



Wainganga Bahu-Uddeshiya Vikas Sanstha, Nagpur's

BAJIRAOJI KARANJEKAR COLLEGE OF PHARMACY

Nagzira Road, Sakoli, District: Bhandara (Maharashtra) 441802.

Tel./Fax : 07186-237199

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EXAMINATION AND ASSESSMENT COMMITTEE

The Examination committee must guarantee the quality of the internal examination and the marks allotted to the students.

For this purpose, administration allots certain tasks and powers to the examination committee.

An Assessment Committee is convened to consider marks achieved in an exam and to assign unalterable marks for students who have taken those exam.

Structure

- Chairman
- Exam co-ordinator
- Academic Co-ordinator and
- Faculty representative

Functions

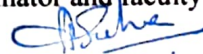
- To establish procedures and instructions for assessing and determining the result of examinations.
- To safeguard the quality of examination procedures.
- Inventory control of various materials required for exam section.
- Submission of exam records to university in scheduled time.
- Grievances of students related to examination.

Working

- Marking scheme and conventions for classification.
- Setting of time table, invigilation duties and question papers.
- Proof reading of question papers and printing.
- Security and delivery at examination hall.
- Special requirement, if any
- Scrutinization of checked answer sheet and display of statement of marks.
- Submission of internal marks to the university before final examination.

Details of working

- Internal assessment committee comprises of chairman, co-ordinator and faculty members.


Officiating Principal
Bajiraoji Karanjekar
College of Pharmacy, Sakoli



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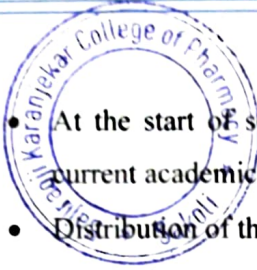
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- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Distribution of the students in their respective batches.
- Preparation of tentative exam schedule as per the academic calender of RTMNU after the discussion with academic monitoring committee.
- Display of tentative exam schedule on notice boards for students and faculty.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Display of exam notice followed by time table well before commencement of exam.
- Display of notice for concerned faculty members for submission of question paper in given prescribed format.
- Seating charts with due care are prepared and displayed on notice board one day before exam.
- Appointment of invigilators considering number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answer sheets, roll list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by teachers to concerned students for their information and any grievance with respect to evaluation before submission to exam section.
- Submission of the evaluated answer sheets to exam section and entry of marks in exam record.
- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record.
- Ensures the uploading of internal marks in the university web portal before the commencement of end exams.


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Theory internal

Programme B.Pharm	Theory Sessional Exam (Out of 25)		Mean (Out of 15/10)	Continuous mode (Out of 10/05)	Total internal marks (Out of 25/15)
	I	II			

Practical internal

Programme B.Pharm	practical Sessional Exam (Out of 10)		Mean (Out of 10)	Continuous mode (Out of 05)	Total internal marks (Out of 15)
	I	II			

Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum marks	
Attendance	04	02
Academic activities	03	1.5
Student teacher interaction	03	1.5
Total	10	05
Practical		
Attendance	02	
Practical records, viva-voce	03	
Total	05	

Guidelines for allotment of marks for attendace

% of attendance	Theory	Practical
95-100	04	02
90-94	03	1.5
85-89	02	01
80-84	01	0.5


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