



Shri Shivaji Education Society, Amravati's

DR. PANJABRAO DESHMUKH NURSING INSTITUTE

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DATE : / /20

Academic Council
Dr. Panjabrao Deshmukh Nursing Institute, Amravati

INTERNAL ASSESSMENT CELL

(Policy and Procedure)

Our prime concern is to focus on enhancement of academic performance of every individual student, and to initiate special effort or remedial measures to address their learning gaps during the course of study. Hence, the opportunities are given to the students with fluctuating performance or short-term absentees to improve in their academics.

To address such issues, Dr. PDNI Amravati constituted Internal Assessment Cell (IAC) in the year 2022. It is a dedicated unit that provides guidance and support to the nursing students to manage their academic issues or difficulties related to internal assessment. The IAC receives and processes the application from the students regarding lack of attendance, non-submission of assignments, failure to attend internal examinations, medical emergency, untoward incidents, and other difficulties or incidents encountered during the course of study, that may affect the IA marks of students.

1. Aim

To promote academic performance of nursing students through remedial measures.

2. Objectives

- To establish policy and procedure to conduct activities of IAC.
- To receive and process the application from students related to internal assessment.
- To manage or take decisions on the academic issues or difficulties of students related to internal assessment.

- To guide or support students with specific interventions and initiatives to resolve the academic issues of students, if the cases are genuine.
- To motivate the students to exercise their consistent endeavours to perform the activities of internal assessment during the course of study.
- To involve in continuous monitoring, identifying students who need extra support, and implementing various interventions to help them improve.
- To hold the meeting often to resolve the academic issues or difficulties of students.
- To maintain the records, registers, and other relevant documents related to IAC.

3. Functions of IAC

- Establishing policy and procedure to conduct activities of IAC.
- Receiving and processing the application from students related to internal assessment.
- Managing or taking decisions on the academic issues or difficulties of students related to internal assessment.
- Guiding or supporting students with specific interventions and initiatives to resolve the academic issues of students, if the cases are genuine.
- Motivating the students to exercise their consistent endeavours to perform the activities of internal assessment during the course of study.
- Involving in continuous monitoring, identifying students who need extra support, and implementing various interventions to help them improve.
- Holding the meeting often to resolve the academic issues or difficulties of students.
- Maintaining the records, registers, and other relevant documents related to IAC.

4. Committee: It shall mean "the members of internal assessment cell" constituted by Governing Body, Dr. Panjabrao Deshmukh Nursing Institute, Amravati – 444 603

- Chairperson – 01
- Secretary – 01
- Teacher Representative – 04
- Student Representative – 01

5. Tenure of committee: The duration of IAC shall be of life-time from the date of its inception.

6. Meetings: It shall mean the meeting convened by the chairperson, IAC, Dr. PDNI from time to time.

7. Chairperson: It shall mean "the head of the institution", of Dr. PDNI Amravati as a chairperson to the IAC.

8. Secretary: It shall mean "any nominated senior teacher" of Dr. PDNI Amravati as a secretary to the IAC.

9. Member: It shall mean "any teacher and student" of Dr. PDNI Amravati, as a member to the IAC.

10. Notice of academic council meeting: Secretary of the committee shall issue the notice or circular of meeting, at least one week prior, with date, time and venue.

11. Quorum: The presence of to 2/3 of members shall be necessary to conduct meeting of IAC.

12. Frequency of meeting: The committee shall hold meeting once in three months, preferably last week /or whenever required. Special meeting would be called after giving notice of 3 days to discuss the change of members, to add, amend / alter goals of committee, and specific issues related IAC.

13. Procedure to hold meeting

Secretary of the committee shall consult the chairperson to fix a date, time & venue to convene meeting. The Secretary shall make necessary arrangement to hold the meeting. The proceedings of meeting shall be recorded and the minutes shall be circulated to all members of committee with tentative date of next meeting. Further, the decisions made against the students' application are communicated to them through notice board, whats-app group, and college web-site for information and further proceedings.

14. How to apply for IAC (For students)

1. Check notice boards / web-site regularly
2. Down load the IAC application form
3. Consult the teacher concerned
4. Submit the filled-in application form to the Secretary, IAC Dr. PDNI

15. Instructions to students

- The students can apply to IAC for two time during their entire course of study.
- Duly filled-in application form compulsory to attend IAC meeting.
- Submit the filled-in form in time. Late submission may not be entertained.
- Student must clearly mention why the application is made to IAC viz., lack of attendance in theory/practical, non-submission of assignments, failure to attend internal examinations, etc.
- The student must clearly mention in the application form his/her difficulty or issue aroused during the course of study.
- If, the reason is due to health & illness, the medical certificate needs to be attached immediately after availing the leave.
- No student shall be allowed to attend IAC meeting without application.
- The student must be physically present before the IAC meeting for discussion. If the student is not physically present, such application shall be treated as null & void.
- No student shall be eligible to apply, if he/she has not complied with the previous decision taken by the IAC..
- The IAC shall have the right to reject the application form without any notice.
- The decision of IAC shall be final.
- The matters not covered in these rules are left to the discretion of Head of the institution, and his decision shall be final.

16. Remedial measures of IAC

The IAC support the students with specific remedial measures to resolve the academic issues or difficulties of students in genuine cases. Following is the list of specific interventions / initiatives provided by the institute for improvement of academic performance of students:

- Re-test / Re-exam for improvement
- Make-up assignment
- Additional lectures / skill lab activities
- Revision classes for better performance

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- Remedial support on how to solve term end question papers
- Individual conference
- Provision of simplified material for learning
- Encouraging students to learn from each other (peer learning) through group discussions, study groups, or presentations
- Remedial support through guidance & counselling
- Feedback survey from students

Date: 07.08.2024

Place: Amravati

V.P
— 07/08/24
(Dr. Veda Vivek)

Chairperson, Internal Assessment Cell
Dr. PDNI, Amravati