



**VELAMMAL MEDICAL COLLEGE**  
**HOSPITAL AND RESEARCH INSTITUTE**  
**MADURAI - 625009**

**2.5.4**

**Policy document of options claimed by the institution**

**1. Conduct Continuous Internal Assessment as per Academic Plan.**

- Evaluate Students continuously throughout the year.
- The institution has a well programmed internal examination schedule that includes written, practical and clinical examination. Theoretical knowledge is evaluated by Internal Assessment, class tests, viva, open book test, picture test, MCQ test and seminar presentation. The practical or clinical evaluation is based on the number and quality of work done, viva in clinics, case discussion and assignments.

**2. On time assessment and Feedback:**

- Evaluate answer sheets and return to the students as early as possible giving them opportunity to clarify their doubts.
- Re-evaluate the papers for any doubt.
- Written answers scripts to the students after a discussion of their performance and mistakes committed.
- Institute remedial measures for any deficiencies.

**3. Re test and Makeup assignment:**

- Provide Re-tests and assignments for absentees and for students who want to improve their scores.
- Inform portions for the re-test to the students well in advance at least 1 week before the schedule for test so that the students are given sufficient duration for the preparation for re-tests.
- Discusses marks of re-tests with students.

**4. Remedial Teaching and support:**

- Provide Extra opportunity and encouragement to students who have missed their regular schedule of classes and those who are slow performers.
- Organize remedial classes and cycle tests for the slow performers and assess them.





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- Help Slow Performers in a way to complete their schedule of work in their own capacity and encourage succeeding in their academics by providing extra time.

The Initiatives has been taken for the improvement in academic performances of the students, who got less the 50% marks in first Internal Assessment and those who are all with long absenteeism, due to health issues and other reasons.


The student who participates in the remedial classes, their performance will be compared in accordance with the average performance of class in the specific subject, then their problems will be identified in which the student has a barrier towards learning and they will be motivated to participate in the remedial activities, which will be planned by the concerned department faculties, special efforts will be taken by the teachers to teach those students and assess them frequently.

**Initiatives taken for the above students are as follows:**

**Initiatives for theory improvement:**

### **Long Answer Questions (LAQ)**

- After the completion of each topic, long answer questions will be framed and provided to the students
- Teachers will guide the students, they will explain the specific answers as many times as possible, they will elaborate, how to write the answer for certain questions, (with proper headings, neat diagrams, charts & Cycles)
- Long Answer Questions (LAQ) are assessed by following points
  - -Introduction
  - -Details of the specific question
  - -Diagrams related to that question
  - -Flowchart (cycles)
  - -Importance of the question (Key points)
  - -Handwriting
  - -Presentation skills

  
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### **Short answer questions (SAQ)**

- After the completion of each topic short answer questions will be framed and provided to the students
- How to frame specific answer for SAQ, and how to convert that same answer into long answer with key points in accordance with question
- Teachers will guide the students, they will explain the specific answers as many times as possible, they will elaborate, how to write the answer for certain questions, (with proper headings, neat diagrams, charts & Cycles)
- They will be assessed by following points
  - Definition
  - Flowchart
  - Writing skills

### **Viva Voce**

- Viva topics will be given to the students one week prior to the exams
- Viva questions will be given only on the selected topics
- Viva voce skill: Teachers usually ask them to read two to three times and check whether they are up to the mark or not.
- Viva voce are assessed by
  - Knowledge in the subject
  - Memorizing skill
  - Retaining capacity
  - Depth in the subject
  - Language fluency
  - Body language observations

### **Initiatives for the improvement in practical examination:**

- Proper practical material will be provided to the students
- Instruction, Demonstration will be given, to students, regarding methods, procedure observation etc.
- Practical knowledge will be assessed by their psychomotor skills (physical movement, co-ordination) including laboratory, clinical and, hands- on skills.