Guidelines for the implementation of recommendations of BOS for up gradation of curriculum and evaluation for academic courses in SCTIMST from 2012 (with specific emphasis on post doctoral courses of DM, MCh).

Organization

1. Each Clinical department in the hospital or a Common Academic Program in a wing (hospital, BMT or AMC) eg.PhD, will have its own academic program committee (APC) for implementation of the recommendations of BOS.

2. The committee will be chaired by the head of the department/head of program. The APC will comprise of a program- in -charge (PIC) for a term of 3 years and a program co-coordinator (PC) for each batch, starting from the academic year 2012. The PC will be nominated by the HOD. The BOS member of the department will be the PIC. The PIC will be a faculty in the rank of professor (additional/associate professor if there is no one in the rank of professor during the year). For PhD program, the thesis guide could be the PIC and BOS chairperson for the program could be the chair of the PhD program. The term of the program co-coordinator will be for 3 years or end of the course he/she is responsible for. There will be a new program co-coordinator for each new batch.

A. Role of HOD:

1. Overall supervision of the conduct of academic programs and evaluation process in the department.

2. Assess the quality and adequacy of content of academic program.

3. Evaluate the progress of each student through the APC.

4. He / She will be member of the appraisal committee and will assess the remedial measures taken to enhance performance of the resident/student.

5. Conduct of the external examination and supervision of conduct of internal examinations.

B. Role of Program in charge (P.I.C)

1. Will be responsible for ensuring the implementation of academic programs as envisaged by the BOS.

2. Assign equal number of academic programs for each resident for each year and ensure it is conducted.

3. Supervise the conduct of evaluation of academic programs by PC.

4. Supervise the internal evaluation process.

5. Organize external and internal examinations.

6. Verify and validate entry of marks in the e-portfolio after it has been verified and validated by PC.

7. Report to BOS/academic council, deficiencies, suggestions and feed back on the upgraded curriculum and evaluation.

C. Role of program co-coordinator

1. Circulate monthly academic roster of department and send a copy to the academic division for its records.

2. Maintain dossier for each student till the end of the course

3. Circulate and collect evaluation forms after each academic program

4. Maintain register of attendance in academic programs of both students and faculty. In the attendance of faculty indicate why someone was not available (sabbatical, casual leave, duty leave, research posting, emergency surgery, OP duty) or for students (emergency, CL, duty leave). There should be no entries after the session is over. The names and number of faculty who did the evaluation should be clear on the evaluation form. A minimum of 3 members should evaluate. If sufficient number of faculty is available in a dept, senior residents programs are to be evaluated by faculty at the level of associate professor and above.

5. Enter and validate entry of information and marks for each student for each program at the end of each month in the e-portfolio.

6. E-portfolio entry, if made by dept secretary, should be verified and validated

7. Monitor log book entries

8. Organize appraisal meetings

9. Collect student feedback

10. Organize internal examination

11. Report to PIC periodically about progress and problems with implementation and resolve them. Can seek guidance from academic council if needed.

D. Mentor and role

1. Each student should have a mentor in the department.

2. The mentor could be the thesis guide for post doctoral courses or any other faculty member nominated by the APC.

3. Can guide the student in the selection of appropriate thesis topic, process of submission to TAC and IEC, both procedures being mandatory.

4. Ensure participation and presentation in a national conference-mandatory requirement.

5. Guidance for publication of research paper.

6. Review abstract submitted for conference and ensure that abstract is sent to e-portfolio.

7. Participate in appraisal meeting conducted by departmental academic committee and assist in planning remedial actions for candidates' progress.

8. Guide and counsel students in managing work and stress

9. Guidance students in planning their careers

Conduct of examinations for post doctoral courses

A. The syllabus approved by BOS must be available with the academic division. All departments must clearly define the syllabus for each of the external examinations e.g., Part I and Part II for senior residency program.

B. The academic council has recommended that each of the 2 external examiners must be requested to prepare a set of 10 questions for both theory papers (Paper I and Paper II) for both part I and part II Exams. The syllabus and number of questions required will be sent by the registrar to each of the examiners and questions will be received by him. The HOD and PIC, in the presence of the Dean, will select 10 questions from the 20 questions received for Paper I or Paper II, 2 days prior to the exam. The selected list of questions will be given to the Dean. The final question papers will be then printed and kept in sealed envelopes in the registrar office.

C. **External examinership for post doctoral courses**

   1. The HOD and PIC should provide a panel of 6 examiners to the registrar's office and select examiners for the defined period at the scheduled time.

   2. The term of an external examiner will be 2 years or a maximum of 3 exams within 2 years.

   3. The external examiner should be at the level of at least associate professor with a total of at least 5 years teaching experience in the specialty. The examiner should be holding an academic position in a national institute or medical college offering courses on par with SCTIMST e.g. DM, MCh. (teaching experience or current position in a hospital offering DNB course alone is not sufficient).

   4. The departments can maintain an electronic site in which external examiners can be invited to register and enter their qualifications and details of experience. The computer division can assist in this process.

D. Out of Bounds

A period of one week before the final theory examination of Part II will be "out of bounds" to senior residents. Attendance has to be marked on these days as usual. The residents will be free of all duties during this period.

E. Internal examiner for post doctoral courses

All faculty at or above the rank of associate professor qualifies to become internal examiner. The term of an internal examiner is for 2 years. The rotation list should be maintained by the department and the name of the nominated faculty should be intimated to the academic division at the scheduled time.

Once the term of an internal examiner is over, he moves to the last position in the existing list of qualified members. Any assistant professor who becomes an associate professor before the next exam will follow him in the list.

F. Internal evaluation for post doctoral courses (DM, MCh)

Internal evaluation will be an ongoing process.

1. All academic programs will be evaluated. Each academic activity and module will be evaluated and marks allocated according the credits for the activity or module. The final marks at the end of each year will be converted to absolute grades

   A = >80%, B=60 to 80%, C = 40 to 59%, D =<40%.

2. There will be a theory examination for a defined syllabus at the end of every 6 months, 12 months 24 months and 30months. The exam will be conducted by the academic division in a formal manner.

   The academic program committee of each department can set the questions and organize the evaluation process within the dept. Departments can decide their policy on clinical examinations and enter marks in e-port folio.

3. Thesis should be submitted at 30 months from the start of course.Thesis will be evaluated and marked by external examiners. This will be then added to internal evaluation (as it is work done during the 3 year course).

4. Each candidate has to obtain 50% marks in the final internal evaluation to pass. Any candidate who scores less will have to repeat the course for 6 months to correct the deficiency as non paid senior resident before appearing for the external examination.

5. Periodic appraisals will be conducted at 6 monthly intervals to monitor the progress of each student and the student should be given a plan and guidance to improve his performance

6. Student feedback should be collected every 6 months and discussed by the APC.

G. Distribution of marks for post doctoral courses (DM, Much)

1. Internal evaluation (includes thesis marks) = 200 (50% minimum to pass)

2. External evaluation of Part I exam (paper I + paper II) = 200 (minimum 50% in each paper to pass)

3. External evaluation of Part II exam (paper I + paper II) = 200 (minimum 50% in each paper to pass)

The remaining 400 marks to be divided among the following components of external evaluation. The weightage for each component to be decided by depts. and documented in BOS. This will be implemented in a uniform manner across the different post doctoral courses.

Clinical examination (total =)

A. Case I =

Case II =

Case III =

Practical skills=

Viva Voce=

In Part II exam student has to get 50% in theory and 50% of the total of clinical, practical and viva voce to pass.

The marks will be converted to Grade. Same grading system as in internal evaluation will be provided

The students will be provided a transcript of grades for internal evaluation and for Part I and Part II exam for their records, besides a separate degree certificate.

H. Mandatory requirements to be met by all senior residents

I. Publication:

1. At least one scientific paper as first author should be submitted for publication before the end of the course and final evaluation. There will be uniform credit of 5 for satisfying this requirement. The mentor should follow up the process and encourage resident to strive for publication even at a later stage.

II. Conference attendance

1. There should be one paper/poster presented at a national, regional or international conference. There will be equal credit of 5 for this.

The senior resident has to present certificate of participation to PC and submit abstract of presentation to the PC and also ensure entry in e-portfolio.

N.B. Each dept can decide if they want to allocate additional credits for activities such as additional publication, impact factor of journal, presentation in international conference, winning award etc. However this must be within the credit limit of 200.

III. Statistics course for senior residents: (credits =5) Students have to get minimum of 80% attendance for the mandatory course (20 hours) in statistics. There will be an evaluation at the end of the course and marked for performance. Marks will be entered in e-port folio.

IV. **BMT wing posting for senior residents (3 credits):** 2 week course and evaluation. 80% attendance is mandatory and there will be end of course evaluation and marks given and entered in e-portfolio.

E-port folio

1. **Technical support:** Mr. Suresh, Computer division

2. **Faculty advisor**: Dr. Baiju Soman

Access to E-port folio

   Viewing access:

   1. All staff and students of the same department

   2. Registrar, deputy registrar, office supdt of registrar's office

   3. Director, dean, all associate deans

   Entry rights in E-port folio

   1. Program co-coordinator and dept secretary

   2. Dual validation by PC, followed by PIC after which it gets into data base

   3. Any further modification of entered and validated data related to marks and grades will be logged

   4. Such modifications can be done only with the written permission from Dean and reason for change will have to be given in writing.

Contents of E-port folio for each student

 I. **General information**: Name, employee code, dept, course, year of joining, year of evaluation

 II. **Evaluation of academic programs**

   A. Name of academic activity

       E.g. Journal club 1, 2, 3, 4, 5,

             Seminar 1, 2, 3,

B. Before each academic activity

    1. Name of topic (will link to archived file)

    2. Name of Moderator

    3. Actual marks scored

C. Each module clinical postings, Lab, OT etc

    1. Name of Posting

    2. Duration

    3. Marks scored for each posting

    4. Credit for the module

At the end of the year Grade will be assigned based on total mark for the module. For external posting each department has to formulate the evaluation form that has to be sent to the supervisor of the Lab, posting.

D. Mandatory courses.

Statistics: Attendance, marks, grade

BMT posting: Attendance marks, grade

E. Conference participation

    1. National, international, regional

    2. Type of presentation

    3. Name of conference, venue

    4. Organizer of conference

    5. Title of abstract and link to

    6. Awards if any

F. Extra curricular activities

Credits, marks and grades

Credit based evaluation is now universally accepted as the norm and creates for our students a transcript (equivalent to a mark list) on par with any international institution. The principle of the credit system is that each course or each aspect on which the student is evaluated (such as, for instance, OP work, surgery, ward charge, journal

clubs, seminar presentations etc) be given a credit weightage according to the time and intensity of the effort expected from the student from this activity. The following steps will be helpful:

1. Decide the total number of credits to be divided between activities to be evaluated: For example, if the total is 200 credits, it has to be divided between various postings and activities according to time and intensity. Maximum credits has to be given to the posting/ activity which is most crucial for their work (operation theater work, ward posting, OP etc). No activity should be left unaccounted for.

2. Decide on the mode of evaluation: whether each presentation will be evaluated, or it will be done at the end of the posting, whether the candidate's score will be an average of those given by all faculty members attending, or there will be designated evaluator(s). Also decide on a total score for the activity (can be 100, or 200, or 500, divided between several six month postings, as convenient).

3. Give feed back. At the end of each 6 month period, the committee/ course co-coordinator should review performance and give feed back. If the candidate is falling behind in any one area, corrective measures such as assignments/ exams/ presentations can be prescribed.

4. Convert scores of the candidate into grades.

5. The final transcript of the student should have only the grades of each activity, and not the individual marks for each session etc. The transcript should also specify the credit weightage for that particular activity/ posting. As an example:

Course	Credits	Grade
Journal Club	10	A minus
Out Patient	50	A only
…...	…	
Final Exam	300	Pass