


MKSSS SITABAI NARGUNDKAR COLLEGE OF NURSING

REFORMS IN EXAMINATIONS SYSTEM

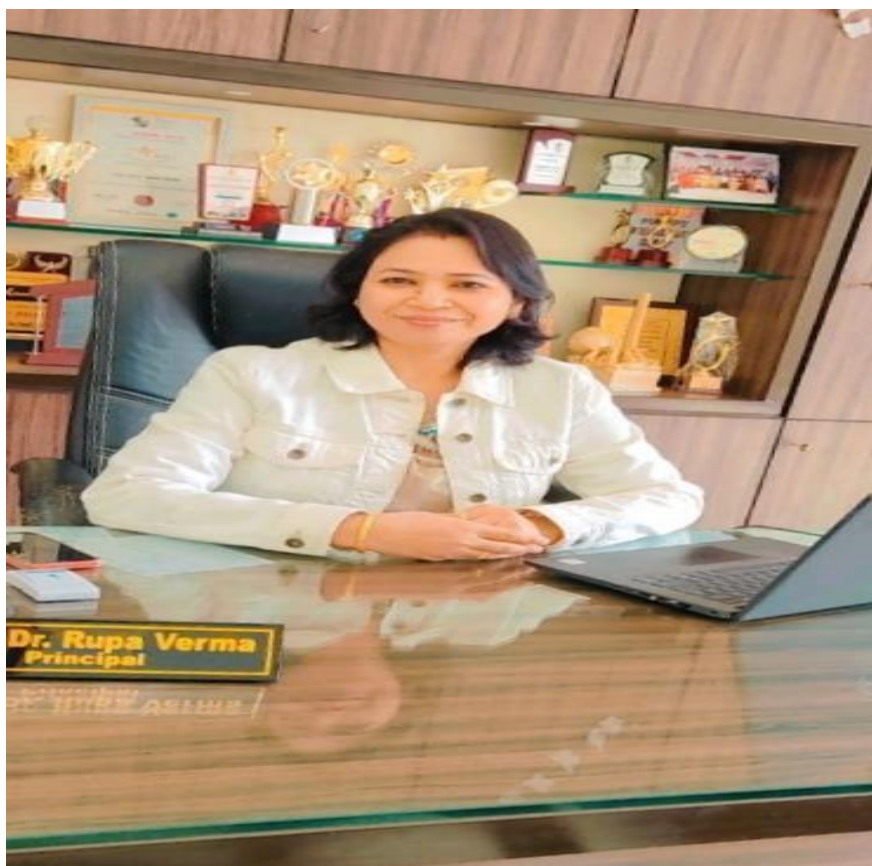



Principal
Sitabai Nargundkar
College of Nursing For Women, Nagpur

Foreword

It gives us great pleasure to present this Report on Reforms in Examinations System developed and implemented by Sitabai Nargundar College of Nursing, Nagpur affiliated with Maharashtra University of Health & Science, Nashik. This report is a culmination of over one month of significant effort and hard work from a team of dedicated, sincere individuals who are passionate about conducting better service in the examination system. The Report details the present scenario of College level & Universities level examinations and Key issues & challenges faced in them. The Report explores the usage of Information Technology to make the examination process secure, robust, student – friendly and infallible. This report is not limited to just prevention of leakage of examination papers but includes the comprehensive examination process of College & university from end to end.

We express deep gratitude towards Dr.Rupa Vema, Hon. Principal of Sitabai Nargundkar College of Nursing, Nagpur for her constant support, help and guidance. We are thankful to one and all who have contributed their valuable time and inputs for successful implementation of examination work.



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➤ Examination Cell Committee

COMMITTEE MEMBERS	DESIGNATION
Dr. Rupa Verma	Principal Cum Chairperson
Mr. Akshaya Sadanshiv	Examination Cell Coordinator
Ms. Esther Nadekar	Examination Cell Co-Coordinator
Ms. Smita Moon	Member
Ms. Reena Shelare	Member
Ms. Antara	Member
Ms. Vandana Bhoyar	Member
Ms. Abhilasha Shambharkar	Member
Ms. Deepali Tayade	Member

➤ **Objectives of Examination Cell**

- To evaluate the students' performance by the conduction of examination
- To improve the quality of examination and evaluation so as to ensure the creditability of the examination system for the betterment of the students.
- Bringing more transparence in the examination and evaluation system
- To bring reputation to the organization
- To produce efficient nurses to the society
- To assess and improve teaching learning outcome

➤ **Functions of Examination Cell**

- Examination cell analyzes all examination results and in consultation with the principal, prepares the report thereof for submission to appropriate authorities for follow up
- Examination cell keeps all records pertaining to examinations like:
 - ✓ Inventory entry register
 - ✓ Examination cell meeting register
 - ✓ Paper moderation register
 - ✓ Exam time table file
 - ✓ Academic exam question papers file
- Prepare guideline for teachers to set question paper for academic examination
- Examination cell serves all notices received from MUHS University to all concerned
- Examination cell prepares circulars for students regarding examination fee collection, last date of fee collection, modalities of payment of fine etc
- Examination cell takes all precautions while preparing time table, invigilation duty chart, seating plans in the examination halls, smooth conduct of examinations.
- Examination cell takes necessary steps for distribution of answer sheets to the concerned teachers and completion of exam and receiving answer sheets preparing in the desired format to send to the university
- Examination cell staff addresses grievances of administration, faculty, staff and students on all related issues

Conduct for the continuous internal evaluation.

❖ Examination reforms:

✚ Standard operating procedure for examination:

✓ Students have been continually urged to study diligently in order to improve their performance in our college. An examination committee is in place at the institution to ensure that internal evaluation and college examinations are carried out effectively. When conducting internals and term end examinations, the college scrupulously adheres to the standards and rules established by the affiliating institution.

Standard operating procedure for examination

A. Pre Examination SOP's

1. Examination cell decides the schedule for academic college level examination by obtaining the concern from all the class coordinators and departmental heads.
2. Examination cell prepares the time table and invigilation duties to the respective class coordinators.
3. Examination cell facilitates Subject HOD to prepare question papers by using 'Blueprint Method' prescribed by MUHS University.
4. Moderation of question papers is done by the HOD of that concerned subject
5. To maintain confidentiality bunch of question papers keeps under custody by exam cell.
6. Block preparation to conduct theory and practical examinations are done by examination cell
7. Exam cell supply exam related materials like question papers, answer sheets and all stationaries to the invigilator on the day of exam itself

B. Intra Examination SOP's

1. Invigilator to be reached to the exam block 30 min before the exam starts
2. Strict checking is done before student enters into examination hall
3. Distribution of answer papers to the students is done 15 min before exam starts
4. Students are not allowed to exchange any kind of material by themselves
5. Students are not allowed to talk to each other during examination time
6. Malpractice to be immediately brought into noticed to the exam cell by the invigilator
7. After the exam gets over invigilator receives the answer papers in a sequence and submits it to the concerned subject teacher for the evaluation.

C. Post Examination SOP's

1. One week is allotted to subject teacher for the evaluation of answer papers
2. After evaluation students are shown their answer papers and seen & satisfied is obtained at same time.
3. Students has to report their query or grievances related evaluation before 3 days from seeing the answer papers
4. Exam cell immediately address and process all the grievance received from students
5. Class coordinators prepare and display the result on class notice board after obtaining sign from students, Subject HOD and Principal to maintain transparency.

✓ Formative assessment is based on class tests, midterm and pre-final examinations, and various academic activities such as seminars, group discussions, and assignments:

● **Assignments-**

Faculty evaluates assignments which are shared with the students. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances if any.

- **Lab procedure evaluation with the help of OSCE & OSPE-**

The procedures performed in lab by the student are immediately evaluated by the faculty and the performance marks are assigned by the faculty. The lab manual (Procedure Book) which is shared with the students well in advance before the lab procedures are conducted. The lab submissions are taken in and the marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.

- **Project evaluation-**

Internal evaluations of the project are conducted in front of the panel consisting of group of faculties.

- ✓ The results are analysed, and pupils are divided into two groups: slow and advanced learners. If a student requests it, faculty will handle specific issues with them on the paper. Separate remedial classes are being organized for each group. Mentors are assigned for the same. With these processes in place, Sitabai Nargundkar College of Nursing for Women demonstrates excellent transparency in the mechanism for dealing with internal evaluation issues.
- ✓ The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary.
- ✓ Parents are informed about their ward's performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason.
- ✓ Prior to university examinations, the internal examination committee organises and performs an internal assessment process to evaluate students' performance. The academic calendar and the internal examination timetable are in sync. The pupils are given the highest attention in order to ensure that they attend as many classes as possible. Internal examination results are made public as soon as possible. Internal Assessment marks are entered in the University web portal within a time limit,

❖ EXAMINATION GRIEVANCES REFORMS AT COLLEGE LEVEL

1. The students may submit their grievances within the period of 3 days from the date of showing them evaluated answer sheet
2. If student finds any correction in evaluation and application duly stating the grievances to be submitted to the examination cell constituted for the purpose and a satisfactory resolution.
3. Having gone through the application, the exam cell will forward it to the principal
4. The principal in consultation with the concerned faculty will examine it in detail before sending it back to the examination cell
5. If the grievance committee is satisfied that the evaluation has not done proper, the answer sheet is sent for review to concern subject teacher HOD for reevaluation and the grievance is settled for the students.
6. In case of student is not able to appear in the academic college level examination due to medical or any genuine reason, students has to provide relevant authentic documents as a proof, after validation of proof exam is conducted for the students as per exam cell committees approval.
7. Mid-Course examination is taken for slow learners; after displaying the result of mid-term examination slow learners are identified and remedial classes is planned for them followed by conducting mid-course exam.

❖ EXAM GRIEVANCES AT UNIVERSITY LEVEL:

If students have concerns about the evaluation of university answer scripts, they should contact the subject handling faculty and, if necessary, the department chair for additional action.

Students can file grievances by requesting a procedure. If the re-counting/re-assessment results are unsatisfactory, a student can request a challenge evaluation within one week of the revaluation results being announced. Two subject specialists carry out the evaluation process. The results will be revealed prior to the start of the University Examination, and students who pass the paper will receive a refund of their expenses. As a result, students are given as many chances as possible to pass the subject. The institution ensures that the entire process is transparent and time-bound.


❖ OTHER EXAMINATION REFORMS

1. From year 2021-22 Indian Nursing Council with collaboration with MUHS University has prescribed Basic B.Sc. Nursing Course in Semester pattern.
2. Curriculum is divided in total 8 semesters and for each semester two internal examination as class test I & class test II which is to be conducted for 50 and 75 marks respectively; the scores of those examinations will be rounded off into 30 marks each, followed by final round off in 15 marks.
3. Assignments has final round off in 10 marks including 2 marks of students attendance separately. Assignments are given in the form of
 - Written assignment
 - Seminar/Microteaching/Individual Presentation
 - Group Project/Work/Report
4. Likewise marks of each component to be calculated out of 25 (15+10) as an internal assessment which is to be sent to the university.

Reforms for setting question paper

- ✓ The question paper should be set in such a way that the entire syllabus will be covered, and the questions should be such that a student with reasonable knowledge will be able to pass the examination and an intelligent student will be challenged to score more marks while solving the question paper.
- ✓ Question paper should be designed with the help of blueprint method as suggested by the university.
- ✓ While setting the question paper, the paper setter should strictly stick to the university syllabus of the related paper.
- ✓ Modal answers (important points) along with distribution of marks for the sub question or for the diagram / flow chart / schematic presentation etc. should be given.
- ✓ MCQ along with the keys to be sent on separate pages of the stationery provided for paper setting.
- ✓ Repetition of question should be avoided. A question paper of the previous examination is provided with the material of setting the question paper.
- ✓ Abbreviation should not be used.
- ✓ The paper setter should set the question paper independently.
- ✓ It is the responsibility of the paper setter to maintain the confidentiality of the question paper.
- ✓ The paper setter should put the manuscripts in the envelopes provided. Sealed and signed envelopes should be sent to the examinations cell coordinator.




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