



Panchakshri Shivacharya Trust's

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra) Tel./Fax :- (02382) 243855

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Email:- channabasweshwar@gmail.com / principalcbpc@gmail.com Website:- www.channabasweshwar.org

Approved by:- Govt. of Maharashtra, PCI, New Delhi, Affiliated to:- S.R.T.M. University, Nanded, MSBTE, Mumbai.

Internal & External Examination Policy

TITLE : Examination Policy		
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1.0 INTRODUCTION

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 for the semester pattern or yearly pattern.

Following Terms used in this policy and the associated procedures are consistent with the Channabasweshwar Pharmacy College (Degree).

End term examination means any examination and there after assessment conducted by the S R T M University / MSBTE.

Sessional examination means any examination conducted by the concerned authorities of college.

Examination adjustment means a change to examination conditions that take account of an ongoing medical or personal condition or temporary disability.


University /MSBTE Course means examination shall be conducted by the S R T M U / MSBTE.

Non-University Course means examination shall be conducted by the Course co-coordinator at College level.

2.0 OBJECTIVE

The objective of this policy is to achieve coordinated and consistent examination practices in Channabasweshwar Pharmacy College.




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3.0 SCOPE

This policy is applicable to all qualified applicants, of all the programs conducted at Channabasweshwar Pharmacy College (Degree) as well as faculty members.

4.0 PROCEDURE

4.1 Schedule of Examination

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college Academic Coordinator, Class In-charges and Examination Committee members.

For Odd Semester

First Sessional examination shall be conducted in the month of September / October.

Second Sessional examination shall be conducted in the month of October / November.

End Term examination shall be conducted in the month of December.

For Even Semester

First Sessional examination shall be conducted in the month of February.

Second Sessional examination shall be conducted in the month of March / April.

End Term examination shall be conducted in the month of April / May.

4.2 Pattern of Examination College level Sessional exam and University / Board exam shall be conducted according to guidelines Multiple Choice Questions (MCQ) shall be conducted online.(Subject wise) of SRTMU / MSBTE.



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4.3 Responsibility Chart

4.3.1 Role and Responsibilities of Examination Committee

4.3.1.1 Sessional Examination

- Preparation of internal examination timetable;
- Assigning junior supervisor duty to teaching and non-teaching faculty for smoothly conducting of examination;
- Depute peon and waterman to supply supplementary, attendance sheet and others for smoothly conducting of examination.
- Examination committee shall be take out the print out of submitted question paper and placed it in lock and key;
- Prior 15 min. of starting of examination, member of examination committee shall be giving question paper to junior supervisor from Examination section;
- After completion of examination, member of examination committee shall be counting the total answer books and disburse it to course coordinator for evaluation;
- After evaluating answer books, examination committee shall be collecting the answer books of continuous assessment and Internal assessment from the course coordinator;
- After result declaration, examination committee shall be analyses the result and identified slow learner and fast learner students in respective class and developed different task for improving their result.
- To prepare time table of improvement exam for poor performer in the internal examination
- Improvement examination if any student/ slow learner fails to obtain minimum marks.



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4.3.1.2 End Term Examination

- Examination committee shall publish the University /MSBTE schedule for examination, form filling and committee shall verify and approve the examination form of students.
- Preparation of end term practical examination timetable and conduct it as per university / MSBTE guideline.
- Appoint Internal Senior Supervisor, Assistant to Senior supervisor, Assistant to CEO to senior teaching faculty for smoothly conducting of examination.
- Assigning junior supervisor duty to teaching and non-teaching faculty for smoothly conducting of examination.
- Depute peon and waterman to supply supplementary, attendance sheet and others for smoothly conducting of examination.
- Examination committee shall be verified all course internal examination marks entered by respective course coordinator in online marks entry portal of SRTMU / MSBTE.
- Examination committee shall be taken out the print out of SRTMU / MSBTE provided question paper and prior 15 min. of starting of examination; member of examination committee shall be given question paper to junior supervisor from Examination section.
- After completion of examination member of examination committee shall be count the total answer books, pack the bundle with proper labelling and sealing and kept it in a exam section.
- Submit answer books bundle in a respective CAP centre as per schedule prepared by examination committee.
- After End term result declaration examination committee shall be analyses the class wise result.
- Examination committee shall be guiding the failed students for applying in photocopy/Revaluation in university / Board.
- Implementing any examination adjustments for students as required in accordance with SRTMU / MSBTE guideline




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4.3.2 Role and Responsibilities of Course Coordinator

- Preparation of quality-assured examination papers.
- Submission of examination papers to Examination Department in timelines as per notification;
- Course coordinator should be remaining present in college during their course examination.
- Collection of exam answer books after completion of their respective course exam.
- To evaluate answer books qualitatively and submit it with two set of attendance and Result in timeline as per notification.
- Published their course result on their course website.
- Analyze result of examination and identified slow learner and fast learner student and design proper practices for result improvement of slow learner.
- Enter their respective course marks into Online marks entry portal of SRTMU / MSBTE.

4.3.3 Role and Responsibilities of Students

- Students are required to be available to undertake examinations throughout the periods designated for Midterm and End term examinations as published in the common academic calendar.
- Students are required to familiarize themselves with the provisions of this exam policy.
- Mobile phones must not be used in an examination room. If a mobile telephone is brought into an examination room, it must be switched off and submit it to supervisor.
- All materials and bag left outside to examination room** and college accepts no responsibility for the security of any materials left outside an examination room.



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4.4 Examination Supervision

4.4.1 Examination supervisors are responsible for the conduct of examinations and for ensuring compliance with this policy. Examination supervisors must not be used Mobile phones in an examination room.

4.4.2 A student must comply with all directions given by the examination supervisor and the supervisor's decision is final.

4.4.3 A supervisor may inquire any students in the examination room to;

- Confirm their identity and eligibility to be in the examination room through provision of College ID card.
- Show that they are not in possession of any unauthorized device, mobile or material.
- Answer any question relating to their behavior at the same time as under examination supervision.
- Debarred from an examination room if a supervisor considers that a candidate's behavior is such as to disturb or distract any other candidate.
- Take custody of any device or material, which the supervisor considers to be unauthorized, for the duration of the exam.
- Examinee should follow all instruction of the supervisor to ensure the proper and efficient conduct of the examination.



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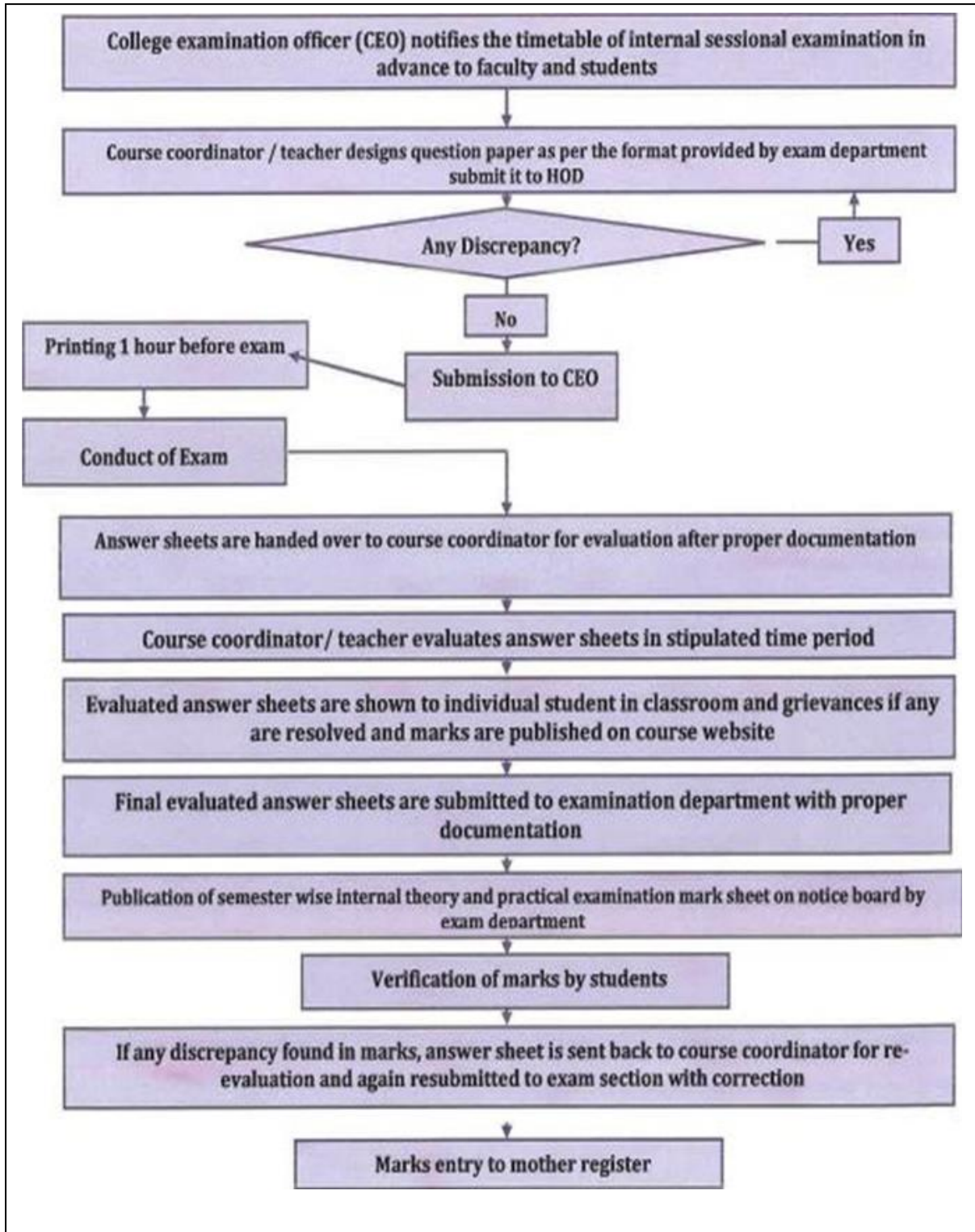
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4.5 Record Keeping

Records related to Examinations are maintained in examination room for the period of 5 years.

1.0 REFERENCES

Examination Pattern of SRTMU / MSBTE.

6.0 ANNEXURE: NA

Verified and approved by Principal, CPC	Seal of Institute
 Principal Channabasweshwar Pharmacy College (Degree), Latur	