

**POLICY DOCUMENT**

**MIDCOURSE IMPROVEMENT OF PERFORMANCE OF STUDENTS**

<b>Institution</b> : Chettinad Dental College & Research Institute	Year of issue: 2014
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Midcourse improvement is a part of Chettinad Dental College and Research Institute's teaching methodology that helps students by continuous monitoring of the students performance by the faculty. The course evaluation system consists of well formulated remedial measures along with well assessed interval examinations to evaluate student performance. This includes assessment exams and remedial teaching and tests and timely faculty feedback from students.

**Statement of Purpose:**

The purpose of this policy document is to outline the principles and considerations that guide the faculties in evaluation of student performance through the course.

**Principles:**

- ❖ Create a nurturing supportive environment to ensure students a fulfilling, demanding and intellectually stimulating experience.
- ❖ Enable students to imbibe values, cultivate a desire for lifelong learning and maximize their potential.
- ❖ Prepare students to confidently appear for their exams.
- ❖ To establish a well-supported system comprising of faculty, mentors, year in charges and students to help build holistic environment for work.

**Improvement Measures:**

**Assessment of learning level of students & remedies**

- ❖ Analysis of individual students.
- ❖ Annual formation of course in charge per batch.
- ❖ Remedial measures included with one to one teaching for slow learners
- ❖ Remedial classes beyond regular theory classes.
- ❖ Library hour for students –Unlimited access to books

- ❖ Intra department mentorship
- ❖ Inter department mentorship
- ❖ Training students for examination with question banks
- ❖ Chapter wise revisions and tests –Post lecture
- ❖ Make up assignments and revision of topics bi monthly
- ❖ Regular internal exams – on-time assessment and feedback
- ❖ Preparatory model exams to understand the pattern of final examination provided
- ❖ Practical assistance given to understand the practical purpose of topic
- ❖ Use of models, table clinics, specimens and videos for better teaching aid provided to students.
- ❖ Students are provided with laptops/I-pads for easy access to e-learning materials through internet, You tube and college maintained Learning management system.
- ❖ Remedial classes with senior student guidance system
- ❖ Counselling and aid given to students with difficulties for better performance
- ❖ Complete revision of portions done with student seminars and group discussion sessions.

#### **FACULTY ASSESSMENT**

- ❖ Answer sheets will be evaluated by the same faculty for the same question without any bias.
- ❖ Marks will be published to students within 7 working days.
- ❖ Constructive feedback on improvement of answers to students on the performance in the examinations during distribution of papers.

#### **CONTINUOUS INTERNAL EVALUATION (CIE)**

- ❖ **Formative evaluation for students:** Every three months the academic portions are completed as term plans and students are assessed with internal exams. The students will have access to see their performance and marks. There is a formative evaluation made for students for theory and practical.
- ❖ **Summative evaluation for students:** Every academic year the academic portions are completed as term plans and students are finally assessed by university practical and theory examinations.
- ❖ Practical \ clinical evaluation
- ❖ Evaluation of assignments

- ❖ Parent Teacher Meetings once in three months for every academic year.

## **OPPORTUNITIES PROVIDED FOR STUDENTS FOR MID COURSE IMPROVEMENT OF PERFORMANCE IN THE EXAMINATIONS**

The following opportunities are provided to the students for midcourse improvement of performance:

### **1. TIMELY ADMINISTRATION OF CONTINUOUS INTERNAL EXAMINATION**

The college prepares the examination schedules well in advance and informs the students about the schedules at the beginning of the academic year through the academic calendar. This enables the students to be aware of the examination dates and prepare for the examinations without any surprise or shock.

### **2. ON TIME ASSESSMENT AND FEEDBACK**

Answer sheets will be evaluated by the same faculty for the same question without any bias. Marks will be published to students within 7 working days. Constructive feedback for improvement of student performance in the examinations during distribution of papers.

### **3. MAKE UP ASSIGNMENTS/ TEST**

Students with difficulty in performance are made to write make up assignments on the examination paper to enable them in knowing the subject.

### **4. REMEDIAL TEACHING AND SUPPORT**

- ❖ Remedial measures included with one to one teaching for slow learners
- ❖ Remedial classes beyond regular theory classes.
- ❖ Library hour for students –Unlimited access to books.
- ❖ Training students for examination with question banks
- ❖ Complete revision of portions done with student seminars and group discussion sessions.
- ❖ Counselling and aid given to students with difficulties for better performance.
- ❖ Remedial classes and senior student guidance system



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