



NANDED PHARMACY COLLEGE, NANDED

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 Mechanism of internal/External assessment is transparent and robust in terms of frequency and mode



Shri Sharda Bhavan Education Society's

NANDED PHARMACY COLLEGE

Shyam Nagar, Nanded - 431 605 Maharashtra India (19.175868,77.307992)

Phone – 91 2462 254347 Tele fax No. 91 2462 254445 (O)

Visit: www.nandedpharmacycollege.org.in; Email: ssbesnpc146@gmail.com

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded, www.srtmun.ac.in

Approved by PCI & AICTE, New Delhi; College DTE Code: 2149; College SRTM University Code: 146

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2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time bound and efficient.

❖ Mechanism of internal/ external assessment

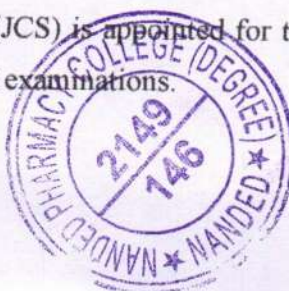
For internal examinations

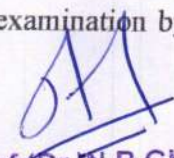
At the start of the academic year, the academic monitoring committee prepares a tentative academic calendar, mentioning Internal examination duration. Based on the academic calendar, internal examination committee prepares a timetable for internal examinations and display it on the notice board one week before the start of the examination.

- The Examination schedule is communicated to staff through notices.
- The invigilation duties have been allotted to concerned subject teacher.
- The respective subject in charge submits printed question papers in sealed envelope to the examination department two day before the commencement of examination.
- Answer sheets and question papers are handover to respective invigilator per the schedule.
- After examination, answer sheets are submitted in examination control room.
- The individual subject teacher then collects the answer sheets for evaluation.
- The internal squad and invigilator maintain strict vigilance during the examinations to avoid any malpractice by the students.
- The exam classrooms are under CCTV surveillance.

For University examinations

- University publishes the timetable on university website and college Exam committee displays it on the notice board for information to students and staff.
- Principal appoints Chief Superintendent (CS) and Assistant Chief Superintendent and other supporting staff for the examination as per the university guidelines.
- Confidential invigilation schedule is prepared for theory examination and invigilation appointment order is communicated to staff manually.
- Sometimes Joint Chief Superintendent (JCS) is appointed for theory examination by university for smooth, efficient, transparent conduct of examinations.




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- Question papers are received confidentially by the E-Delivery mechanism as per the guidelines of University.
- University uploads the question paper on university exam portal only 1 hour before as per the schedule, login OTP is received on mobile of CS/Principal to download the Question paper.
- CS/ ACS confidentially downloads question paper in exam control room in presence of JCS and hand overs Sealed question papers to concern invigilators at the time of examination.
- University squad gives surprise visits to exam center during examinations and visiting record is maintained.
- After examination, sealed bundles of answer sheets are dispatched to respective central assessment program center for evaluation.




Principal

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STUDENTS GRIEVANCE REDRESSAL SYSTEM

For internal examinations

- The respective subject in-charge evaluates the answer sheets and shown to students to check any discrepancy.
- The students are explained about marking system and evaluation.
- Clarification is given by subject in charge for student doubt, and correction is done if needed.
- However, student is not satisfied with clarification, there is provision for referring the issue to Examination Department for resolution by senior faculty, HOD and Principal.
- The marksheet of internal sessional examinations are displayed on the notice board.
- The internal sessional examination marks are filled in the sessional mother register and the same are communicated to the university.

For External examinations

- After declaration of university result, if students have any discrepancy in result of any subject, then he/she can apply to receive photocopy of answer sheet from university.
- Photocopy is issued by SRTM University to the students.
- Photocopy is shown to senior faculty/HOD to clarify his/her doubts, then if needed he/she can apply for revaluation/recounting to the university.
- After revaluation university declares the result.




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Evaluation pattern of B. Pharm (CGPA)



Swami Ramanand Teerth Marathwada University, Nanded Teaching and Examination Scheme for B. Pharmacy (w.e.f. 2014-2015)

Ist Semester

I Semester										
Subject Code	Subject	Credits	Contact Hours		Examination Scheme					Total Marks
			TH	PR	Lab. Work for Pr	Internal		Semester Max. Marks (TH)		
						Sessional	Total			
BPH11	Pharmaceutical Practice	04	03	03	40	10	50	50	100	
BPH12	Organic Chemistry-I	04	03	03	40	10	50	50	100	
BPH13	Human Anatomy & Physiology-I	03	02	03	40	10	50	50	100	
BPH14	Introduction to Pharmacognosy	03	02	03	40	10	50	50	100	
BPH15	Introduction to Biochemistry	02	02	--	--	10	10	50	60	
BPH16	Modern Pharmaceutical Business	02	02	--	-	10	10	50	60	
BPH17	Remedial Maths*	02	02	--	--	--	--	50*	50	
BPH18	Remedial Biology*	03	02	03	40	10	50	50*	100	
	Total	20 /21	16	12 /15	160 /200	70 /80	220 /250	350	570 /620	

*Home Examination and for eligibility; student has to appear for R. Maths/R. Biology or both as the case may be

IInd Semester

Subject Code	Subject	Credits	Contact Hours		Examination Scheme					Total Marks
			TH	PR	Internal			Semester		
					Lab. Work for Pr	Sessional	Total	Max. Marks (TH)		
BPH21	Inorganic Pharmaceuticals	04	03	03	40	10	50	50	100	
BPH22	Physiologic Biochemistry	03	02	03	40	10	50	50	100	
BPH23	Human Anatomy & Physiology-II	03	02	03	40	10	50	50	100	
BPH24	Organic Chemistry-II	04	03	03	40	10	50	50	100	
BPH25	Study of Crude Drugs	03	02	03	40	10	50	50	100	
BPH26	Financial Management for Pharmacist	02	02	--	--	10	10	50	60	
BPH27	Introduction to Hospital Pharmacy	02	02	--	--	10	10	50	60	
	Total	21	16	15	200	70	270	350	620	



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IIIrd Semester

III Semester		Credits	Contact Hours		Examination Scheme				
Subject Code	Subject		TH	PR	Internal			Semester Max. Marks (TH)	Total Marks
					Lab. Work for Pr	Sessional	Total		
BPH31	Physical Chemistry	03	02	03	40	10	50	50	100
BPH32	Pharmaceutical Microbiology	03	02	03	40	10	50	50	100
BPH33	Organic Chemistry-III	04	03	03	40	10	50	50	100
BPH34	Clinical Biochemistry	03	02	03	40	10	50	50	100
BPH35	Introduction to Pharmaceutical Analysis	03	02	03	40	10	50	50	100
BPH36	Plant Genetics & Tissue Culture	03	02	03	40	10	50	50	100
BPH37	Introduction to Unit Operations	02	02	--	--	10	10	50	60
BPH38	Causes of Disease & Prevention	02	02	--	--	10	10	50	60
Total		23	17	18	240	80	320	400	720

IVth Semester

			Contact Hours		Examination Scheme				
Subject Code	Subject	Credits	TH	PR	Internal			Semester	Total Marks
					Lab. Work for Pr	Sessional	Total	Max. Marks (TH)	
BPH41	Physical Pharmaceutics	03	02	03	40	10	50	50	100
BPH42	Sterilization & Disinfectants	03	02	03	40	10	50	50	100
BPH43	Classical Analytical Techniques	03	02	03	40	10	50	50	100
BPH44	Organic Chemistry-IV	03	02	03	40	10	50	50	100
BPH45	Fundamentals of Pharmacology	03	02	03	40	10	50	50	100
BPH46	Pathophysiology of Diseases	02	02	--	--	10	10	50	60
BPH47	Unit Operations in Pharmaceutical Technology	02	02	--	--	10	10	50	60
BPH48	Calculus & Biostatistics	02	02	--	--	10	10	50	60
BPH49	Computer Application	01	--	03	--	--	--	50*	Grade
Total		22	16	18	200	80	280	400	680

* Home examination



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VIth Semester

Subject Code	Subject	Credits	Contact Hours		Examination Scheme				
			TH	PR	Internal			Semester Max. Marks (TH)	Total Marks
					Lab. Work for Pr	Sessional	Total		
BPH61	Pharmaceutical Technology-I (DFD-II)	03	02	03	40	10	50	50	100
BPH62	Pharmaceutical Technology-II (DFM-II)	03	02	03	40	10	50	50	100
BPH63	Medicinal Chemistry-II	03	02	03	40	10	50	50	100
BPH64	Chemotherapy of Anti-infective & Neoplastic Diseases	03	02	03	40	10	50	50	100
BPH65	Separation Techniques	03	02	03	40	10	50	50	100
BPH66	Chemistry of Natural Products	03	02	03	40	10	50	50	100
BPH67	Biotechnology of Pharmaceutical Products	02	02	--	--	10	10	50	60
BPH68	Laws Governing Trade & Commerce of Pharmaceuticals	02	02	--	--	10	10	50	60
Total		22	16	18	240	80	320	400	720



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Vth Semester

Subject Code	Subject	Credits	Contact Hours		Examination Scheme				
			TH	PR	Internal			Semester Max. Marks (TH)	Total Marks
					Lab. Work for Pr	Sessional	Total		
BPH51	Pharmaceutical Technology-I (DFD-I)	03	02	03	40	10	50	50	100
BPH52	Pharmaceutical Technology-II (DFM-I)	03	02	03	40	10	50	50	100
BPH53	Medicinal Chemistry-I	03	02	03	40	10	50	50	100
BPH54	Neuropharmacology	03	02	03	40	10	50	50	100
BPH55	Physico-electro Analytical Techniques	03	02	03	40	10	50	50	100
BPH56	Phytochemical Approaches of Natural Products	03	02	03	40	10	50	50	100
BPH57	Immunology	02	02	--	--	10	10	50	60
BPH58	Pharmacology of Hormones	02	02	--	--	10	10	50	60
Total		22	16	18	240	80	320	400	720



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VIIth Semester

Subject Code	Subject	Credits	Contact Hours		Examination Scheme				
			TH	PR	Internal			Semester Max. Marks (TH)	Total Marks
					Lab. Work for Pr	Sessional	Total		
BPH71	Cosmetic Technology	03	02	03	40	10	50	50	100
BPH72	Medicinal Chemistry-III	04	03	03	40	10	50	50	100
BPH73	Biopharmaceutics	03	02	03	40	10	50	50	100
BPH74	Spectro-analytical Techniques	03	02	03	40	10	50	50	100
BPH75	Herbal Technology	03	02	03	40	10	50	50	100
BPH76	Modern Pharmaceutics	02	02	--	--	10	10	50	60
BPH77	Pharmaceutical Management	02	02	--	--	10	10	50	60
BPH78	Autacoids & Immunomodulators	02	02	-	--	10	10	50	60
	Total	22	17	15	200	80	280	400	680

VIIIth Semester

Subject Code	Subject	Credits	Contact Hours		Examination Scheme				
			TH	PR	Internal			Semester Max. Marks (TH)	Total Marks
					Lab. Work for Pr	Sessional	Total		
BPH81	NDDS and Targeted DDS	03	02	03	40	10	50	50	100
BPH82	Medicinal Chemistry-IV	03	02	03	40	10	50	50	100
BPH83	Pharmacokinetics & its Clinical Application	03	02	03	40	10	50	50	100
BPH84	Potentials of Herbal Based Industries	02	02	03	40	10	50	50	100
BPH85	Molecular Spectroscopy	03	02	03	40	10	50	50	100
BPH86	Total Quality Management	03	03	--	--	10	10	50	60
BPH87	Clinical Pharmacy & Drug Interaction	03	03	--	--	10	10	50	60
BPH88	Environmental Study	01	--	Project	--	--	50*	#	Grade
BPH89	Library Assignment	01	--	Project	--	--	50*	--	Grade
	Total	23	16	15	240	70	270	350	620

*Home Examination/Evaluation, # as per common philosophy of university for all faculty



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Evaluation Pattern of B. Pharm (PCI Pattern) W.E. From 2017-18

Table-XI: Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum Marks	
Attendance (Refer Table – XII)	4	2
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3	1.5
Student – Teacher interaction	3	1.5
Total	10	5
Practical		
Attendance (Refer Table – XII)	2	
Based on Practical Records, Regular viva voce, etc.	3	
Total	5	

Table- XII: Guidelines for the allotment of marks for attendance

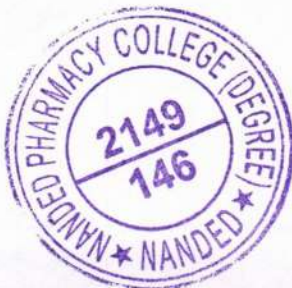
Percentage of Attendance	Theory	Practical
95 – 100	4	2
90 – 94	3	1.5
85 – 89	2	1
80 – 84	1	0.5
Less than 80	0	0

Question paper pattern for theory Sessional examinations

For subjects having University examination

- I. Multiple Choice Questions (MCQs) = $10 \times 1 = 10$
OR
Objective Type Questions (5 x 2) = $05 \times 2 = 10$
(Answer all the questions)
I. Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$
II. Short Answers (Answer 2 out of 3) = $2 \times 5 = 10$

Total = 30 marks



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For subjects having Non University Examination

- I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10
II. Short Answers (Answer 4 out of 6) = 4 x 5 = 20

Total = 30 marks

Question paper pattern for practical sessional examinations

- I. Synopsis = 10
II. Experiments = 25
III. Viva voce = 05

Total = 40 marks

Question paper pattern for end semester theory examinations

For 75 marks paper

- I. Multiple Choice Questions(MCQs) = 20 x 1 = 20
OR
Objective Type Questions (10 x 2) = 10 x 2 = 20
(Answer all the questions)
II. Long Answers (Answer 2 out of 3) = 2 x 10 = 20
III. Short Answers (Answer 7 out of 9) = 7 x 5 = 35

Total = 75 marks

For 35 marks paper

- I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10
II. Short Answers (Answer 5 out of 7) = 5 x 5 = 25

Total = 35 marks




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Evaluation of Project Work (B. Pharm Final Year)

Evaluation of Dissertation Book:

Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks

Total **75 Marks**

Evaluation of Presentation:

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks

Total **75 Marks**

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction	= CGPA of 7.50 and above
First Class	= CGPA of 6.00 to 7.49
Second Class	= CGPA of 5.00 to 5.99

Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.



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Evaluation pattern of M. Pharm (PCI)

Table – 10: Course of study for (Pharmacology)

Course Code	Course	Credit Hours	Credit Points	Hrs./wk	Marks
Semester I					
MPL 101T	Modern Pharmaceutical Analytical Techniques	4	4	4	100
MPL 102T	Advanced Pharmacology-I	4	4	4	100
MPL 103T	Pharmacological and Toxicological Screening Methods-I	4	4	4	100
MPL 104T	Cellular and Molecular Pharmacology	4	4	4	100
MPL 105P	Pharmacology Practical I	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Semester II

MPL 201T	Advanced Pharmacology II	4	4	4	100
MPL 102T	Pharmacological and Toxicological Screening Methods-II	4	4	4	100
MPL 203T	Principles of Drug Discovery	4	4	4	100
MPL 204T	Experimental Pharmacology practical- II	4	4	4	100
MPL 205P	Pharmacology Practical II	12	6	12	150
-	Seminar/Assignment	7	4	7	100
Total		35	26	35	650

Table – 12: Course of study for M. Pharm. III Semester
(Common for All Specializations)

Course Code	Course	Credit Hours	Credit Points
MRM 301T	Research Methodology and Biostatistics*	4	4
-	Journal club	1	1
-	Discussion / Presentation (Proposal Presentation)	2	2
-	Research Work	28	14
Total		35	21

* Non University Exam



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Table – 13: Course of study for M. Pharm. IV Semester
(Common for All Specializations)

Course Code	Course	Credit Hours	Credit Points
-	Journal Club	1	1
-	Research Work	31	16
-	Discussion/Final Presentation	3	3
Total		35	20

Table – 14: Semester wise credits distribution

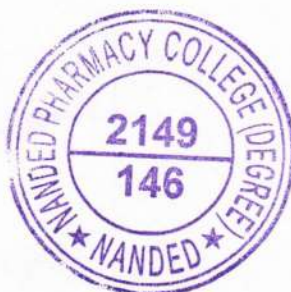
Semester	Credit Points
I	26
II	26
III	21
IV	20
Co-curricular Activities (Attending Conference, Scientific Presentations and Other Scholarly Activities)	Minimum=02 Maximum=07*
Total Credit Points	Minimum=95 Maximum=100*

*Credit Points for Co-curricular Activities

Table – 15: Guidelines for Awarding Credit Points for Co-curricular Activities

Name of the Activity	Maximum Credit Points Eligible / Activity
Participation in National Level Seminar/Conference/Workshop/Symposium/ Training Programs (related to the specialization of the student)	01
Participation in International Level Seminar/Conference/Workshop/Symposium/ Training Programs (related to the specialization of the student)	02
Academic Award/Research Award from State Level/National Agencies	01
Academic Award/Research Award from International Agencies	02
Research / Review Publication in National Journals (Indexed in Scopus / Web of Science)	01
Research / Review Publication in International Journals (Indexed in Scopus / Web of Science)	02

Note: International Conference: Held Outside India




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Nanded.



Shri Sharda Bhavan Education Society's

NANDED PHARMACY COLLEGE

Shyam Nagar, Nanded - 431 605 Maharashtra India (19.175868,77.307992)

Phone – 91 2462 254347 Tele fax No. 91 2462 254445 (O)

Visit: www.nandedpharmacycollege.org.in; Email: ssbesnpc146@gmail.com

Affiliated to Swami Ramanand Teerth Marathwada University, Nanded, www.srtmun.ac.in

Approved by PCI & AICTE, New Delhi; College DTE Code: 2149; College SRTM University Code: 146

Ref. No. NPC / B. Pharm/

Date:

Table – 30: Letter grades and grade points equivalent to Percentage of marks and performances

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 – 100	O	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Good
60.00 – 69.99	C	7	Fair
50.00 – 59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

Calculation of CGPA for M. Pharmacy

shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

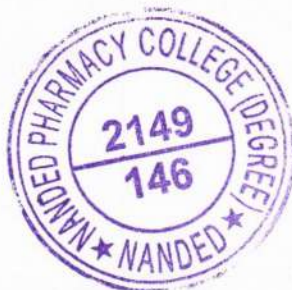
$$CGPA = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4}{C_1 + C_2 + C_3 + C_4}$$

where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III, and S_1, S_2, S_3, \dots is the SGPA of semester I, II, III,

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above
 First Class = CGPA of 6.00 to 7.49
 Second Class = CGPA of 5.00 to 5.99



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Evaluation of Project Work (M. Pharmacy Final Year)

21. Project work

All the students shall undertake a project under the supervision of a teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

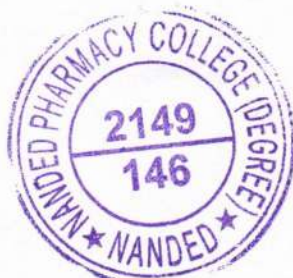
Objective(s) of the work done	50 Marks
Methodology adopted	150 Marks
Results and Discussions	250 Marks
Conclusions and Outcomes	50 Marks

Total 500 Marks

Evaluation of Presentation:

Presentation of work	100 Marks
Communication skills	50 Marks
Question and answer skills	100 Marks

Total 250 Marks



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Committee for Internal & External Examination



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Committees for Co-Curricular, Extra-Curricular Activities (2020-21)

With reference to decision taken in academic meeting dated 30/01/2021, different Co-Curricular & Extra-Curricular committees are hereby constituted under Chairmanship of Principal of College.

Sr. No.	Name of Committee	Members	Functions & Responsibilities
01	Examination Section (Internal)	Dr. A B Roge Mr V N Gunjkar Mrs. M M Muley	To conduct internal sessional/ home examinations as per academic schedule and maintain all records including bound register of internal marks. Beside sessional, improvement/additional exam may be conducted as per norms.
	Examination Section (University)	Mr. S B Dhoot, Mr. V N Gunjkar Dr S N Firke Mr A T Sharma	To conduct University examinations at College Centre as per guidelines and circular of University and assist CS & JCS for the same & maintain all such records.
02	Attendance Committee	Mr. SB Dhoot (Academic Associate), Mr A T Sharma Dr S K Sarje (PG)	To monitor regularity of students, take inputs from class teachers, regularly monitoring conduct of classes & practical's, maintaining attendance records, etc.
03	Guest Lecture / Workshop / Seminar Committee	Dr. A B Roge, Dr S N Firke, Dr. S K Sarje	To organize guest lecture / workshops / seminar during academic year on different areas, interacting with academicians/ industry persons/ alumni for the same, maintaining all such records.
04	Industry-Institute Interaction Cell	Mr. S B Dhoot, Mr A T Sharma, Dr. M H Ghante, Dr A B Roge	To interact with industry at local/ regional/ state level for upliffment of Industry-institute relations & interaction.
05	Magazine/ Wall Magazine Committee	Dr. M H Ghante, Mrs. R M Dhane, Dr. S N Firke	To motivate students to write articles on academic and also from other areas important at particular time or in general. To motivate students to display such articles in lab/ class room/ library or in the form of wall magazine.
06	Class Teachers Committee / Parents Interaction Committee	FY B.Pharm: Dr A B Roge SY B.Pharm: Mr S N Firke TY B.Pharm: Dr M H Ghante Final B.Pharm: Mr V N Gunjkar M.Pharm: Dr S K Sarje	To monitor regularity of students. To discuss on academic difficulties to students. To monitor performance in internal examination. Counseling of students after each examination. To interact with parents as & when necessary.
07	Industrial Visit/Tour Committee	Dr M H Ghante, Dr S K Sarje	To plan for visit preferably for third and or final year students to local/ regional/ state level pharma industries. Beside pharma industries, research centers/ hospitals/ pathology labs/ may also be considered as per requirement of I to IV-year students.
08	Library Committee	Mr Balaji Poshat, Mrs R M Dhane, Dr S N Firke	To monitor proper usage of library books/ journals/ e-journals by students & faculty. To check needs of any books for students as per new syllabus etc.
09	Sports/Gymkhana Committee	Mr V N Gunjkar, Dr A B Roge, Dr S K Sarje	To motivate students to participate in different sports activities at intra/ inter college level competition, at regional/ state/ national level competition, at university level competition. To make availability of sport item as and when required to students, maintain all such records.
10	Annual Social Gathering Committee	Dr S K Sarje, Dr A B Roge, Mr V N Gunjkar, Mrs R M Dhane	To plan and execute annual social gathering activity in consultation with student representative and as per academic schedule.

Copy to: All Members of Committee

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INTERNAL EXAMINATION POLICY DOCUMENT

Following is the Examination Policy Document shall serve as a comprehensive guide to ensure fairness, integrity, and efficiency in the examination process. It is essential for all staff members involved in examinations to adhere to these guidelines to maintain the academic standards of our institution.

01. QUESTION PAPER PATTERN

- A. All the faculties must Ensure that the question paper is aligned with Bloom's Taxonomy and the Course Outcomes
- B. Include questions that assess various levels of cognitive skills, such as knowledge, comprehension, application, analysis, synthesis, evaluation, etc.
- C. The question paper for every examination shall be prepared in accordance with the guidelines set by the Pharmacy Council of India and the affiliating university.

02. QUESTION PAPER PREPARATION

- A. The question paper for each examination shall be prepared at least one day in advance to allow sufficient time for review, editing, and avoiding last hour rush OR any unavoidable emergencies.
- B. The question paper shall undergo Double-check for any errors, clarity, and appropriateness of questions.

03. INVIGILATION

- A. Invigilation duties shall be assigned to the concerned subject teacher and it is expected that invigilator should be familiar with the examination guidelines, rules, and proper invigilation procedures.

04. LATE ENTRY POLICY

- A. Students shall be allowed to enter the examination hall if they arrive within 15 minutes after the start of the examination. However, it is essential for student must appear in time for examination. No extra time will be provided for late appearance.
- B. After the specified time limit, late entry shall be strictly prohibited to minimize disruptions to other students.

Shantel



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05 EXAM ETHICS

- A. Students shall be provided with clear guidelines and expectations regarding exam ethics and conduct.
- B. Cheating, plagiarism, unauthorized communication, or any other forms of academic dishonesty shall be strictly prohibited during the examination.
- C. Students shall be made aware of the consequences associated with violating exam ethics, which may include disciplinary actions.

6. GRIEVANCE PROCEDURE

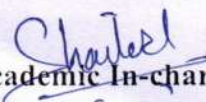
- A. Students shall be provided with an opportunity to review their respective evaluated answer sheets within a specified timeframe.
- B. Any grievances or concerns related to the question paper & marks obtained shall be initially addressed by the subject teacher, however student not satisfied with explanation may submit the grievance to examination department through a grievance procedure.
- C. Students shall be allowed to seek clarification on questions or report any discrepancies observed in the question paper.

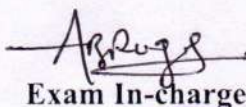
07. PROVISION FOR ADDITIONAL/ IMPROVEMENT EXAMINATION

- A. Students facing a medical condition or valid reason shall be provided with an opportunity to request an additional examination. For improvement examination university rules must be followed.
- B. A well-defined process shall be established to facilitate such requests, including the submission of appropriate documentation within a specified deadline.


08. MAINTENANCE OF MOTHER REGISTER

- A. Centralized register, known as the "Mother Register," shall be maintained for each examination.
- B. All subject teachers should submit evaluated answer books before due date and marks shall be filled in mother register in due course of time.
- C. The register shall serve as a record for attendance, marks, and any other necessary information pertaining to the examination.


Academic In-charge


Exam In-charge




Principal
Prof.(Dr.)N.B.Ghiware
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1. Copy to all teaching staff
2. Sessional record.