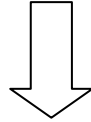


AISSMS COLLEGE OF PHARMACY, KENNEDY ROAD, PUNE-01

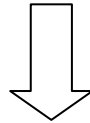
Standard Operating Procedure of Exam Section

SOP FOR CONDUCT OF EXAMINATION OF B.PHARM (*semester Pattern/Credit pattern*) AND M.PHARM(Credit) FOR REGULAR SESSIONAL THEORY AND PRACTICALS EXAM

Display of college examination schedule and University Examination schedule



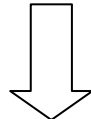
For theory exam -Display of Time table, Hall arrangements and rules for conduct of exam
For Practical exam -Display of commencement dates



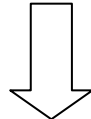
Conduct of internal exam

SOP FOR CONDUCT OF EXAMINATION OF B.PHARM (*semester Pattern/Credit pattern*) FOR REVISED THEORY

Display of Notice to students for payment of fees and submission of challan with details of subjects to appear for revised sessional



Display of Time table, Hall arrangements and rules for conduct of exam



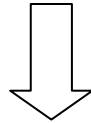
Conduct of internal exam

SOP FOR CONDUCT OF EXAMINATION OF B.PHARM (*semester Pattern/Credit pattern*) AND M.PHARM(Credit) FOR THEORY AND PRACTICALS

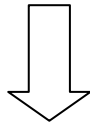
For University Examination

Display of University schedule for online filling of forms and last date for acceptance of forms

After Conduct of Internal exam

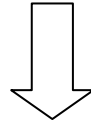


Showing of mark entry register & confirmation by students signature prior to sending to university.

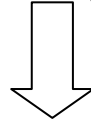


Receiving queries, doubts and problems in the mark entry in form of application within 2 days and rectification of the same from respective staff and recommunication to students.

After receipt of University time table for theory and Practical commencement and end dates



For Practical exam -Display of Practical time table with details of batches
For theory exam -Display of Time table, Hall arrangements and rules for conduct of exam



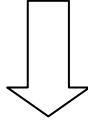
Distribution of Hall tickets



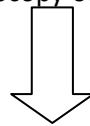
Conduct of exam

SOP AFTER DECLARATION OF RESULTS OF B.PHARM (semester Pattern/Credit pattern) AND M.PHARM (Credit)

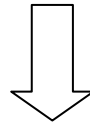
Display of toppers and distribution of marksheets to students



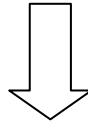
Display of notice for students who wish for photocopy of papers within 10 days of declaration of results and acceptance of forms



Distribution of photocopy to students once received from University



Display of notice for students who wish to apply for Reevaluation of papers within 10 days of declaration receipt of photocopy acceptance of forms



Communication of the changes and communication with students once received from University

SOP FOR REDRESSAL OF EXAMINATION RELATED GRIEVANCES

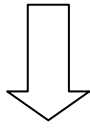
Mechanism to deal with examination related grievances is transparent, time-bound and efficient

For **any internal examination grievances** following mechanism is followed

Written signed application from students addressing exam section, mentioning the grievance is taken

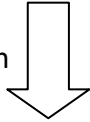


Grievance related to subject is
Conveyed to subject teacher



Grievance resolved by subject teacher

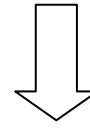
On verification
by student



Application resigned by teacher and student

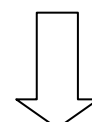
Mentioning the grievance as resolved

Any other exam related Grievance is dealt by CEO



Grievance resolved by CEO

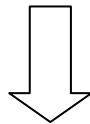
On verification
by student



Application resigned by CEO and student

For university related grievances –

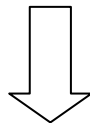
Written signed application from students addressing exam section, mentioning the grievance is taken (Filling of exam /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet)



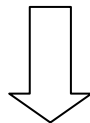
Within 2 days the queries are conveyed to university either telephonically or mail on web mail or letter is sent enclosing the application of student and necessary documents forwarded the through the principal

On verification

Within a week Grievance resolved by University (confirmation either telephonically or mail or receipt of letter)



On verification by student



Application resigned by student mentioning the grievance as resolved

Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university, hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.

Mrs. Reshma N. Mirajkar (CEO-Exam Section)

Mrs. V. N. Wable (Member-Exam Section)

Mr. P. Sonawane (Member-Exam Section)