



**MGM NEW BOMBAY OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-I  
Kamothe, Navi Mumbai – 410 209.

**STANDARD OPERATING PROCEDURE (SOP)  
THEORY ASSIGNMENT**

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## STANDARD OPERATING PROCEDURE THEORY ASSIGNMENT

1. **PURPOSE:** To describe the procedure of planning and supervision of students practice experience
2. **SCOPE:** Applies to all Nursing Programmes offered by college.
3. **RESPONSIBILITY:** Programme Co ordinators and class co ordinators of B.Sc Nursing, Post B.Sc Nursing, M.Sc Nursing, Nurse Practitioner Programme
4. **POLICY**

S.No	POLICY
4.1	The topics for theory assignments to be planned by the co ordinator with the consent of the programme co ordinator and approved by the Director.
4.2	The co ordinator displays the list of all assignments to the students in the orientation of the new academic year with the format and the date of submission
4.3	The student submits the skeletal plan of the assignment one week prior to the date of submission for approval to the subject teacher
4.4	The subject teacher reviews the skeletal plan and returns to the student within two days of submission after which the student submits the assignment along with the corrected skeletal plan and evaluation form.
4.5	The teacher corrects the assignment as per the corrected skeletal plan and completes evaluation of the assignment on the same day.





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**5. PROCEDURES**

S.NO	STANDARD PROCEDURES
<b>5.1</b>	<b>SEMINAR PRESENTATION</b>
5.1.1	Syllabus topics should not be completed in the form of seminar for UG students. Topic related to syllabus can be given.
5.1.2	The student submits the skeletal plan of the seminar one week prior to the date of submission for approval to the subject teacher.
5.1.3	Seminar Presentation to be conducted according to seminar guidelines and evaluation to be discussed with students immediately after completion.
<b>5.2</b>	<b>TEACHING PRACTICE</b>
5.2.1	The topics for teaching practice should be from subjects preferably Foundation of Nursing and Medical Surgical Nursing for UG students
5.2.2	The teaching practice supervisor checks the AV aids along with the lesson plan.
5.2.3	A Pre demonstration is done by the student teacher to the supervisor prior to the Demonstration Teaching Practice
<b>5.3</b>	<b>WRITTEN ASSIGNMENT /TERM PAPER</b>
5.3.1	The topics for written assignment should be given as per the weightage of the evaluatory marks.
5.3.2	The topics selected must be closely related to the syllabus topic and at the students knowledge level.
5.3.3	UG students can submit the written assignment hand written neatly and legibly. PG students must submit the written assignments in typed copy.

