



**MAHATMA GANDHI VIDYAMANDIR'S  
Pharmacy College, Mumbai Agra Road, Panchavati  
Nashik, Maharashtra- 422003**

**Approved by: AICTE and PCI, New Delhi**

**Recognized by: DTE, Mumbai, Govt. of Maharashtra**

**Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of the UGC  
act,1956**

**B.Pharm Program accredited by NBA upto June 2025**

**ISO Accredited: 9001:2015**

## **EXAMINATION POLICY**



  
**PRINCIPAL**  
**PHARMACY COLLEGE**  
Panchavati, Nashik-422-003

## EXAMINATION POLICY

**Name of Department:-** Examination( CPHN017660)

**Head of Department (College Examination Officer):-** Prof.B.P.Wagh, **Center Code:-** 0522

**Objective of Examination Department:** To adopt ethical practices and monitor effective implementation of smooth conduction, assessment and evaluation process (for UG/PG/ Pharm D/ PhD) which will elevate academic standards of the college and provide professional excellence.

### 1. Internal Assessment Process:-

- a) After satisfactory meetings with Academic committee and Program Assessment committee, dates for Sessional exams are finalized. The Exam in charge need to display the timetable a week before the exam to the students. The supervision schedule to be displayed at least 3 days before the date of commencement of exam
- b) Drafting of question paper is as per the verbs given as per Bloom's taxonomy by the subject in charge. If the class is having two divisions, then the subjects in charges jointly have to draft the question paper.
- c) Difficulty level of questions is as per SPPU guidelines.
  - i) 40% Easy level questions,
  - ii) 30% Moderate level questions
  - iii) 30 % Difficult level questions
- d) Course outcomes of individual course are mapped with questions. Subject in charges and HODs should verify the same.
- e) Question paper copy should be submitted in sealed envelope, 1 day before scheduled examination. For Pharm.D course , three different sets of question paper have to be submitted by Chairman & Examiner as per SPPU guidelines.
- f) Internal assessment is done as per format prescribed by SPPU guidelines, as follows.

#### Theory

#### A) B.Pharm

	Sessional Exam				Continuous Mode						Total (I + II)
	1 <sup>st</sup>	2 <sup>nd</sup>	Average	Conversion (I)	Assigment (a)	OBT (b)	Avg of a & b	Attendance	STI	Total of CA (II)	
<b>Max Marks</b>	30	30	30	15	4	4	4 (i)	4 (ii)	2 (iii)	10 (i+ii+iii)	25

#### B) M.Pharm

	Sessional Exam				Average	Attendance	STI	Total
	1 <sup>st</sup>	Conversion	2 <sup>nd</sup>	Conversion				
<b>Max Marks</b>	30	15	30	15	15	08	02	25



**C) Pharm.D**

	Sessional Exam			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Best of two Sessional average
<b>Max Marks</b>	30	30	30	30

**Practicals:-**

**A) B.Pharm**

	Sessional Exam				Continuous Assessment	Total (I + II)
	1 <sup>st</sup>	2 <sup>nd</sup>	Average	Conversion (I)	Journal Avg. from CA sheets (II)	
<b>Max Marks</b>	40	40	40	10	05	15

**B) M.Pharm**

	1 <sup>st</sup>	2 <sup>nd</sup>	Average (i)	Journal (ii)	Attendance (iii)	Total (i+ii+iii)
<b>Max Marks</b>	30	30	30	10	10	50

**C) Pharm.D**

	Sessional Exam				CA						Total I+II
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Best of two sessional average (I)	Attend (a)	Journal (b)	Behaviour & Attitude (c)	Performance & Viva (d)	Cleanliness in lab (e)	Total a+b+c+d+e (II)	
<b>Max Marks</b>	20	20	20	20	02	02	02	02	02	10	30

**Rubrics for SPPU Practical Exam Viva:- (As shown in Fig.No.1)**

Course	Pattern	Total Marks	Content (Subject Knowledge)	Verbal Skills (Communication Skill)	Non-Verbal Skills (Body language, eye contact, etc.)
B.Pharm & M.Pharm	2019	10	06	02	02
		05	03	01	01



**2. Practice School Assessment of Final Year B.Pharm students is as follows:**

**Internal**

Internal (Continuous mode)			Total (25)
Attendance(10)	Discussion(10)	Student Teacher interaction(05)	

**External**

External evaluation				Total (125)
Literature survey (referencing) and scientific content (50)	Presentation (technical skill) (30)	Communication Skills and body language (20)	Defence (Question and answers)(25)	

**3. M.Pharm (Sem I & II) Continuous Assessment**

A) Assignment( 50 Marks)		
1	Structural organization and content scale	02
2	Creativity & Originality scale	0.5
3	Compilation of information Scale	01
4	Literature resources scale	01
5	Reference style scale	0.5
Total Scale		05
Conversion		50 Marks
B) Seminar ( 50 Marks)		
1	Reference work and scientific content	10
2	Communication skill	05
3	Discussion/ Defence	05
4	Presentation	30
Total		50 Marks
Total of Continuous Assessment ( A + B )		100 Marks

**M.Pharm ( Sem III) Research work Seminar**

	Introduction	Literature survey	Rational of Research work	Aim and Objective	Work done so far	Total
Max Marks	50	50	50	50	150	350



### Proposal Presentation/Discussion

	Introduction	Literature survey	Hypothesis	Drug Profile and Aim and Objective	Plan of work	Total
Max Marks	10	10	10	10	10	50

### Journal Club ( Sem III & IV)

	Attendance	Quality of Research Paper	Presentation	Communicating and Debating skill	Manner of Answering questions	Total
Max Marks	5	5	5	5	5	25

### M.Pharm (Sem IV) Proposal Presentation/Discussion

	Introduction	Literature survey	Hypothesis	Drug Profile and Aim and Objective	Plan of work	Total
Max Marks	15	15	15	15	15	75

### M.Pharm ( Sem. IV)Project Research Work Presentation

A) Dissertation Book( 250 Marks)		
1	Objective of work done	25
2	Methodology adopted	75
3	Results and Discussion	125
4	Conclusion and outcomes	25
B) Presentation( 150 Marks)		
1	Presentation of work	75
2	Communication skills	50
3	Question and answer skills	25
Total(A + B)		400 Marks

- Subject in charges need to collect answer sheet bundle within **02** days from date of examination.
- After internal assessment by subject incharge, answer sheets are shown to students, discussed model answers, queries solved and asked to cross check and sign the answer sheet.
- Moderation of internal sessional answer bundles is implemented from the A.Y.2023-24. The rules and regulations of moderation are as per the CAP of SPPU as follows:-



i) 100% moderation of answer sheet shall be carried out in case of

a) Candidates failing by 10% marks out of the total marks of that paper.

b) Candidates obtaining 70% and above out of the total marks of that paper.

ii) 5% moderation of answer sheet shall (out of total candidates) be carried out in case of candidates obtaining minimum passing marks selected out on random sample basis.

7. Subject in charges need to submit checked answer sheet bundle along with Marksheet within 15 days from collection to examination department.

8. Improvement sessional exam shall be conducted in next semester for failure students.

9. Class Improvement exam shall be conducted as per SPPU guidelines. Re-sessional exam can be conducted in the same semester, if student remains absent due to medical reason. This should be after verification of valid medical reports and prior permission by examination committee.

**10. Resources and Materials:** Examination record files are kept in good order, in a secure location. Those containing confidential data are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual use.

**11. Examination department is under surveillance of CCTV.**

**12. Some important examination links are**

<http://www.unipune.ac.in> ; <http://www.pci.nic.in>; <https://www.mgv.org.in>

[www.aicte-india.org](http://www.aicte-india.org) > sites > default > files > ExaminationReforms

**13. Cautions and warning information:**

A standard list of 'Do's and Don't rules are displayed in every classroom to make students aware about punishment by university in case of violation of rule. Internal squad (separate for girls and boys) is appointed for invigilation during examination. Strict supervision is done to avoid any malpractice.

**14. Inter-Department co-operation:** Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

**15. Supplementary Information**

In a situation, when the CEO is on leave the following person can take over as exam I/C

1) B.Pharm:- Dr. S. H. Pawar

2) M.Pharm:- Dr. R. R. Karmarkar

3) Pharm.D:- Prof. S. V. Valte

**16. The Examination committee resolves the grievances of the students for their internal/ external assessments:**





### **Internal Examination Related Grievances**

1. For a student who remains absent for continuous assessment and Sessional examination on medical grounds, he/she shall take prior permission from subject teacher/HOD and College examination officer to appear for the re-examination.
2. The student shall submit his/her application and seek permission from the concern authority with appropriate supporting documents.
3. The performance of the students in CA and Sessional examination will be discussed by concerned Faculty after evaluation of the answer sheets.
4. Subject teachers shall clarify the doubts/queries of students in continuous assessments and related to Sessional exam if any.

### **External Examination Related Grievances**

1. Students shall be notified about the exam form filling, photocopy & revaluation process as per the guidelines of Savitribai Phule Pune University. Students shall approach the Examination committee for any issues during University exam form filling process.
2. Examination committee shall mail or communicate all grievances to university through College examination officer nominated by institute.
3. Students having issues related to error in mark sheets (spelling mistake, change in name) shall submit an application along with supporting documents to examination section and same will be communicated to the University with request letters for the amendments.
4. Students shall report to examination section about any discrepancies found in question papers during internal/end semester exam with a written application to examination committee and the same shall be communicated to university for corrective action.
5. A student who faces any accidental mishap/physically challenged candidate can approach the examination section for availing the facility for writer as per the university guidelines.
6. The examination section shall coordinate for separate sitting arrangements and writer. In such cases the student shall be given 20 min. extra time per hour.
7. Students can avail the Provision for photocopy of answer sheets for Verification and revaluation process by applying through the online system of university.



8. Graduating students who wish to improve their Class shall have provision to improve their marks by appearing for minimum three Theory subjects within five years of the graduating year.





RUBRIC ASSESSMENT FOR VIVA(10 M)

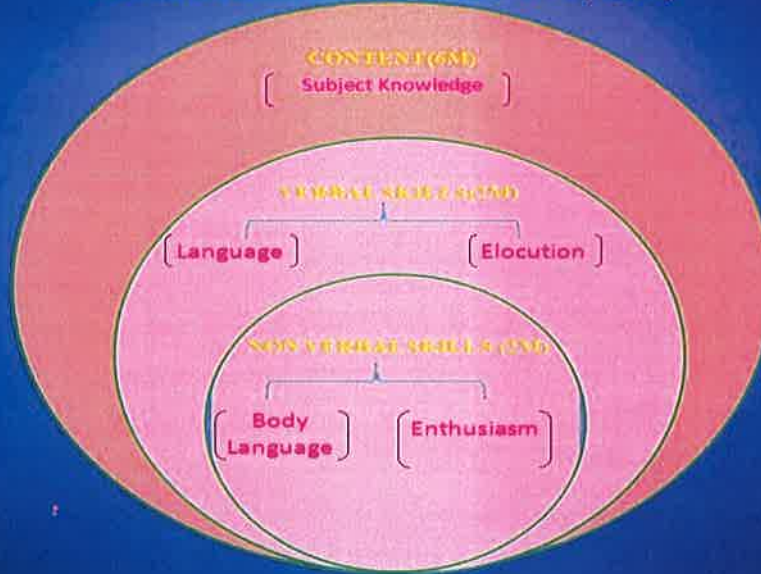


Fig.No.1) Rubrics for SPPU Practical Exam Viva

Assessment of content delivered by students during viva  
SUBJECT KNOWLEDGE

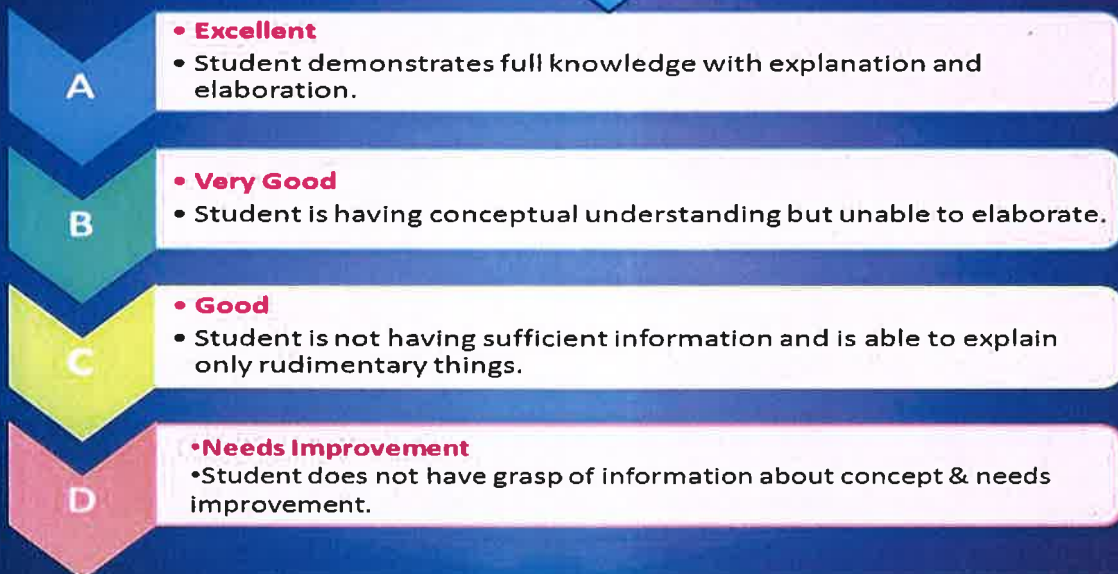
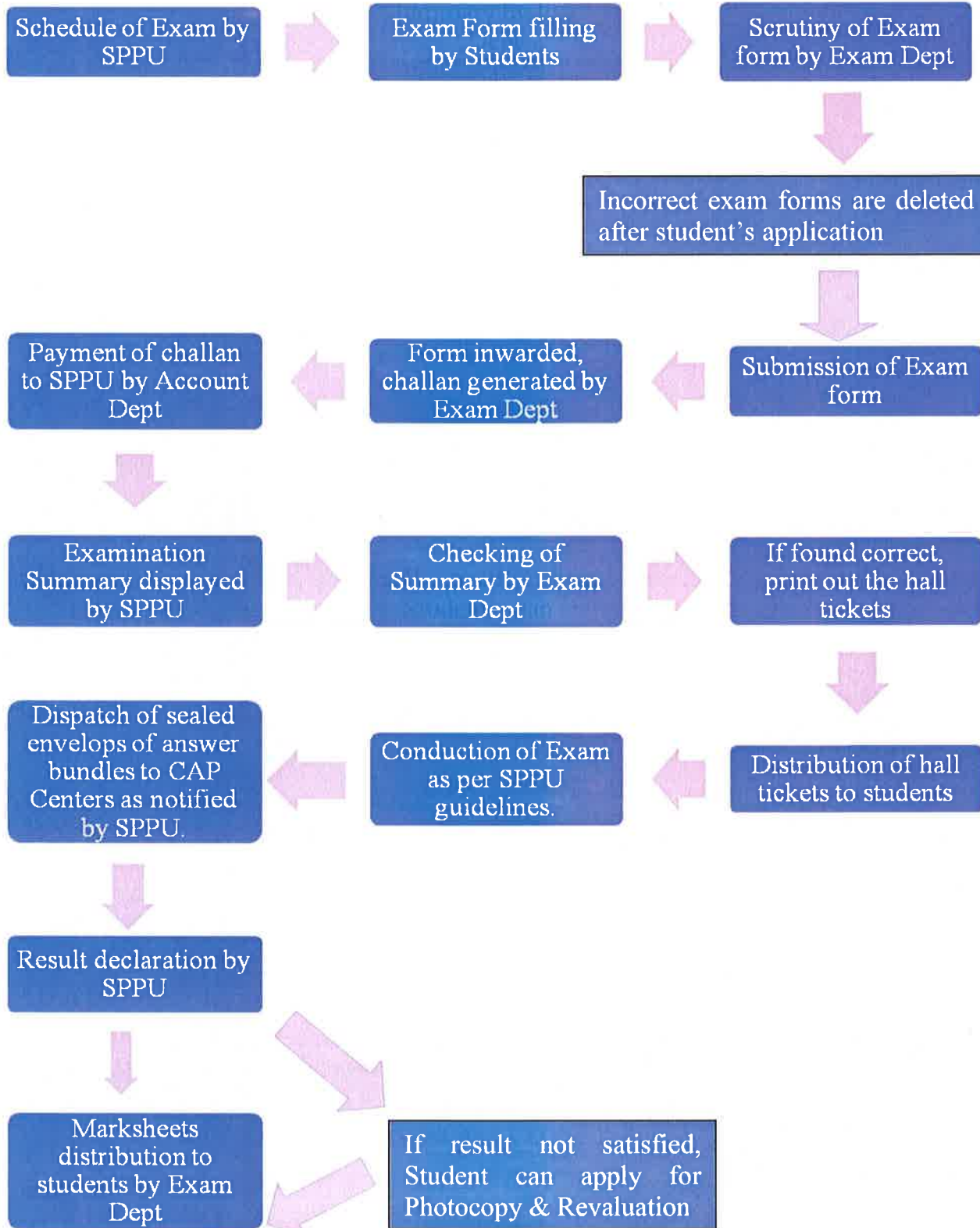


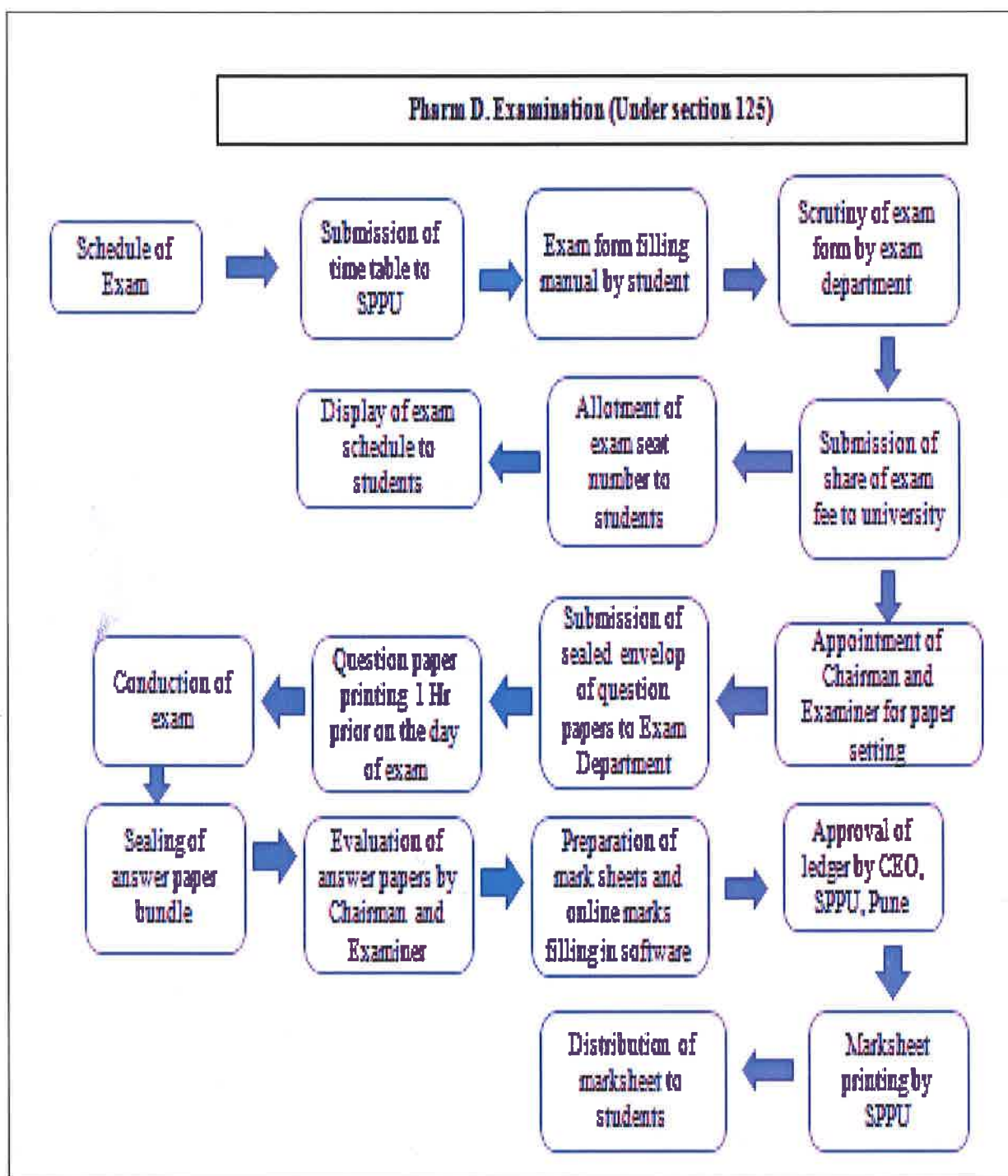
Fig.No.2) Assessment Scale for Viva



### SOP-SPPU External Examination



**SOP-SPPU External Examination for Pharm D. (Under section 125)**



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