

**GOVERNMENT COLLEGE OF NURSING
KOTTAYAM**



ACADEMIC POLICY MANUAL

VERSION - 1

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Approved by: Principal

Govt. College of Nursing

Kottayam

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1. POLICY ON EVALUATION

THEORY

- Calculation of internal marks will be based on the ongoing and continuous assessment.
- Minimum three written examinations should be conducted for each subject.
- Average of best two examinations (University Model Exam mandatory) can be considered for the calculation of internal marks.
- Marks of evaluation by other methods like assignments, seminars, projects etc. can be added to the internal marks.

Internal marks-weight age

Theory Marks	Weightage
Average of written examinations	80%
Other methods of evaluation (if any)	20%
Total	100%

- The class average of internal assessments mark of theory should not exceed 75% of Maximum marks.
- The candidate must secure 50% marks for internal assessment in theory in a particular subject in order to be eligible to appear in the university examination of the subject.
- The internal marks shall be signed by the candidate before transmission to the University.

PRACTICAL

Practical Marks

Ongoing clinical evaluation	40%
Clinical Assignments	30%
Internal practical examination	30%
Total	100%

- All practical examinations are to be conducted in the respective clinical areas.
- Ongoing periodic assessments, for each subject shall be done separately, of which the final one will be University model examination and is mandatory.
- Marks of evaluation by other methods like clinical assignments, projects etc. can be added to the internal marks.
- The class average of internal assessments mark of practical should not exceed 75% of maximum marks.
- The candidate must secure 50% marks for internal assessment in practical including viva in a particular subject in order to be eligible to appear in the university examination of the subject.
- The internal marks shall be signed by the candidate before transmission to the University

2. ASSIGNMENT POLICY

- Schedule of assignments as per syllabus made known to students in the beginning of academic year with date of submission notified.
- Assignments evaluated and feedback given to students within 15 days of submission.
- Weightage of assignments in internal assessment shall be informed to the students.
- Weightage of assignments in internal assessment
 - Theory- 20%
 - Practical – 30%
- Minimum assignments as per syllabus for each subjects shall be provided.
- Document details of assignment submission in a register.
- Maintain a register for mark entry of assignments

3. INTERNAL ASSESSMENT POLICY

Internal assessment

- a) There shall be a minimum of 3 periodic assessments, for each subject (theory, viva and practical as the case may be), of which the final one shall be in the KUHS examination pattern (for familiarisation of the KUHS examination pattern).
- b) Average of the marks of the best two of the periodical assessments shall be taken as internal assessment mark of the candidate.
- c) The class average of internal assessment marks of theory and practical in each subject shall not exceed 75% of Maximum marks for regular examinations and 80% for supplementary examinations. (This clause shall not be applicable where there is only one student registered for the course.)
- d) One more chance may be given for the slow learners for theory internal assessment.
- e) Declaration of internal examination results within 15 working days after its completion.
- f) The class average of internal assessment for an examination shall be calculated based on the total number of candidates in a particular batch appearing for that internal assessment examination.
- g) The candidate must secure 50% marks for internal assessment in theory, practical including viva separately in a particular subject in order to be eligible to appear in the University examination for the subject.
- h) Schedule of internal assessment need to be included in the annual rotation plan
- i) Timetable for internal examination to be informed to the students one month prior
- j) Common register to be maintained for internal assessment for each batch
- k) Cases where the candidates is permitted to improve the internal assessment mark, the new mark will be taken as final.
- l) The internal marks shall be signed by the candidate before transmission to the University.

4. POLICY FOR COMPENSATION OF LOST DAYS

- Hundred percent attendances is compulsory for practical experience in all subjects.
- Lost days on medical grounds may be compensated on holidays at request by the students in order to meet the eligibility criteria for university examination
- All other lost days may be compensated at the end of the course only.

POLICY ON ISSUING TRANSCRIPT

- The official transcript will be issued by the Head of the Institution in the model format approved by the University or the requesting agency.
- The candidate should send a official request letter to the head of the department and also should a fees of Rs. 750 for the issuing of transcript
- The transcript will be issued within 7 days normally
- The University shall endorse the same only if specifically requested.

