

**2.5.3 – Reforms in the process and procedure in the
conduct of evaluation/examination; including the
automation of the examination system**

CONSOLIDATED REPORT ON INFORMATION ON EXAMINATION REFORMS

1. Introduction and Purpose

Examination is a process of evaluation of a student's knowledge, skill and ability in dealing with theoretical, practical and clinical challenges.

To formulate clear functioning guidelines for planning, conducting and assessing the theory, practical/clinical examination in Indira College of Nursing. The examination includes internal examination, Model/Terminal examination and the affiliated University Examination.

2. Scope

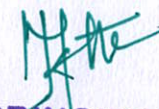
The procedure shall be applicable to students and teaching staff members of Indira College of Nursing.

3. Definition

3.1 Internal Examination

Indira College of Nursing- Examination cell conducts Internal Examination (minimum 3) as per the regulations of The Tamil Nadu Dr. MGR Medical University at a span of 3 months interval from the date of starting the academic year for 1st, 2nd, 3rd and final year. The Internal Examination shall be conducted for a duration of 2 hours and 30 minutes in forenoon and afternoon sessions. The forenoon session examination shall be conducted between 9.30am to 12.00pm and the afternoon session examination shall be conducted between 2.00pm to 4.30pm.




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3.2 Terminal/ Model Examination

Indira College of Nursing – Examination Cell shall conduct Terminal/ Model Examination one month prior to The Tamil Nadu Dr. MGR Medical University as per the Examination pattern of the University for 1st, 2nd, 3rd and final year. The Examinations shall be conducted for duration of 3 hours in both forenoon and afternoon sessions.

For Internal/ Terminal / Model Examination

A set of 3 question papers for the Internal Assessment Examination shall prepared by the subject staff member (Professor/Associate Professor/Reader) in accordance to the Examination pattern of The Tamil Nadu Dr. MGR Medical University and is approved by the Head of the Department.

Arrangements are made to distribute the required number of answer sheets and additional sheet for the examination are done.

For University Examination

The university has reformed the process of conduct of examination and evaluation in last 5 years. The Internal assessment and attendance details of each subject are entered through online portal of the university. The examination fees are displayed in the institution portal for each student for each subject and exam fees are paid through NEFT/RTGS before the due date as per the university announcement. The same information is sent to the university through online portal then hall tickets are downloaded for each student and verified. It is attested by the principal and distributed to the student's. The exam timetable is downloaded and displayed in the notice board of college.

CCTV cameras, metal detector and mobile jammers are installed in examination hall as per the instruction of the university. The students are explained about the rules of examination and punishment for malpractice. The downloading of question paper is fully automated, where the chief superintendent has to log-in into the university website portal through specific ID and password 15 minutes prior to the commencement of exams and photocopied as per the

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required numbers. The examination hall CCTV cameras and cell phone jammers are switched on 30 minutes before the commencement of examination.

The chief superintendent and the invigilator will record the details of activities of the examination hall 30 minutes before the commencement of exam till the packing and sealing of the answer books bundle is over. The entire process of examination is recorded in CD and sent to the university on the same day along with the answer books bundle. On screen evaluation of answer papers are done since 2018 at the evaluation centre in The Tamil Nadu Dr MGR medical university, Chennai.

4. Attendance Report and Timing of the Examination

The attendance for the Internal/ Terminal/ Model examination be taken on a daily basis and respective department staff members shall be responsible for maintaining the records.

The student's signature shall be collected on the University examination attendance sheet duration the course of the examination, countersigned by the invigilator and shall be sent to the University along with the answer sheets.

5. Submission of Answer Sheets

At the end of the Internal/Terminal/ Model examination, the answer sheets shall be collected from the students and the number of answer sheets are counted and handed over the respective department staffs for their assessment.

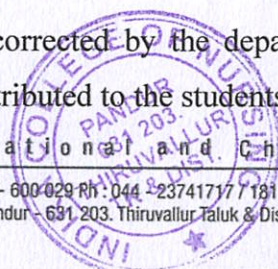
At the end of the University examination, the answer sheets are collected from the students and send to the University along with the attendance sheet and absentees list by post.

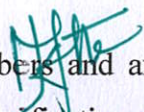
6. Evaluation the Answer Sheet and Mark Entry

The respective department staff members shall be advised to evaluate and submit the answer sheets within 7days from the day of examination.

The answer sheets shall be corrected by the department staff members and after correction the answer sheet shall be distributed to the students in the class for clarification.

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After any clarifications, the answer sheets shall be recollected from the students and the answer sheets are retained by the respective department.

The mark sheet for the subject shall be prepared by the department staff members and the submitted to the ICON – examination cell.

The ICON- examination cell shall be maintain the mark sheets of all the Internal/ Terminal/ Model examination and the internal assessment marks are calculated as per the norms of The Tamil Nadu Dr. MGR Medical University.


7. Grievance Redressal

Any doubts, clarifications and issues with the mark or assessment related issue is persuaded within 1 week after evaluation.

The appropriate department staff members resolves the issue be it re-evaluation or re totalling etc.. and the corrective information is conveyed to the student within 1 week.

If the student is not satisfied with the resolution provided by the staff member, the student as the liberty to escalate the issue to the head of the department/ Institution.




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