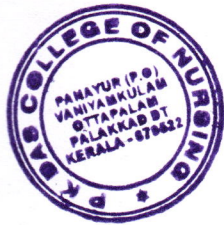




NEHRU COLLEGE
of **NURSING**
PANAYUR (PO), VANIAMKULAM



Nursing Faculty Handbook

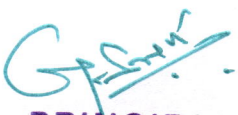


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PURPOSE OF FACULTY HANDBOOK

The Nehru College of Nursing Program Faculty Handbook has been prepared as a guide for the faculty to assist in the consistent interpretation of the policies of the program. It is intended to help Associate Degree and Vocational Nursing faculty to meet their responsibilities.

The Handbook is to be utilized by all faculty members during program orientation and as an ongoing reference. As revisions are made, these revisions will be sent to each faculty member to be inserted in the Handbook.

HISTORY OF NEHRU COLLEGE OF NURSING

Nehru College of Nursing promoted by Nehru Educational and Charitable Trust is situated at Panayur road, Vaniyamkulam, Ottappalam Palakkad to cater to this felt and assured need for a quality Nursing Institution at reach. The College of Nursing has left an indelible mark on bringing up Curricular, Co-curricular and extracurricular activities. These ventures help the students to evolve into truly global nursing professional standard and attire of dynamicity as gratified citizens.

Nehru Group of Institutions was established in 1968 in Kuniyathur, Coimbatore, Tamil Nadu as a centre of educational excellence to nurture, guide and ignite the spirit of the young minds in Tamil Nadu and Kerala. This was fifty years ago when education opportunities were limited and information centers were not equipped with adequate resources. NGI was founded on this philosophy to serve students, especially from economically backward backgrounds looking out for continuing education pathways with an academic and vocational direction.


Late P. K. Das, our founder-chairman gave up his lucrative job in the Air Force and chose to pursue his dream of building a centre of educational excellence. With a vision to establish Nehru Group of Institutions, he embarked on the mission, encountering first-hand experience of the difficulties and the challenges that sprung up unawares. His demise in 2009, saw the mantle of responsibility fall on the very able shoulders of his sons, Managing Trustee, Adv. Dr. P. Krishna Das and CEO & Secretary, Dr. P. Krishna Kumar, who weathered the fiercest of storms and challenges, to build up the walls and to emerge as contenders in the now changing world of education. They have stood fast in their faith of seeing their father's vision fulfilled and get the institution a University status, without compromising on the ethics and principles

We have, in the past 50 years, successfully nurtured, groomed and placed approximately 1,00,000 plus students in the best of corporate, here and abroad. Our service is complete. We have branches ranging from architecture to healthcare across Tamil Nadu and Kerala, our corporate office in Coimbatore, all delivering objective advice and maintaining a professional level of service to students and parent

Nehru College of Nursing is approved by Government of Kerala, INC, Kerala Nurses and Midwives Council and affiliated to KUHS.

Nehru College of Nursing offers B.sc nursing and M.Sc nursing programme as specified by Kerala University of health sciences (KUHS), approved by Indian Nursing council (INC) and Kerala nurse and midwives council (KNMC). The college is located in a sprawling campus having all the infrastructure including hostel facilities and well connected by road and train. The college intends to provide high quality education as well as clinical exposure to the students, and the best caring to patients and the best academic as well as research environment.




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PROGRAM MISSION, VISION, PHILOSOPHY AND QUALITY POLICY

VISION

Be distinct as health care provider locally, statewide and nationally. Serve the society by improving health and quality of life through excellence in nursing practice education, research and community service.

MISSION

College prepares nursing students to be effective specialist's leaders who will work to improve the health and health care of the people of Kerala, India and beyond and contribute to the nursing profession. Attention to post-graduate studies scientific research character building follow up of graduates providing them with opportunities to meet society needs and contribute to solve its problems, also improve the competitive position of the College with international rankings.

AIMS

The aim of the programs is to:

1. Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative and rehabilitative services.
2. Prepare nurses who can make independent decisions in nursing situations, protect the rights and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical/ public health setting/ school of nursing.

OBJECTIVES

On completion programmes the graduate:

- Utilize the latest trends and technology in providing health care.
- Provide Promotive, preventive and restorative health services in line with the National Health Policies and programme.
- Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and team work.
- Participate effectively as member of the health team in health care delivery system.
- Demonstrate leadership and managerial skills in clinical/community health settings.
- Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.

QUALITY POLICY

In the pursuit of its vision mission and its objectives, Nehru College of nursing commits itself to:

- Deliver quality academic, healthcare and support services to the community maintaining the highest professional standards enlightened by hope, charity and faith.
- Provides its academic and administrative staff members, faculties and other stake holders the highest opportunity to update their skills and knowledge, improve their competencies and apply it in life saving situations
- Initiate and improve quality assurance standards and they keep up with the advancements in academic services and health care technologies in order to meet the changing needs of community. Faculty members, students and other stake holders




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- This quality policy shall comply with all national and international statutory bodies of the education industry and recognized bodies in the discipline of Nursing

ROLE OF THE NURSING GRADUATE

The Nursing Program will provide the student with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level registered nurse. The Associate Degree Nurse is responsible for his/her continued professional growth and development through continuing education programs and educational advancement to a higher degree level.

VALUES AND LEARNING OUTCOMES FOR THE CURRICULUM

- While providing nursing care to individuals, families, groups, communities, and population within the health care system, the nursing graduate:
- Demonstrates communication strategies that promote accurate exchange of information, prevent and manage conflict, and establish and maintain therapeutic relationships.
- Integrates evidence-based practice into clinical decision-making for the provision of patient-centered care.
- Uses data and patient care technology to communicate, differentiate, and manage patient information to support clinical decision-making for optimal patient outcomes.
- Integrates leadership and priority-setting skills into the management and coordination of safe, quality, patient-centered care.
- Uses the nursing process to provide patient-centered care that is responsive to the patient's physiological, pharmacological, psychological, cultural, and sociological preferences, values, and needs.
- Integrates integrity and accountability that upholds established regulatory, legal, and ethical principles into cost effective, standard-based nursing care.
- Uses quality improvement to promote the delivery of patient-centered care and to optimize patient outcomes.
- Promotes a safe culture that minimizes the risk of harm to patients, self, and others at the work unit and health care system levels
- Analyzes the impact of the health care system on the provision of safe, quality patient-centered care at the level of the work unit.
- Collaborates with the interprofessional health care team to manage and coordinate the provision of safe, quality, patient-centered care.

APPROVAL AND ACCREDITATION

Nehru College of Nursing offers B.sc nursing and MSc nursing programme as specified by Kerala University of Health Sciences (KUHS), approved by Indian Nursing council (INC) and Kerala Nurse and Midwives Council (KNMC) and Nehru College of Nursing is approved by Government of Kerala by INC, Kerala Nurses and Midwives Council and affiliated to KUHS.



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ENTRY LEVEL COMPETENCIES OF NEHRU COLLEGE OF NURSING GRADUATES

These competencies are written for nursing programs to meet the approved criteria established by the KUHS. These are essential competencies for the graduate of Nehru College of Nursing in associate Degree Nursing Programme.

Member of the Profession

1. Function within the nurse's legal scope of nursing practice.
2. Participate in activities which promote the development of the professional nurse.
3. Demonstrate responsibility for continued competence in professional nursing practice.
4. Develop insight into practice through reflection, self-analysis, self-care, and lifelong learning.

Provider of Patient-Centered Care

1. Use clinical reasoning and evidence based practice as a basis for clinical decision- making in nursing practice.
2. Demonstrate clinical decision making by integrating critical thinking and the nursing process.
3. Determine physical and mental health status, needs, and preferences of culturally ethnic and socially diverse patients and their families.
4. Implement the plan of care for patients and the families with consideration for disease prevention, wellness, and promotion of healthy lifestyles.
5. Implement teaching/learning principles to meet the needs of the patient and families with complex health needs.
6. Provide care which is respectful of and responsive to individual patient preferences, needs, and values.

Patient Safety Advocate

1. Implement measures to promote quality and a safe environment for patients, self, and others.
2. Obtain instruction, supervision, or training as needed when implementing nursing procedures/practices.
3. Initiate and facilitate effective communication with patients, families, and members of the healthcare team.

Member of the Health Care Team

1. Collaborate with members of the interdisciplinary team, client/patient, and families to manage care.
2. Establish and maintain trusting, interpersonal relationships with client/patient, families, significant others across the lifespan, and interdisciplinary team members, incorporating caring behaviors.

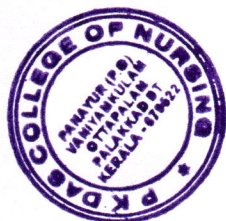
PHILOSOPHY DEFINITIONS


Nursing

Nursing is "the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations" (ANA, 2013)

Caring

Caring is the foundation of nursing education and the nursing profession. Caring is an interpersonal process involving cognition, affect and behavior that allows the nurse to act with and in the best interest of the client. It is the prerequisite for effective, creative problem solving. The cognitive element of caring to assist another to grow, is built on a broad knowledge base which includes knowing who the client is, what the client requires, what is conducive




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to growth, how to respond effectively to the client's needs, and what abilities and limitations of both the nurse and client have. (Mayeroff, 1971)

Communication

Communication is the purposeful verbal and non-verbal exchange of information and feelings between two or more persons. In nursing, it is the ability to interact with the client, family and health care resources. It involves the capability to give and receive, comprehend and synthesize messages.

Community

Community is a unified group with common interests. These interests may include the pursuit of knowledge, improvement of the local geographic area, protection of the species of man and awareness of global social, economic and political issues.

Competence

Competence is the qualified nursing performance based upon professional intention and commitment that is carried out in accordance with the Texas State Nursing Practice Act, Differentiated Entry Level Competencies and the American Nurses Association Standards of Practice. Nursing practice continually evolves as it incorporates new knowledge and technology.

Coordinator

Coordinating is the handling or direction of activity with skill and care. The coordinator in nursing is a facilitator and liaison who serves as a client advocate in the health care system. The role includes encouragement of client participation, communication of client needs and orchestration of client activities in cooperation with the health care team.

Clinical Reasoning/Critical Thinking/Clinical Judgment

Clinical reasoning is the total approach to the understanding of how one makes sense of one's world. It includes: thinking actively, thinking for oneself, being open to new ideas, questioning for understanding, making decisions based on accurate data, supporting views with rationale and discussing ideas using an organized format.

Cultural

Culture is a learned behavior of social groups, both present and past, which includes: knowledge, beliefs, skills, arts, morals, laws, customs and hereditary influences. It is a structure for living that fosters pride and a sense of belonging. Culture influences goals, attitudes, values and roles.

Empower

Empowerment is the development of partnerships for learning. It is the mutual sharing of responsibility and decision-making between the student and faculty, the nurse and client.

Involvement

Involvement is the active commitment to an activity. It may be to the study of nursing as a student; development of professional relationships with clients, families and health care team members; innovation within the health care agency; advancement of the profession as a graduate nurse; and promotion of health, economic and political issues within the global community.

Learning

Learning is a process, which results in a change of behavior. It is on-going across the life span. Learning involves making choices in life, active involvement, incorporation of past experiences and a commitment to the principles of critical thinking. Learning is inherent to the advancement of the profession of nursing.



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Needs

Needs are the physiologic and/or psychological requirements identified in the format of the five dimensions of man necessary for the well being of all persons. The dimensions include the physical, emotional, intellectual, social and spiritual spheres of the person. An objective of nursing is to assist the client and family to meet physiologic and/or psychological needs using Maslow's Hierarchy and the Nursing Process framework.

Nursing Process

Nursing process is a five step problem-solving method employed by the nursing profession to facilitate the care and teaching of clients and families. The focus of the nursing process for the client and family is related to the alleviation, maintenance, and/or prevention of health care problems and on the promotion of health. Steps of the nursing process include assessment, diagnosis, planning, implementation, and evaluation.

Partnership

Partnership is the cooperative relationship between parties to achieve objectives. Each party is required to assume an active role to reach the desired objectives. The faculty and the student must share the responsibility for identifying learning objectives. The college and health care agencies must communicate to identify and meet the needs of the nursing profession and the community.

Professional

Professional is one who adheres to the legal, ethical and practice standards of a chosen career. In nursing, the professional is a decision-maker, accountable for nursing practice and responsible to the needs of the client, family and community. The professional aspires to improve the discipline of nursing and its contribution to society and advocates for high standards of nursing practice.

NURSING FACULTY PROFESSIONAL ETHICS

The Nehru College of Nursing believes that self-regulation should govern ethical issues within the department. The principles of beneficence, no maleficence, justice, and autonomy should govern ones actions. Beneficence means to act in a kind and positive manner towards others. Non maleficence demands that one refrain from behaviors which aggravate a problem or cause a continual negative response (do no harm). Justice is to act with fairness toward others.

The following policy is from the American Association of University Professor's "Statement on Professional Ethics" 1987:

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the unique responsibilities placed upon faculty to seek and to state the truth as they see it. To this end, they must devote their energies to develop and improve scholarly competence. Faculties are obligated to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They must be aware of their limitations, including their levels of knowledge, skills, and abilities. Professors must seek to be cognizant of current trends and developments in their professional areas. They are expected to practice intellectual honesty at all times.




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COURSES OF INSTRUCTION WITH CREDIT STRUCTURE

Semester	Course Code	Course/Subject Title	Theory credits	Theory Contact hours	Lab/Skill Lab credits	Lab/Skill Lab Contact hours	Clinical credits	Clinical Contact hours	Total credits	Total (hours)
First	ENGL 101	Communicative English	2	40	--	--	--	--	--	40
	ANAT 105	Applied Anatomy	3	60	--	--	--	--	--	60
	PHYS 110	Applied Physiology	3	60	--	--	--	--	--	60
	SOCI 115	Applied Sociology	3	60	--	--	--	--	--	60
	PSYC 120	Applied Psychology	3	60	--	--	--	--	--	60
	N-NF-I 125	Nursing Foundation I including First Aid module	6	120	2	80	2	160	10	360
	SSCC- I-130	Self-study/Co-curricular	--				--		--	--
TOTAL			20	400	2	80	2	160	20+2+2=24	640+80=720
Second	BIOC 135	Applied Biochemistry	2	40	--	--	--	--	--	40
	NUTR 140	Applied Nutrition and Dietetics	3	60	--	--	--	--	--	60
	N-NF - II-125	Nursing Foundation II including Health Assessment module	6	120	3	120	4	320	--	560
	HNIT 145	Health/Nursing Informatics & Technology	2	40	1	40	--	--	--	80
	SSCC- II-130	Self-study/Co-curricular	--		--		--	--	--	40+20
	TOTAL			13	260	4	160	4	320	13+4+4=21
Third	MICR 201	Applied Microbiology and Infection Control including Safety	2	40	1	40	--	--	--	80
	PHAR-I- 205	Pharmacology I	1	20	--	--	--	--	--	20
	PATH-I- 210	Pathology I	1	20	--	--	--	--	--	20
	N- AHN-I- 215	Adult Health Nursing I with integrated pathophysiology including BCLS module	7	140	1	40	6	480	--	660
	SSCC- I- 220	Self-study/Co-curricular	--		--		--	--	--	20
	TOTAL			11	220	2	80	6	480	11+2+6=19




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Semester	Course Code	Course/ Subject Title	Theory credits	Theory Contact hours	Lab/Skill Lab Credits	Lab/Skill Lab Contact hours	Clinical credits	Clinical Contact hours	Total credits	Total (hours)
Fourth	PHAR-II-205	Pharmacology II including Fundamentals of prescribing module	3	60	--	--	--	--	--	60
	PATH-II-210	Pathology II and Genetics	1	20	--	--	--	--	--	20
	N-AHN-II-225	Adult Health Nursing II with integrated pathophysiology including Geriatric Nursing + Palliative care module	7	140	1	40	6	480	14	660
	PROF 230	Professionalism, Professional Values and Ethics including bioethics	1	20	--	--	--	--	--	20
	SSCC - II-220	Self-study/ Co-curricular	--	--	--	--	--	--	--	40
	TOTAL			12	240	1	40	6	480	12+1+6 = 19
Fifth	N-CHN -I-301	Child Health Nursing I including Essential Newborn Care (ENBC), FBNC, IMNCI and PLS, modules	3	60	1	40	2	160	--	260
	N-MHN-I-305	Mental Health Nursing I	3	60	--	--	1	80	--	140
	N-COMH -I-310	Community Health Nursing I including Environmental Science & Epidemiology	5	100	--	--	2	160	--	260
	EDUC 315	Educational Technology/ Nursing Education	2	40	1	40	--	--	--	80
	N-FORN 320	Introduction to Forensic Nursing and Indian laws	1	20	--	--	--	--	--	20
	SSCC-I-325	Self-study/ Co-curricular	--	--	--	--	--	--	--	20+20




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		TOTAL	14	280	2	80	5	400	14+2+5=21	760+40=800
Semester	Course Code	Course/ Subject Title	Theory credits	Theory Contact hours	Lab/Skill Lab credits	Lab/Skill Lab Contact hours	Clinical credits	Clinical Contact hours	Total credits	Total (hours)
Sixth	N-CHN-II-301	Child Health Nursing II	2	40	--	--	1	80	3	120
	N-MHN-II-305	Mental Health Nursing II	2	40	--	--	2	160	4	200
	NMLE 330	Nursing Management & Leadership	3	60	--	--	1	80	4	140
	N-MIDW-I/OBGN 335	Midwifery/Obstetrics and Gynaecology (OBG) Nursing I including SBA module	3	60	1	40	3	240	7	340
	SSCC-II-325	Self-study/Co-curricular	--	--	--	--	--	--	--	--
	TOTAL		10	200	1	40	7	560	10+1+7=18	800
Seventh	N-COMH II-401	Community Health Nursing - II	5	100	--	--	2	160	7	260
	NRST 405	Nursing Research & Statistics	2	40	2	80 (Project-40)	--	--	4	120
	N-MIDW-II/OBGN 410	Midwifery/ Obstetrics and Gynaecology (OBG) Nursing II including Safe delivery app module	3	60	1	40	4	320	8	420
		Self-study/Co-curricular	--	--	--	--	--	--	--	--




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	TOTAL	10	200	3	120	6	480	10+3+ 6=19	800
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Eighth Semester – Internship

Semester	Course Code	Course/ Subject Title	Clinical credits	No of weeks	Clinical Contact hours
Eighth (Internship)	INTE 415	Community Health Nursing	1 credit =88 Hrs (4 hours x 22 weeks = 88 Hrs)	4	192
	INTE 420	Adult Health Nursing		6	288
	INTE 425	Child Health Nursing		4	192
	INTE 430	Mental Health Nursing		4	192
	INTE 435	Midwifery/ Obstetrics and Gynaecology (OBG) Nursing		4	192
		TOTAL		12	22 weeks

Duration: Duration of course shall be 4 years. The maximum period to complete the course successfully shall not exceed 8 years (double the duration of course).



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NURSING COLLEGE POLICIES

Office hours

Each full-time faculty member is expected to schedule eight (08:00 am) – five (05:00 pm) office hours/day in order to meet the needs of the students. At the beginning of each year, faculty will prepare a Master Plan, clinical rotation Plan and post in the department Notice Board.

College web page

Pictures of each faculty member are posted on the Nursing Website www.nehrunursing.com – notify the Administrative Assistant to update the new faculty details in the website.

Classroom and office supplies

Many classroom and office supplies are kept in the supply closet within the office. If other supplies are needed, faculty should contact the department administrative assistant or the subject coordinator.

Absence by faculty

Faculty who are ill or unable to make a clinical assignment must notify the Principal as well as the Nursing Unit of the absence as soon as possible. The Principal may arrange for a clinical substitute. If no faculty is available, alternate clinical assignments such as library work, case studies or other approved assignments may be substituted. Individual faculties are responsible for arranging alternate assignments. In the event of a planned absence, arrangements must be approved in advance by the Principal. If an unplanned absence, a Leave Request/Absence Report should be completed upon returning to work.

Faculty assignments other than teaching

In addition to teaching and clinical supervision, the faculty is responsible for assisting the Principal in the smooth functioning of the Nursing College. Other activities may include (but are not limited to):

1. Attending IAC and other meeting of the College.
2. Planning and implementing classroom, college lab and clinical experiences.
3. Counseling nursing students.
4. Selecting textbooks and requesting pre-clinic.
5. Attending and participating in assigned College Committees.
6. Knowing and enforcing policies of the College and duties.
7. Participating in student and community activities
8. Attending and volunteering for College functions to include student recruitment activities.
9. Computer assisted programs, i.e. Exam Soft, Shadow Health, computer access cards, and Swift River, etc. are to be listed on the Textbook Adoption Form.
10. Attending University Internal, External theory & Practical Exam duties.

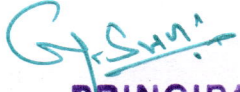
Classroom scheduling

Scheduling of classrooms and Demonstration lab is through the department coordinator.

Clinical facilities

Many healthcare facilities are utilized by the Nursing Department. Students will received a variety of experience while in the Nursing Program. Affiliation agreements are kept by the Administrative Assistant. Should a new facility be needed, notify the Administrative Assistant with the name and number or the contact person at the facility. An affiliation agreement will be established.




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Health information

Faculty is responsible for submitting the results of their yearly TB skin tests at the beginning of each academic year. These should be submitted to the department administrative assistant. Depending on the clinical agency assigned, additional tests may be required. Faculty are responsible for making certain that all students in their clinical group are in complete compliance of immunizations, titers, TB skin tests and TPR prior to the first day of the clinical rotation.

Continuing Nursing Education (CNE's)

Faculties are responsible for maintaining a record of KNMC credits. The copy of the attendance certificate may be submitted to the department administrative assistant at the beginning of each academic year.

Faculty Development

The Nehru College of Nursing supports individual and collective professional development activities for the nursing faculty who must maintain current knowledge and expertise related to nursing and health care. Faculty development is provided for the purpose of increasing the value of the faculty's sustained contributions to the mission of the Nehru College of Nursing by providing the members with an opportunity for professional growth. The Department of Nursing seeks opportunities for additional education, improving skills, maintaining currency, and other suitable activities and programs are understood as purposes of faculty development. Nehru College of nursing conducts staff presentation or journal; presentation for staffs at the last week of every month. Faculty will disseminate information in faculty meetings concerning individual development activities with other faculty, share particular skill learned, and areas of expertise. Monthly once, FDP will be carried out in last week of every month.

Library Services

The Library is located on the first floor of Nehru College of Nursing. Library orientations are provided at departmental orientation and to faculty and students upon request.



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SUBJECT COORDINATOR RESPONSIBILITIES

Overseeing the development and/or revision of the Course Syllabus

1. Prepare clinical note/ Master Plan every year.
2. Present proposed changes and/or additions to the Curriculum Committee.
3. Make certain it is correct.
4. Time table every month.
5. Subject coordinator note has to be maintained.

Orienting new faculty to the course

1. Provide faculty with course syllabus and calendar. Reviewing the syllabus in detail with faculty who are working in the course.
2. Orient new faculty member to the clinical facility.

Clinical Posting

1. Submit clinical rosters by the due date of every academic year along with the students list to the Principal, Nursing Superintendent and Medical Superintendent.
2. Plan of clinical requirements along with clinical evaluation tools has to be followed as per clinical evaluation policy.
3. Send letter in advance to the Hospital seeking permission.
4. Inform office regarding vehicle.

Test Construction

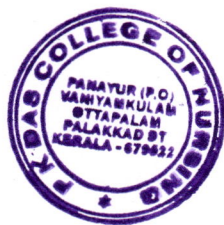
1. Assure exams are constructed in appropriate venue.
2. Assign schedules along with the subject in charge details.
3. Prepare daily test schedules and sessional exam schedules two week in advance and displayed on the notice board.
4. Prepare two sets of question papers for the sessional exam along with answer keys and get approved by exam scrutiny committee.
5. Ensure make-up exams are prepared when necessary.
6. Refer internal evaluation policy and KUHS exam manual.

Clinical Evaluations

1. Communicate instructions to students regarding clinical evaluations.
2. Complete clinical evaluations as and when each clinical area posting is completed.
3. All clinical requirements as per the log book has to be carried out in the concerned area.
4. Weak students to be notified.
5. Final clinical evaluation is to be to the subject/ clinical coordinator.
6. Refer clinical evaluation policy.

Communications with Principal

1. Keep Principal or Head of the Institution advised of pertinent concerns regarding students, faculty, and clinical sites.
2. Advise Principal of failing students



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INSTITUTIONAL STUDENT ASSESSMENT PROCESS

In order to test the student must adhere to the following in-house testing policy:

1. Attendance is required for All exams
2. All students' possessions (back-packs, cell phone, I-Pads, beverages, hats, any study materials, watches, etc.) must be placed in the designated area at the front of the room 10 minutes prior to beginning the exam. The student may have a pen and pencil during the testing period.
3. If you must be absent for the exam YOU MUST contact the class coordinator by phone
4. Prior to the scheduled exam. MAXIMUM of one re-test exam per course.
5. Re-test exams are at the discretion of the faculty. The exam may be a form of the original, a different test over the same content etc.
6. Exams or quizzes can be delivered in written, online, or other formats.
7. Unit exam will be conducted at the discretion of the faculty/ at the completion of each unit. Procedure is the same as for testing (see 2nd above).
8. Failure to follow policies shall result in a zero for an exam. A common form of cheating involves copying another student's answers (work) from paper or computer screen, using notes, altering an exam for re-grading, getting an advanced copy of the exam, or obtaining a surrogate test-taker are forms of cheating or misconduct and will result disciplinary action.
9. The Institution shall abide the rules as per KUHS exam manual and Institutional internal assessment policy.

QUIZ POLICY

There may be unannounced quizzes each year. They may be given during any scheduled class or clinical timing. They may be administered at any time during the class. Any student not present in class at the time the quiz is administered will not be allowed to take the quiz. There will be no make-ups for missed quizzes. When students miss a quiz, they will receive a grade of zero (0) for that quiz. The faculty may provide a quiz at a different time, depending on circumstances.

MAKE-UP EXAM POLICY

Students who expect to miss an exam must notify the course coordinator prior to the start of the exam. Failure to do so will result in a zero (0) for that exam. A re-test day for missed exams will be designated at the discretion of the faculty for each course. Students who miss an exam will be given a re-test that covers the same content but the exam may be given in a different Question Paper. Students taking a re-test should abide to Institutional student assessment policy and internal assessment process.


EXAMINATION SECURITY POLICY

Purpose: The purpose for the Testing Security Policy is to provide:

1. Students with direction to avoid academic dishonesty
2. Faculty members with the structure necessary to ensure security of all aspects of the examinations. This policy is not limited to academic cheating on tests, but encompasses all aspects of classroom, clinical, and online learning environments.
3. Refer KUHS examination manual for any kind of malpractices that will result in disciplinary proceedings.

FACULTY EVALUATIONS




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There are four tiers to the evaluation of faculty performance. The first tier is toward the end of each course as students complete faculty evaluations. The evaluation process is coordinated through the office of the Principal and Head of the Department. Evaluations are tabulated and summaries are available for review at the office of the Principal.

The second tier of the evaluation process is faculty 360° evaluation. The guidelines for this process are prepared by the Principal and include a schedule for completion.

Performance appraisal of faculty by the Principal completes the process. This performance review represents a composite of students' evaluations, teaching portfolio and the Principal's observation and comments. The Principal also conducts classroom visits. For years of service only, faculty become eligible for tenure after successfully completing a minimum of five consecutive academic years of full-time employment in a tenure-track appointment. Other methods of receiving tenure and the rank and tenure process may be found in the performance evaluation policy for teaching and non teaching staff.

COMMITTEES

Standing Committees. There shall be the following Committees:-

1. College Council Committee
2. Institutional Academic Committee.
3. Curriculum Monitoring Committee.
4. Exam Scrutiny Committee
5. SSGP Committee.
6. Institutional Quality Assurance Committee

Meetings

Meetings shall be called by the Chairperson of each Committee. The committee shall meet at least once as per the academic calendar.

Service

Each member shall serve on at least one committee per academic year.

Reporting

Standing Committees shall report to the Principal, Nehru College of Nursing.

Officers of Standing Committees


A. Officers

Each Committee shall appoint a chairperson for one academic year

B. The duties of the Chairperson shall be to:

1. Call all meetings of the committee
2. Prepare the agenda for each meeting
3. Preside at all meetings or designate an alternate
4. Present reports and re commendations of the committee to the chairperson at monthly and/or called meetings.
5. Compile an annual report handled.




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EXAMINATIONS

Eligibility to Appear for Examinations

1. A candidate must have a minimum of 80% attendance in theory and practical in each course / subject for appearing for University Examination. A minimum of 80% attendance in all the non-exam going subjects in the concerned semester also is essential for registering a candidate for the university examination.

Condonation of Shortage of Attendance

The Condonation of shortage of attendance of a candidate to a **Maximum of 10%**, for subject/ subjects (in theory or in practical or both) can be granted once only, during the entire course period. The Principal / Head of the Institutions are empowered to grant Condonation for shortage of attendance on recommendation by the HOD / under intimation to KUHS on genuine grounds only. In such cases the Principal shall submit a declaration that the particular candidate has not enjoyed this facility previously in the particular course.

There shall be a register for recording the Condonation availed in the office of Principal. However, a candidate must have to complete 80% of attendance in each of the theory and 100% attendance in each of the practical areas before award of Degree.

2. A candidate must have to complete 80% of attendance in each of the theory and 100% attendance in each of the practical areas before award of Degree.
3. The candidate must secure 50% marks for internal assessment in theory and practical, wherever is applicable in order to be eligible to appear in the university examination of the subject. Minimum pass mark shall be 40% for Communicative English and Elective modules.
4. The candidate shall appear for University examinations at the end of each semester:
 - i. The candidate shall have cleared all the previous University examinations before appearing for University examinations at the end of fifth semester and before appearing for University examinations at the end of Seventh semester. However, the candidates shall be permitted to attend the consecutive semesters.
 - ii. The candidate should clear all the previous examinations before appearing for final Semester / (Eighth Semester) examination.
 - iii. The maximum period to complete the course successfully should not exceed 8 years.
5. The Principal / Head of the institution shall submit Attendance Certificate of eligible candidates at the time of registration for examinations in each semester.

Schedule of Regular / Supplementary Examination

Examinations shall be conducted as per the schedule approved by the Board of Examinations. Regular University examinations will be conducted at the end of each Semester.


Supplementary examinations shall be conducted along with the End Semester University examinations. However, for ensuring the supplementary chances for failed students, University examinations of different subjects shall not be scheduled on the same date.

A student who failed in a subject/ subjects may be permitted to reappear in the subsequent end semester university examination.

Scheme of Examination showing maximum and minimum marks

- 1 Candidate who has secured a minimum of 50% marks in theory (for internal and university examination separately) and 50% marks in practical (for internal and university examination separately) in a subject, shall be declared to have passed in that subject.
- 2 Candidate who has secured a minimum of 50% marks in aggregate in a Subject/ paper having more than one Section shall be declared to have passed in all the concerned Sections of that subject/ paper.
- 3 A minimum of 40% marks shall be the pass mark in Internal / College examination for Communicative English and Elective modules.
- 4 A candidate failing in either theory or practical of a subject has to reappear for both theory




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and practical of that subject.

- 5 A candidate who passed all the subjects (including theory and Practical) from Semester I to semester VIII and completed 80% of attendance in theory and 100% of Attendance in practical in each subject shall be declared to have passed the B.Sc. Nursing Course.

Papers in each year

Semester wise distribution of papers with marks in internal assessment, End of Semester College Exam, and End of Semester University Exam for each Course / Subject is shown below.

SEMESTER I

S. No.	Course Code	Course	Assessment Marks)				Hours	Total Marks
			Internal Marks	End Semester College Exam	End Semester University Exam			
Theory								
1	ENGL-101	Communicative English	25	25		2	50	
2	ANAT-105 PHYS-110	Applied Anatomy & Applied Physiology	25		75	3	100	
3	SOCI-115 PSYC-120	Applied Sociology & Applied Psychology	25		75	3	100	


Note: The internal marks of the Nursing Foundations I Theory & Practical in the first Semester will be added to Nursing Foundations II Theory & Practical respectively in the Second Semester. (Total Weightage remains the same)

SEMESTER II

S. No	Course Code	Course	Assessment (Marks)				Hours	Total Marks
			Internal Marks	End Semester College Exam	End Semester University Exam			
Theory								
1	BIOC-135 NUTR-140	Applied Biochemistry and Applied Nutrition & Dietetics	25	--	75	3	100	
2	N-NF-I-125 N-NF-II-125	Nursing Foundations (I & II)	25 (Average of Sem I - 25 & Sem II -25)	--	75	3	100	
3	HNIT-145	Health/Nursing Informatics & Technology	25	25	--	2	50	
Practical								
4	N-NF-I-125 N-NF-II-125	Nursing Foundations (I & II)	50 (Sum of Sem I-25 & Sem II-25)	--	50	3 - 5	100	

SEMESTER III




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S. No	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory							
1	MICR-201	Applied Microbiology and Infection Control including Safety	25	--	75	3	100
2	N-AHN-I-215	Adult Health Nursing I	25	--	75	3	100
Practical							
3	N-AHN-I-215	Adult Health Nursing I	50	--	50	3-5	100

Note: The internal marks of Pharmacology I and Pathology I & Genetics in third semester will be added to the Pharmacology II and Pathology II & Genetics in the Fourth Semester. (Total Weightage remains the same).

SEMESTER IV

S. No	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory							
1	PHAR-I-205 PHAR-II-205 PATH-I-210 PATH-II-210	Pharmacology & Pathology (I & II) and Genetics	25 (average of Sem III: 25 & Sem IV: 25)	--	75	3	100
2	N-AHN-II-225	Adult Health Nursing II	25	--	75	3	100
3	PROF-230	Professionalism, Ethics and Professional Values	25	25	--	2	50
Practical							
4	N-AHN-II-225	Adult Health Nursing II	50	--	50	3-5	100



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SEMESTER V

S. No	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory							
1	N-COMH-I-310	Community Health Nursing I including Environmental Science & Epidemiology	25	--	75	3	100
2	EDUC-315	Educational Technology / Nursing Education	25	--	75	3	100
3	N-FORN-320	Introduction to Forensic Nursing and Indian Laws	25	25	--	2	50
Practical							
4	N-COMH-I-310	Community Health Nursing I	50	--	50	3-5	100

Note: Internal marks of Child Health Nursing I & Mental Health Nursing I of Semester V will be added to Child Health Nursing II & Mental Health Nursing II in both theory and practical respectively of Semester VI
(Total Weightage remains same)

SEMESTER VI

S. No	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory							
1	N-CHN-I-301 N-CHN-II-301	Child Health Nursing (I & II)	25 (average of Sem V: 25 & Sem VI: 25)	--	75	3	100
2	N-MHN-I-305 N-MHN-II-305	Mental Health Nursing (I & II)	25 (average of Sem V: 25 & Sem VI: 25)	--	75	3	100
3	NMLE-330	Nursing Management & Leadership	25	--	75	3	100
Practical							
5	N-CHN-I-301 N-CHN-II-301	Child Health Nursing (I & II)	50 (Sum of Sem V: 25 & Sem VI: 25)	--	50	3-5	100
6	N-MHN-I-305 N-MHN-II-305	Mental Health Nursing (I & II)	50 (Sum of Sem V: 25 & Sem VI: 25)	--	50	3-5	100

Note: Internal marks of Midwifery I theory and practical in Semester V I will be added to Midwifery II theory & practical respectively in Semester VII (Total Weightage remains the same).



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SEMESTER VII


S. No	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory							
1	N-COMH-II-401	Community Health Nursing II	25	--	75	3	100
2	NRST-405	Nursing Research & Statistics	25	--	75	3	100
3	N-MIDW-I /OBGN-335 N-MIDW-II /OBGN-410	Midwifery/ Obstetrics and Gynecology(OBG) Nursing (I & II)	25 (average of Sem VI: 25 & Sem VII: 25)	--	75	3	100
Practical							
4	N-COMH-II-401	Community Health Nursing II	50	--	50	3-5	100
5	N-MIDW-I /OBGN-335 N-MIDW-II /OBGN-410	Midwifery/ Obstetrics and Gynecology(OBG) Nursing (I & II)	50 (Sum of Sem VI: 25 & Sem VII: 25)	--	50	3-5	100

SEMESTER VIII (Internship)

S. No.	Course Code	Course	Assessment (Marks)				
			Internal Marks	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Practical							
1	INTE 415	Community Health Nursing	100	--	100	3-5	200
	INTE 420	Adult Health Nursing					
	INTE 425	Child Health Nursing					
	INTE 430	Mental Health Nursing					
	INTE 435	Midwifery/ Obstetrics and Gynaecology (OBG) Nursing					

Exams in following subjects such as Communicative English (ENGL-101), Health/ Nursing Informatics and Technology (HNIT-145), Professionalism, Professional Values and Ethics including Bioethics (PROF-230), Introduction to Forensic Nursing & Indian Laws (N-FORN-320) shall be conducted as College exam and the marks obtained shall be sent to the University for Inclusion in the mark list.




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Grading of Performance

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course/subject. Absolute grading is used by converting the marks to grade, based on predetermined class intervals.

UGC 10 point grading system is used with pass grade modified.

Letter grade	Grade point	Percentage of marks	Pass criteria
O (Outstanding)	10	100%	For Nursing Courses and all other courses – Pass is at C Grade (5 grade point) 50% and above
A+ (Excellent)	9	90-99.99%	
A (Very Good)	8	80-89.99%	
B+ (Good)	7	70-79.99%	
B (Above Average)	6	60-69.99%	
C (Average)	5	50-59.99%	For Communicative English and electives – Pass is at P Grade (4 grade point) 40% and above
P (Pass)	4	40-49.99%	
F (Fail)	0		

A Semester Grade Point Average (SGPA) shall be computed up to three decimals as the weighted average of these grade points obtained in all courses by the student during the semester excluding Communicative English and electives. Cumulative Grade Point Average (CGPA) shall be computed up to three decimals as the weighted average of these SGPA obtained in all semesters by the student during the Course period. SGPA and CGPA are indicated in final grade in mark list/ transcript showing grades of all 8 semesters and their courses/subjects.

Computation of Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA)

Example:

COMPUTATION OF SGPA:

Course Number	Credit/s	Letter grade	Grade point	Credit point (Credit × grade)
1	3 (C1)	A	8 (G1)	3 × 8 = 24
2	4 (C2)	B+	7 (G2)	4 × 7 = 28
3	3 (C3)	B	6 (G3)	3 × 6 = 18
SGPA	7.000	$\Sigma (\text{No. of Credits} \times \text{Grade Points})$ $\dots\dots\dots$ $\Sigma (\text{No. of Credits})$		$(C1 \times G1 + C2 \times G2 + C3 \times G3)$ $\dots\dots\dots$ $(C1 + C2 + C3)$


COMPUTATION OF CGPA

	Semester I (S I)	Semester 2 (S II)	Semester 3 (S III)	Semester 4 (S IV)
Credits	Cr(S I): 20	Cr(S II): 22	Cr(S III): 25	Cr(S IV): 26
SGPA	SGPA(I): 6.500	SGPA(II): 7.000	SGPA(III): 5.500	SGPA(IV): 6.000
Credits X SGPA	20 × 6.500	22 × 7.000	25 × 5.500	26 × 6.000

Total Credits obtained = CR(S I) + CR(S II) + CR(S III) + CR(S IV) = 20 + 22 + 25 + 26 = 93

CGPA	6.209	$\Sigma (\text{No. of Credits} \times \text{SGPA})$ $\dots\dots\dots$ $\Sigma (\text{No. of Credits})$	$C1 \times \text{SGPA(I)} + C2 \times \text{SGPA(II)} + C3 \times \text{SGPA(III)} + C4 \times \text{SGPA(IV)}$ $\dots\dots\dots$ $\text{CR(S I)} + \text{CR(S II)} + \text{CR(S III)} + \text{CR(S IV)}$
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Declaration of Pass

- ✓ A first class with distinction is awarded to all candidates who scored a CGPA of 7.500 and above.
 - ✓ A First class is awarded to all candidates who scored a CGPA of 6.000 to 7.499
 - ✓ A Second class is awarded to all candidates who scored a CGPA of 5.000 to 5.999
 - ✓ CGPA shall be reflected as **failed** for a student in case of failure, till he/ she passed the subject.
- First Class/ Distinction may be awarded irrespective of whether the candidate has appeared for regular/ supplementary examinations. Ranks shall be awarded on the basis of Final CGPA and aggregate of marks.

UNIVERSITY THEORY QUESTION PAPER PATTERNS

1. *Section A – 37 marks and Section B – 38 marks (Total: 75 Marks)*

Applied Anatomy & Applied Physiology:

Section A: Applied Anatomy

Section B: Applied Physiology

Applied Sociology & Applied Psychology:

Section A: Applied Sociology

Section B: Applied Psychology

Applied Microbiology & Infection Control including Safety:

Section A: Applied Microbiology

Section B: Infection Control including Safety

SECTION A				SECTION B			
Type of Question	No	Mark	Total	Type of Question	No	Mark	Total
MCQ	6	1	6	MCQ	7	1	7
Essay	1	10	10	Essay	1	10	10
Short answer	3	5	15	Short answer	3	5	15
Very short answer (Differentiate/ list the following/ Give reasons)	3	2	6	Very short answer (/Differentiate/ list the following/Give reasons)	3	2	6
Total Marks			37	Total Marks			38

2. *Section A – 25 marks and Section B – 50 marks (Total: 75 Marks)*


Applied Biochemistry & Nutrition & Dietetics:

Section A: Applied Biochemistry

Section B: Nutrition & Dietetics

SECTION A				SECTION B			
Type of Question	No	Mark	Total	Type of Question	No	Mark	Total
MCQ	4	1	4	MCQ	8	1	8
Essay	Nil	-	-	Essay / Situation Type Questions	1	10	10
Short answer	3	5	15	Short answer	4	5	20
Very short answer (Differentiate/ list the following/Give reasons)	3	2	6	Very short answer (/Differentiate/ list the following/Give reasons)	6	2	12
Total Marks			25	Total Marks			50




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3. Section A: 38 mark, Section B (a): 25 mark and Section B (b):12 mark (Total: 75 Mark)
Pharmacology, Pathology and Genetics:

SECTION A				SECTION B (a & b Combined)				
Type of Question	No	Mark	Total	Type of Question	No		Mark	Total
					B (a)	B (b)		
MCQ	7	1	7	MCQ	4	3	1	7
Essay	1	10	10	Essay	Nil	-	-	-
Short answer	3	5	15	Short answer	3	1	5	20
Very short answer (Differentiate/ list the following/ Give reasons)	3	2	6	Very short answer (/Differentiate/ list the following/Give reasons)	3	2	2	10
Total Marks			38	Total Marks			37	

4. Section A – 55 marks and Section B – 20 marks (Total: 75 Marks)
Research and Statistics:

SECTION A				SECTION B			
Type of Question	No	Mark	Total	Type of Question	No	Mark	Total
Essay/ Situation Type Questions	2	15	30	Essay / Situation Type Questions	Nil	-	-
Short answer	2	5	10	Short answer	2	5	10
Very short answer (Differentiate/ list the following/ Give reasons)	3	2	6	Very short answer (/Differentiate/ list the following/Give reasons)	3	2	6
Total Marks			55	Total Marks			20

5. For Marks 75 (For all other university exams with 75 marks)

(For all other courses having university exams with 75 marks)			
Type of Question	No	Mark	Total
MCQ	12	1	12
Essay/ Situation Type Questions	2	15	30
Short answer	5	5	25
Very short answer: (Differentiate/ list the following/Give reasons)	4	2	8
Total Marks			75

End semester College Examinations:

6. College Exam (End Semester) – 50 marks (50/2 = 25 marks)

For all courses having End of Semester College Exam			
Type of Question	No	Mark	Total
MCQ	8	1	8
Essay/ Situation Type Questions	1	10	10
Short answer	4	5	20
Very short answer (/Differentiate/ list the following/Give reasons)	6	2	12
Total Marks			50
Computed out of 25 marks: 50/2			25



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