

**Choithram College of Nursing,
Choithram Hospital & Research
Center, Manik Bagh, Indore
Pin 452014**

The Examination Policy at Choithram College of Nursing (CCON) serves as a comprehensive set of rules, regulations, and guidelines designed to ensure the effective, efficient, and lawful conduct of examinations. This policy is intended to uphold academic standards and streamline the assessment process at CCON.

Exam Polic

Evaluation of students is an important function of every educational institution. It is a measure of all inputs and process of college of nursing. Examinations including unit tests, internal examinations and university examinations should be conducted by keeping its confidentiality. However, university examinations are conducted by following all policies and guidelines of MPMSU. In order to conduct all internal exams and university exams confidentially, examination department is formulated at the college level.

Purpose

The purpose of an exam policy in a nursing college is to ensure a fair, transparent, and standardized examination process that upholds academic integrity and professional standards.

This policy includes the following:

1. Internal assessment conduction policy
2. University Examination
3. Semester Pattern exam policy
4. Examination Grievance Redressal

Internal

University guidelines are to be strictly adhered with respect to evaluation process.

1. There shall be a minimum of 3 periodic assessments, for each subject (theory, viva and practical as the case may be), of which all shall be in the MPMSU examination pattern (for familiarization of the MPMSU examination pattern).

ASSESSMENT	PERIOD	TOTAL MARKS
First Internal Assessment	After 3 month of course commencement	50
Second Internal Assessment	After 6 month of first assessment	75
Pre-University Examination	After 9 month of first assessment	75

2. Average of the marks of all the periodical assessments shall be taken as internal assessment mark of the candidate.
3. The schedules of internal assessments should be communicated to students and faculty in the beginning of the academic year through institutional academic calendar.
4. Internal exam timetable should be displayed on the notice board at least two weeks before the commencement of exam and Class teachers should intimate the portions for unit test / sessional examination.
5. The subject faculty prepares the questions that cover equal number of questions from each unit, covering all the topics. HOD and Exam committee checks for the standard of the questions.
6. Subject teachers should submit question papers with answer key to the exam coordinator atleast 1 week prior to exam date.
7. Faculty prepares the answer key / scheme of evaluation.
8. Faculty ensures smooth conduction of test and proper valuation of answer papers.
9. Internal assessment tests and other measures taken to judge the performance of students should be done fairly and in an effective manner. Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared.

10. Declaration of internal examination result shall be done within 15 working days.

11. Internal Test performance will be intimated to the parents and Parent - Teachers Meeting will be conducted in a year to discuss the performance of the ward.

12. Whenever class tests, internal assessment tests are conducted the results of the student's performance will be used by the faculty to identify slow and advanced learners.

13. Internal marks will be calculated by totaling the marks of the internal examination and retest will be conducted for the students who fail in the exam.

UNIVERSITY EXAMINATION:

For Regular and mid-course (Supplementary) improvement

Regulation:

1. A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and 100% practical in each subject for appearing for examination.

2. The weightage for the External paper is: 75 marks

3. Submission of practical record books: The concerned Head of the Department shall evaluate the Practical Record (Internal Evaluation) and the Practical Record shall be verified by the Principal 15 days prior to the commencement of the theory examination and to be presented to the external university practical examiner. At the time of Practical Examination, each candidate shall submit to the Examiners his / her Practical Record Book duly certified by the Head of the Department as a bonafide record of the work done by the candidate

4. Minimum pass marks shall be 50% in each of the theory and practical areas before award of degree.
5. An examiner should be a lecturer or above in a college of nursing with M.Sc. (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for nursing foundations course faculty having M.Sc. (N) with any specialty shall be considered.
6. A candidate has to pass in theory and practical exam separately in each of the paper. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
7. The candidates if failed in more than one/ two subjects in any nursing program they can be promoted to next year. A candidate can take any number of attempts with a condition that the maximum period to complete the course successfully should not exceed 8 years. However, all papers need to be cleared before appearing in the final examination. Such a candidate is made to appear the supplementary exam (Mid-course improvement) within a period of 6 months.

SEMESTER PATTERN EXAM POLICY

This exam policy outlines the University Examination and Internal Assessment structure, including attendance requirements, evaluation methods, passing criteria, and competency assessments.

1. Attendance Requirements

- Minimum 80% attendance is required in theory and practical to be eligible for examinations.
- 100% attendance is required in all practical training areas before awarding the degree.

2. Examination Structure

A. Internal Assessment (College Exams) – 25 Marks per Subject
Each subject includes continuous assessment and sessional exams, contributing to the final university result.

i) Internal Theory Assessment (Total: 25 Marks)

- **Continuous Assessment (10 Marks):-** Attendance (2 Marks), Written Assignments (10 Marks), Seminar/Microteaching (12 Marks) Group Project/Work (6 Marks)
- **Final Marks Calculation:** 30 marks converted to 10 marks.
- **Sessional Exams (15 Marks):-** Two internal exams per subject.
- **Exam Pattern:-** MCQs (4×1 mark) = 4 Marks, Essay (1×10 marks) = 10 Marks
- **Short Answer** (2×5 marks) = 10 Marks, Very Short Answer (3×2 marks) = 6 Marks
- **-Total per exam:** 30 Marks. Final Score = $(30 \times 2) \div 4 = 15$ Marks.

ii) Internal Practical Assessment (Total: 25-50 Marks)

- **Continuous Assessment (10 Marks):-** Attendance (2 Marks), Clinical Assignments (10 Marks)
- **Continuous Clinical Performance Evaluation** (10 Marks), End of Posting OSCE (5 Marks)

- **Completion of Procedures (3 Marks):** Final Marks Calculation: 30 Marks converted to 10 Marks.
- **Sessional Exams (15 Marks):**-OSCE (Objective Structured Clinical Examination) – 10 Marks
- **DOP (Directly Observed Practical)** – 20 Marks
- **Final Marks Calculation:** 30 Marks converted to 15 Marks.

B. University Examination (End-Semester Exams)

i) Theory Examination (University Level)

- Each theory subject is assessed by a written exam conducted by the university.
- Exam patterns vary based on the subject structure:
- Minimum Pass Marks: 50% separately in each theory paper.

ii) Practical Examination (University Level)

- Conducted in clinical/laboratory settings.
- University Practical Exam (50 Marks)
- OSCE (Objective Structured Clinical Examination) – 15 Marks
- DOP (Directly Observed Practical) – 35 Marks
- **Minimum Pass Marks: 50% separately in practical exams.**

3. Competency Assessment (Final Year - Internship)

- Focus on 5 key specialties.
- Total Marks: 100
- Clinical Performance Evaluation – 50 Marks (5 specialties × 10 marks each).
- OSCE – 50 Marks (5 specialties × 10 marks each).
- Evaluated by internal & external examiners.

4. Passing Criteria

- A minimum of 50% marks is required separately in both theory and practical.
- Grace marks up to 5 may be given in one subject per semester if required to pass.

Examination Regulations

1. Pass Marks Requirement

- o Minimum 50% pass marks are required in each theory and practical subject separately.
- o Grace marks of up to 5 can be given in one subject per semester if required to pass.

2. Eligibility to Appear for Exams

- o The student must clear all previous exams before appearing for:
 - 5th Semester Examination
 - 7th Semester Examination
 - **Final Year Examination**

3. Maximum Course Completion Time

- o The course must be completed within 8 years from admission.

4. Internal Marks Submission

- o Institutions must not submit internal marks exceeding 75% of total internal marks for any subject.

5. Practical Examination Regulations

- o A maximum of 20 students per day can appear for a practical exam.
- o Practical exams must be conducted in clinical areas.

6. College Exam Subjects (Internal Exams Only)

o The following subjects are evaluated only through internal exams, but the marks will be

sent to the university for inclusion in the mark sheet:

- Communicative English
- Health/Nursing Informatics & Technology
- Professionalism, Professional Values & Ethics (Including Bioethics)
- Introduction to Forensic Nursing & Indian Laws

o Minimum passing marks for these subjects: 50%

7. Non-Nursing Subjects

o At least 50% of non-nursing subjects (e.g., Anatomy, Biochemistry, Sociology, Psychology, Microbiology, Pharmacology, Genetics, Nutrition) should be taught by nursing faculty.

EXAMINATION GRIEVANCE REDRESSAL CELL

The cell is responsible for addressing complaints or issues related to exams lodged by students. Anyone with a genuine grievance should approach the examination in-charge through their class teacher or the day's invigilator. The final decision and resolution for internal examinations will be made by the Head of Institution (HOI). For university examinations, the decision will be subject to university norms and procedures.

Objective:

- To encourage students to express their grievances/problems freely.
- To ensure the fairness of the examination process
- To solve the grievances related to the examination of the students and teachers.
- To make examination process more accurate and transparent.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell or can give a verbal complaint.
- The Grievance committee will act by viewing necessary documents along with the class teacher/invigilator involved.
- The Grievance Committee will assure that the grievance has been properly solved as soon as possible and conveyed.

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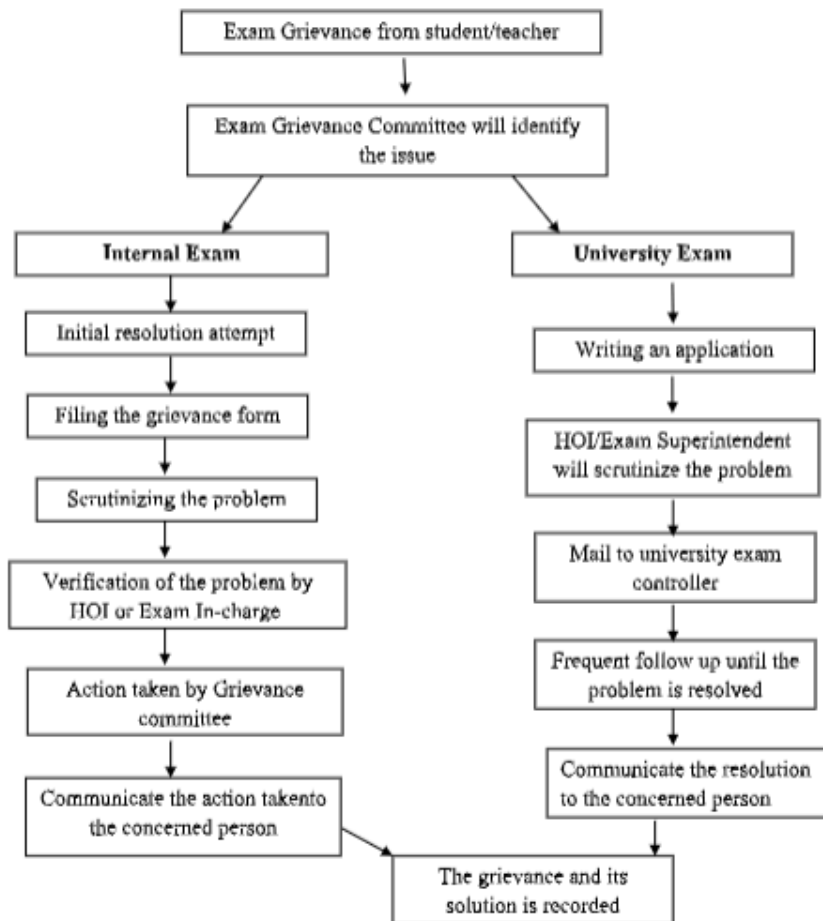
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CHOITHRAM COLLEGE OF NURSING

EXAMINATION GRIEVANCE REDRESSAL PROCESS

The college's examination grievance cell is responsible for dealing all examination related issues/complaints.

The process is as follows:





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INDORE, MADHYA PRADESH 452014