



INDIRA BAHUDDHESHIYA SHIKSHAN SANSTHA, BULDANA'S

Dr. RAJENDRA GODE COLLEGE OF PHARMACY, MALKAPUR

Buldana Road, MALKAPUR – 443101 Dist – Buldana (M.S)

Phone: (07267) 227337/39, Fax: (07267) 227338

E-mail : cop_malkapur@rediffmail.com, Web : www.drgcop.co.in

Recognized by AICTE & PCI, New Delhi Affiliated to S.G.B. Amravati University, Amravati.

Founder President: Late Dr. Rajendraji V. Gode., Ex- Minister, Govt. of Maharashtra

Shri. Yogendra R. Gode
President

Dr. P. K. Deshmukh
Principal

Rules and Regulations for Internal Examinations and Evaluation System of U.G. and P.G. programs Revised (Post Covid-19)

Dr Rajendra Gode College of Pharmacy, Malkapur, is private Pharmacy colleges in the state of Maharashtra affiliated to SGBAU, Amravati which was established in 2005. Presently runs B Pharm UG and M Pharm Pharmaceutics , Pharmaceutical Quality Assurance PG programs. The IQAC for this institute has been constituted. With the approval from IQAC, the methodology for examination and evaluation of the programmes run by this institute is as under.

Continuous evaluation and assessment is an integral part of teaching learning process. It will provide the direction for delivering the quality education to stakeholder. Hence to improve in the process of assessment and evaluation, following reforms shall be implemented from 2021-22 for the semester pattern (Regulation 17 SGBAU, Amravati/ PCI Syllabus) of B. Pharm and M. Pharm. Programme

Examination Committee is constituted as follows:

- a) Principal (Chairman)
- b) Dean Academics
- c) Exam Incharge (EI)
- d) Member of Exam Committee

Internal Examinations

1. Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college.
2. Internal examination is held twice a semester, one in the middle of the semester and the second prior to the End Semester University examinations.
3. Minimum 75% of the attendance shall be compulsory for appearing in the respective sessional examinations.
4. For PG, the average marks of two Sessional exams shall be computed for internal assessment and for UG best of one Sessional exams shall be computed for internal assessment and shall be communicated to the University before commencement of semester examination
5. Sessional Examination Pattern for Theory: Question Paper Out of 30 Marks shall be scaled down to 15



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6. First Sessional Examination Pattern for Practical: Question Paper Out of 40 Marks shall be scaled down to 10
7. It is mandatory to all teaching and supporting staff of B.Pharm & M.Pharm to strictly follow the rules & regulations of exam department.
8. Designing of question paper, submission of it, evaluation & filling of marks etc. should be strictly as per format & process decided by the exam department.
9. Submit the question paper with COs in a given format & pattern of PCI or SGBAU within a given period.
10. Follow the Time-Table for theory as well as practical examination and supervision duties as per notice.
11. Try to avoid replacement in duties, if any emergency persist make an alternative arrangement and inform to well in advance to exam department.
12. Supervisor & supporting staff should report to the exam department before 15 min. of the exam.
13. During supervision distribution of answer sheet, supplement and question paper should be roll number wise.
14. Before distribution of answer sheet give the instruction of students regarding details on answer sheet and supplement.
15. After verification of details put your signature.
16. Complete the attendance report during exam period.
17. Attendance report should be neat & clean, don't overwrite or scratch on it.
18. After completion of examination, counts the answer sheet, arrange it roll number wise and submit to exam department.
19. If any consequence is occurred concern supervisor & supporting staff will be responsible for that.
20. Don't leave the exam hall during examination.



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21. Don't allow the student who is late more than 15 min. from the commencement of examination.
22. After completion of exam it is mandatory to for both to report exam department.
23. After completion of exam collect answer sheet bundle from exam department on same day of concern subject.
24. For practical sessional exam collect the required number of object in a given period and conduct the practical sessional strictly as per time table.
25. Evaluate the theory as well as practical answer sheet, show the papers to the student, display the mark on exam notice board, and fill the mark carefully without any overwriting in sessional register within one week.
26. If any mistake wrong marks get filled in the mother register the same will be submitted to the university so it is the whole responsibility of concern subject incharge.
27. Prepare continuous mode documentation and record as per given format provided by exam department, communicate the continuous mode via email to exam drgcopexam@gmail.com time to time as per schedule of end semester examination.

Examination Committee :

- a) Principal (Chairman) : Dr P K Deshmukh
- b) Dean Academics : Dr V S Adhao
- c) Exam Incharge (EI) : Prof M B Narkhede
- d) Member of Exam Committee : Prof A M Rathi



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EXAMINATION GRIEVANCE REDRESSAL

OBJECTIVES:

1. Monitor the internal examination process.
2. Solve the student's grievances related internal marks

GRIEVANCES RELATED TO CONTINUOUS INTERNAL ASSESSMENT

1. There is complete transparency in the internal assessment.
2. Academic calendar for internal examination is prepared by the Examination Incharge.
3. College Examination Cell monitors internal evaluation process.
4. The student's grievances related to internal examination are solved by College examination committee
5. An application is to be submitted by the student to the examination cell in the prescribed form
6. The prescribed application form is made available by the College currently at the price of Rs.10/- per form available in central library
7. The examinee may apply for grievance redressal for two papers through single application form.
8. The application for grievance redressal regarding valuation shall be accompanied by a non-refundable fee of Rs. 100/- per paper. Such applications along with the fees receipt shall be submitted to the exam Cell.
9. If the marks awarded by the subsequent Examiner in reassessment vary by 10% or more of the original marks, secured by the examinee, plus or minus, the marks awarded by the subsequent Examiner (in reassessment) shall be awarded to the concerned examinee. Otherwise the examinee will be communicated as 'No Change in Marks
10. The change in marks as above, if any, shall be communicated to the examinee through a suitable notification and the same shall be final and binding on the examinee.
11. This Grievance Redressal Mechanism shall be deemed to be an additional facility provided to the students/examinee with a view to improve their result of examination
12. The process is completely transparent.



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Price Rs.10/-

APPLICATION FOR GRIEVANCE REDRESSAL

To,
The Exam Incharge
Dr Rajendra Gode College of
Pharmacy, Malkapur 443101
Sir,

I, the undersigned, submit that, I have verified below mentioned answer sheets and after going through the same, I found less marks as per my expectations. Hence I apply for grievance redressal. Details are as follows:

Full name of the Candidate _____

Communication Address &
Mobile No.: _____

Examination: First/ Second Theroy Exam Class: _____

Sessional Roll No. : _____

Details of theory paper for which revaluation is required:

Sr.No.	Name of the paper	Subject Incharge	Internal Marks Obtained	For Office Use
1.				
2.				

The amount of Rs. _____/- as fees prescribed for grievance redressal regarding valuation of answer books has been paid. Receipt enclosed with this form.

I have read the rules given by Examination Cell and the same are acceptable to me.

Place :

Yours faithfully,

Date :

(Signature of the student)

Name: _____

Signature of the Principal with seal.