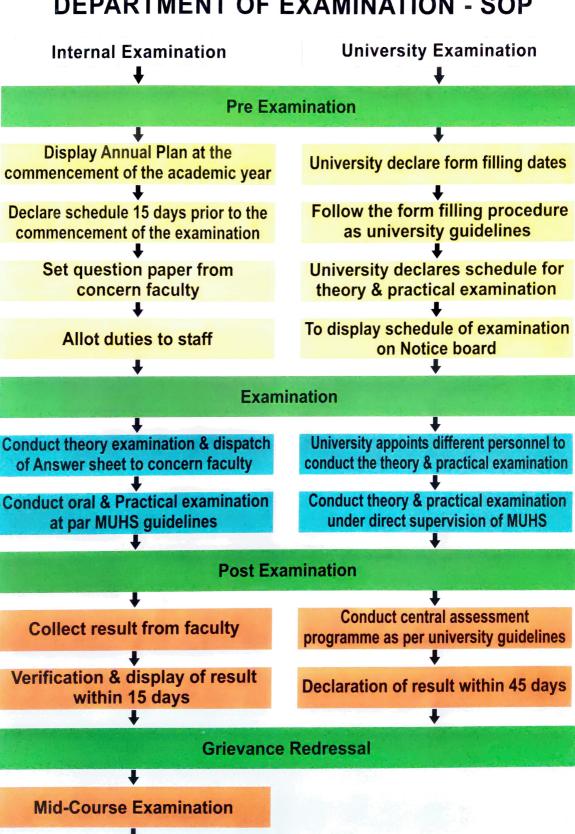


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Neminagar, Chandwad- 423 101, Dist.-Nashik (M.S.)

DEPARTMENT OF EXAMINATION - SOP



Feedback Analysis & action taken

S. N. J. B.'S

Smt . K. B. Abad Homoeopathic Medical College &

Shri R. P. Chordiya Hospital, Neminagar, Chandwad

Mechanism of internal assessment

A] EXAMINATION PROCEDURE

- a) Frequently exam committee meetings are conducted. After discussion with committee members and with consent of principal we prepare annual plan.
- b) The schedule of the examination and system of the institute is made to known to all students at the beginning of the academic session.
- c) Term end and preliminary exam conducted for every batch.
- d) Internal examination conducted as per MUHS guidelines to assess learning outcomes.
- e) Maintain high standard of quality of conducting examination
- f) Question papers for examination are collected from HOD's of different department.
- g) Review all examination papers and ensures that set guidelines have been as per college policy.
- h) Confidentiality maintained while typing, proof reading and printing of question papers.
- i) All material related to exam is stored in exam office and sealed.
- j) Evaluate the fairness, validity and reliability of exam items so as to make the necessary improvements and correction.
- k) Scheduling of exam, the reservation of exam halls, assigning exam invigilators along with other complementary tasks and duties.
- I) Meticulously observes the Discipline during exam.
- m) Grievances are pointed out and appropriate action is taken
- n) Waterman facility is provided during exam period.
- o) Based on results of the evaluation of the content of the exam, the committee will give report to academic committee.
- p) Maintain strict record of attendance of the students appearing for examination and disciplinary action as per necessity.
- q) Conduct counseling session and parents meeting for needy students.
- r) Conduct repeater classes and counseling lectures for repeater students.

B] PROCESSES INTEGRATING IT

- 1. All the students get information regarding examination time table and schedule in advance.
- 2. All the previous question papers of internal examination are available on college website
- 3. Result is informed to parents through mail / post.
- 4. Our institute is authorized centre for Centralized Assessment Program for MUHS examination. Online mark filling process is implemented in the institute.

C] CONTINUOUS INTERNAL ASSESSMENT SYSTEM

- 1. Our institute is affiliated by MUHS and CCH. Institute follows all the rules and regulations as per norms.
- 2. Though for the BHMS course internal Assessment system is not made compulsory by the MUHS our institute regularly conduct internal assessment process.
- 3. Our institute conducts term end examination and preliminary examination for every batch, every year.

D] COMPETENCY - BASED ASSESSMENT

- For the implementation of effective competency-based medical education (CBME) timely ongoing
 assessments are needed along with comprehensive periodic reviews to ensure that trainees continue to
 progress.
- 2. It includes effectiveness of assessment programs, including using the right combination of assessment methods and careful assessment.
- 3. Institute conducts term end and preliminary examination. Answer papers are assessed by concern faculty members. Result is typed and verified by the HOD and then displayed for the students.
- 4. All the faculty members conduct class test for their respective course and assess student's progress regularly.

E] WORK PLACE BASED ASSESSMENT

- 1. Recent trends in medical education are moving rapidly away from gaining a certain number of marks in high-stakes examinations and towards gathering evidence of clinical competence and professional behavior observed in clinical environments (workplace-based learning).
- 2. Workplace-based assessments should be part of a structured program of teaching that is designed for doctors in training and in each clinical placement
- 3. Direct Observation of Procedural Skills (DOPS), Mini-Clinical Evaluation Exercise (mini-CEX) and Case-based discussion (CbD) are some of the most commonly used methods of workplace-based assessments.
- 4. Institute has schedule timetable for clinics. During clinical hours all above methods are used to improve work based clinical skills of students and interns.
- 5. These skills are assessed regularly by concern faculty through oral/practical examination.

F1 SELF ASSESSMENT

- 1. Introduction of self-assessment into a teaching program requires a set of aims.
- Promote reflection on personal performance
- Identify reactions to self-assessment
- Evaluate the reliability of marking
- Identify reasons for discrepancies between scores of assessor and assessee.
- 2. Our institute has structured plan to identify slow learner and advance learner. After term end examination students are grouped and accordingly they are guided by the mentors.
- 3. We analyze the result, encourage our student, discuss their problems, make them to do their self assessment which is necessary for self realization.

G] OSCE/ OSPE

- 1. A multi dimensional practical examination of clinical skills as a tool for assessing clinical competency
- 2. Objective Examiner use checklist for evaluating the trainee like test clinical skill performance and competence in skills such as <u>communication</u>, <u>clinical examination</u>, medical procedures prescription,
- 3. Structured trainee sees the same problem and perform the same task in the same time frame
- 4. Clinical the task are representative of those faced in real clinical situation or real patient through bed side examination.

5.	These skills are assessed regularly by concern faculty through oral/practical examination which is conducted during every term end and preliminary examination.