Model exams - Before the university exams

SMVMCH/ INTERNAL ASSESSMENT/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 2 of 4
Amendment No:00		Issue No: 01
Amendment Date: 17.03.2017	POLICY AND PROCEDURE – INTERNAL ASSESSMENT POLICY	Issue Date: 17.03.2017

(Both theory and practical)

Theory viva-voce - At the end of each internal assessment

Ward leaving exams - At the end of each clinical posting

The test portions will be displayed 15-20 days well in advance in the notice board. The scheduling of the internal assessments is communicated to the Dean academic, examination committee coordinator, Director's office and head of other departments in the concerned academic year, to avoid overlapping of the events.

Postgraduates

For the postgraduates periodical seminars, journal clubs, group discussion and internal assessment exams are being timely administered. The frequency of the assessment vary from department to department, however uniformity is maintained in the mode of evaluation of the presentation of seminars and journal clubs. Periodical term ending exams (twice in a year) and model exams (before the university exams) are conducted regularly.


On time assessment and feedback

Theory

The results of the internal assessment tests will be displayed within a period of average 7 days. The evaluation of the answer note books is done at the individual departments, by all the faculty. Each faculty is allotted around 10-15 answer note books for evaluation in rotation. Internal assessment marks and the details of the attendance percentage are stored and communicated to the parents. The comments on strengths and areas of improvement are either mentioned in the answer note books or reported in a separate feedback form. Periodical feedback sessions are arranged by the departments to highlight on the performance of the students and give suggestions for improvement.

Viva – voce

Viva-voce is conducted along with the theory internal assessment. Viva –voce sessions provide a good opportunity for the faculty for on-time assessment of the student and also provide a platform for giving feedback.

SMVMCH/ INTERNAL ASSESSMENT/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 3 of 4
Amendment No:00		Issue No: 01
Amendment Date: 17.03.2017	POLICY AND PROCEDURE – INTERNAL ASSESSMENT POLICY	Issue Date: 17.03.2017

Case presentations in clinical postings

Daily case presentations by the students in the clinical postings also serve as a platform for assessment of the student and providing immediate feedback. In addition ward –leaving exams are also conducted periodically at the end of clinical posting help to assess the clinical knowledge attained by the student at the end of clinical posting.

OSPE/OSCE


OSPE/OSCE are periodically conducted and students are assessed with a check list and feedback is provided to the students to improve their performance.

Mentorship programme

In addition to the above mentioned activities, regular mentor-mentee interaction also help in periodical assessment of the student and creates an opportunity to provide feedback to the students.

Postgraduates

- The postgraduates are encouraged to present periodical seminars and journal clubs and their performance is evaluated and a written feedback is given to them after each presentation in all the departments. To maintain uniformity, a common protocol is being followed in order to assess and maintain the quality of the presentations by all the departments
- In addition to the faculty and peer assessment, in the clinical departments the post graduates are encouraged to submit self-appraisal report, to promote their professional growth

SMVMCH/ INTERNAL ASSESSMENT/01	 <p>Sri MANAKULA VINAYAGAR Medical college and Hospital</p>	Page 4 of 4
Amendment No:00		Issue No: 01
Amendment Date: 17.03.2017	POLICY AND PROCEDURE – INTERNAL ASSESSMENT POLICY	Issue Date: 17.03.2017

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