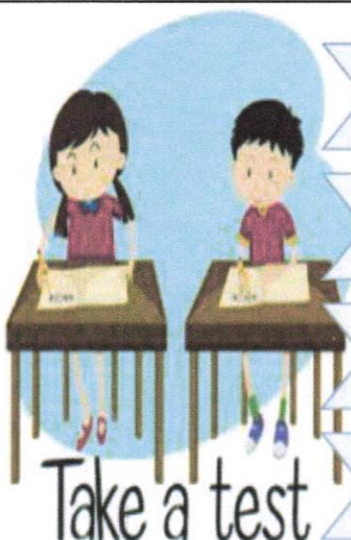








Gokhale Education Society's
Sir Dr. M. S. Gosavi College of
Pharmaceutical Education and Research,

Prin. T. A. Kulkarni Vidyanagar, College Road,

Nashik-422005, MS, INDIA



-  **NO Mobilephones & Smartwatches were allowed**
-  **NO revised notes and other cheats were allowed**
-  **NOT allowed to written on skin**
-  **Bags & pencil cases are NOT allowed.**

EXAMINATION POLICIES

Examination Policy

This is a standard document which provides all procedures to ensure smooth conduct of internal and SPPU examinations and to maintain dignity of examination process. The institution is affiliated to Savitribai Phule Pune University, Pune and hence Scheme for internal examinations are followed as per regulations and rules defined by the Savitribai Phule Pune University.

The college exam officer, the internal examination in charge, the academic coordinator, the class in charge, and a student representative from each class make up the examination committee. The Examination committee is an apex body of the College which is headed by College Exam Officer (CEO) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and College) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee. Conduct of internal and SPPU end semester examinations of all theory and practical subjects are monitored by the committee.

Important Roles & Responsibilities of College Examination Officer:

- Responsible for the due custody of the records pertaining to his/her work.
- Shall have administrative control over the members working under him/her.
- Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.

Important Roles of Examination Section

- To ensure a healthy examination atmosphere and to stop exam-related misconduct.
- The examination team coordinates all examination activities and organizes the examination schedules with care and vigilance
- In addition, care is taken in the recording & handling of examination stationary both prior and subsequent to the examination itself.

Work scheme for examination department

- Orientation of examination scheme to First year students of all classes
- Schedule and Time table of internal and SPPU end semester examinations theory and practical subjects
- Preparation of invigilation schedule and circulation among faculty members
- Giving of question paper format to subject in charge and use of blooms taxonomy
- Monitoring internal evaluation process
- Monitoring eligibility of students to appear for examination as per authority
- Online examination form filling
- Collection and custody of all examination related documentation
- Communication and supervision of internal mark entry process
- Conduct of SPPU end semester theory examination
- Appointment of internal squad
- Maintaining copy case records
- Dispatch of SPPU end semester theory examination answer sheets to CAP center
- Communicating SPPU results to students and dealing with grievances.
- Convey information regarding photocopy and revaluation
- Instructions regarding convocation ceremony

Mechanism to deal with internal examination related grievances

- The students who remain absent for continuous assessment and sessional examination on medical grounds, with prior permission from HOD and College examination officer will be permitted to appear for the re-examination conducted before the End Term Examination.
- The student shall submit his/her application and avail permission from the concern authority with required documents.
- For the students who score less than 50% aggregate in university examination or want to improve their CLASS/GRADE shall be allowed to appear for Theory subjects of the said Semester/Class. **Mechanism to deal with SPPU examination related grievances**

- For the examination applications, students shall register on the university web portal with unique mail ID and mobile number. Same is required as University communicates the examination details via email and SMS alerts.
- Students shall get in contact with Class teacher/Examination team regarding any examination related issues, issues related to error in names (spelling mistake change in name) etc.
- The grievances related to application form for examination are sorted by the examination team. College examination officer shall communicate grievances of students through mail/letters.
- During the university examination, any issues regarding ongoing examination shall be brought to notice of examination team and the same shall be communicated to university for corrective action.
- A student who faces any accidental mishap/physically challenged candidate shall be permitted to avail the facility of taking scribe facility. Separate sitting arrangements and additional 20 min/per hour time allotment shall be done for the said student.

- After the declaration of the university result, students who are not satisfied with their performance shall apply for the photocopy for Verification and proceed for revaluation process as per university procedure.

Guidelines for Code of conduct during Examination

Examinations are one of the most commonly used methods for accessing the student knowledge related to the subject in their curriculum.

- It is essential that examination results should reflect the knowledge and abilities of each individual student.
- To achieve this, student should follow the academic standards and code of conduct during examination. Preventive Actions to be followed by students during Examination.

The following preventive actions are intended to secure an honest academic environment & can be implemented prior to the start of the examination.

1. Rules of examination behaviour- The internal vigilance team should inform students that the consequences of inappropriate examination behaviour will lead to failure of student.
2. Disciplinary action in case of use of unfair means which include unfair means materials whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the examinee or on, wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
3. Students are responsible for picking up any litter or objects in the vicinity of their seats before the examination begins. Any notes or suspicious material of any kind within the student's vicinity should be considered a violation.
4. Students should ensure that their answer book is not exposed to others.
5. Students should concentrate on their own exam rather than nodding here and there.
6. Student - student interaction during an examination is a breach of proper examination behaviour. Students should not talk to invigilator also except for any need or an emergency.

7. Exchange of particulars during examination should be prohibited.
8. If a student completes an examination within 15 minutes of the end of the period, the student should remain seated until the period is over.
9. At the end of the examination period, all examination materials should be collected by the invigilators.




Principal
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