



**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**

## 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 incharge need to display the timetable a week before the exam to the students. The supervision schedule to be displayed atleast 3 days before the date of commencement of exam
- b) Drafting of question paper is as per Bloom's taxonomy by the subject incharge. Common Q.Paper shall be drafted jointly by faculty if two divisions of class are present.
- c) Difficulty level of questions is as per SPPU guidelines.
- d) Course outcomes of individual course are mapped with questions. Subject incharges should verify the same.
- e) Question paper copy in sealed envelope should be submitted 1 day before scheduled examination.
- f) Internal assessment is done as per format prescribed by SPPU, as follows.

#### Theory

##### A) B.Pharm

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

##### B) M.Pharm

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

##### 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>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

**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>	<b>40</b>	<b>40</b>	<b>40</b>	<b>10</b>	<b>05</b>	<b>15</b>

**B) M.Pharm**

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

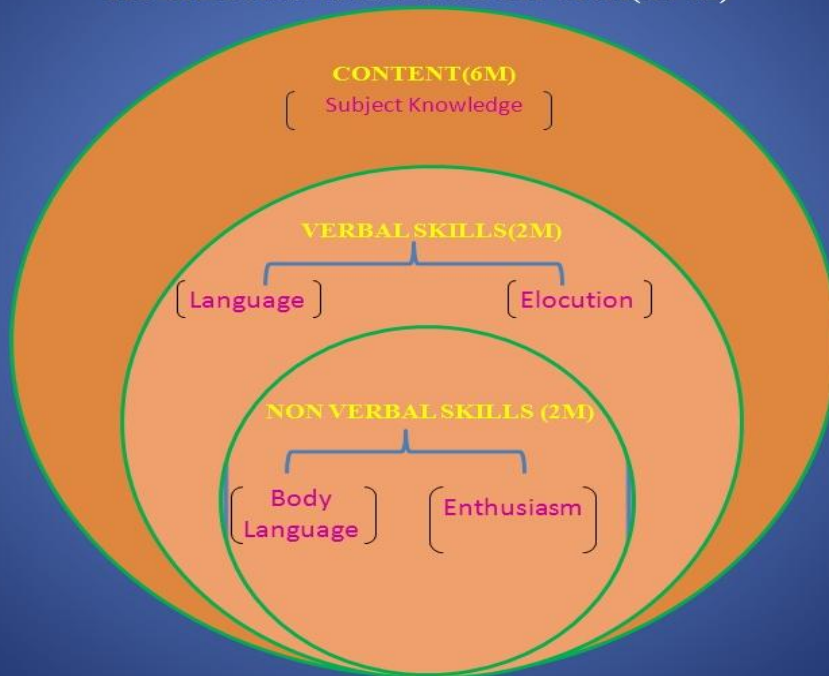
**C)Pharm.D**

	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 d (a)	Journ al (b)	Behaviou r & Attitude (c)	Performanc e & 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

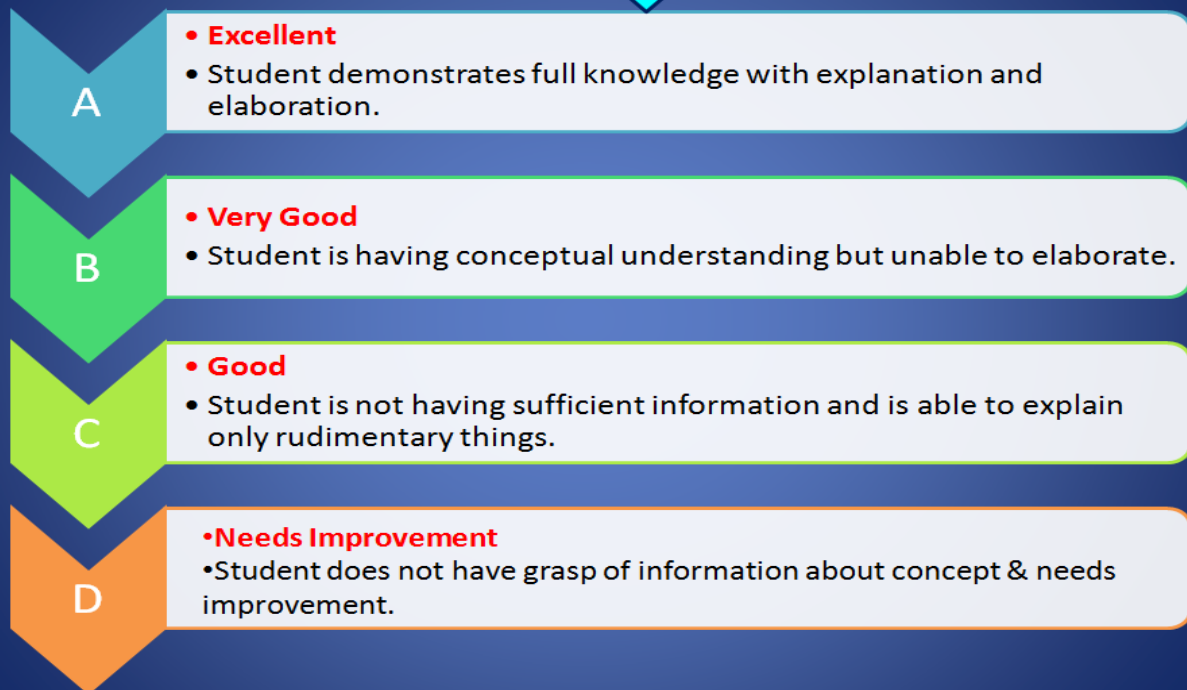
**Rubrics for SPPU Practical Exam Viva:-**

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

RUBRIC ASSESSMENT FOR VIVA(10 M)



Assessment of content delivered by students during viva  
SUBJECT KNOWLEDGE



**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 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	Communicati ng 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

4. After internal assessment by subject incharge, answersheets are shown to students, discussed model answers, queries solved and asked to cross check and sign the answer sheet.
5. Subject in charges need to collect answersheet bundle within **02** days from date of examination.
6. Subject in charges need to submit checked answersheet bundle along with marksheet within **15** days from collection to examination department.
7. Improvement sessional exam shall be conducted in next semester for failure students.
8. Class Improvement exam shall be conducted as per SPPU guidelines.
9. 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 principal.

**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 violence 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:- Prof. Shubhangi 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 process as per the guidelines of Savitribai Phule Pune University.
2. Students shall approach the Examination committee for any issues during University exam form filling process.
3. Examination committee shall mail or communicate all grievances to university through College examination officer nominated by institute.
4. 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.
5. 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.
6. 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.
7. 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.
8. Students can avail the Provision for photocopy of answer sheets for Verification and revaluation process by applying through the online system of university.
9. 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.

**SOP-Sequence in external Examination**

**External Examination**

