



CRITERION: 2

METRIC NO.:2.5.1

Examination evaluation and reforms

- 1) Internal Examination: Evaluation Process and Reforms**
- 2) Mapping of Question Papers with COs & Assessment of Bloom Taxonomy Level**
- 3) External Evaluation of Question Paper by External Committee**
- 4) Security System (CCTV Cameras)**

(01st July 2022 to 30th June 2023)




CRITERION: 2

METRIC NO.:2.5.1

Examination evaluation and reforms

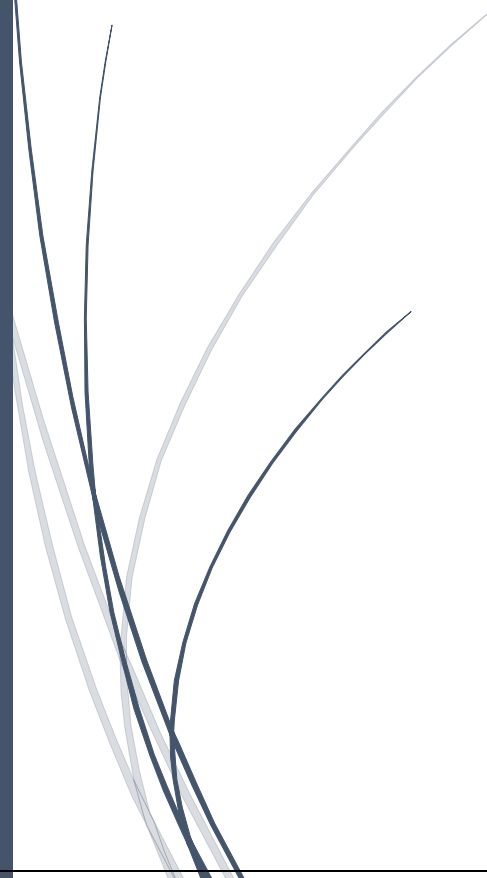
1) Internal Examination: Evaluation Process and Reforms

(01st July 2022 to 30th June 2023)



ANAND PHARMACY COLLEGE, ANAND (205)

**INTERNAL EXAMINATION
EVALUATION AND REFORMS**



Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

2022-23

INTERNAL EXAM COMMITTEE / CELL

Objectives:-

Exam Cell shall prioritize the following:-

1. Proper planning, dissemination of information along with SOP and guidelines / norms for various duties to all concerned faculties and establish process for feedback and evaluation
2. Emphasizing the importance of examinations in students and reduce the threat and stress of students through peer-to-peer interaction.
3. Arranging workshops for students on how to prepare for different types of examinations, how to write the examinations etc. for excellent performance.
4. Evaluation of internal papers.
5. Training to paper setters on how to draw an ideal question paper.
6. Regular analysis of performance of students and suggesting corrective action plan and changes (if required) to IQAC/HOI to get better results in external examinations for each semester.
7. For compliance of deadlines for submission and maintenance of confidentiality.
8. For Quality sustenance and curb malpractices (if any).
9. Resolving issues by forming sub-committees.
10. If there is any change in the norms or schedule for theory or practical exams in any class/batch, undergraduate or postgraduate, it must be prior approved by HOI.

The Exam Committee's Composition

Chair Person	Ex officio - HOI
Committee Members	Ex officio – Academic Head Dept. Representative/s
Convenor	Chair Person & Committee members nominated
Internal Exam Coordinator	Chair Person & Committee members nominated
Quality Audit/ Squad Team Members	Chair Person & Convenor nominated
Invited Members	Ex officio - GTU Exam Coordinator Ex officio - Admin Head Ex officio – Admin Dept. Exam Clerk

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Current Committee:

Sr. No.	Designation	Name of Person
1	Internal Exam Co-ordinator (B.Pharm/M.Pharm)	Mr. Sandip Patel
2	Internal Exam Co-ordinator 2 (B.Pharm/M.Pharm)	Dr. Gopi Patel
3	Internal Exam Co-ordinator 1 (Pharm D)	Dr. Akshay Shah
4	Internal Exam Co-ordinator 2 (Pharm D)	Dr. Arshi Panchal
5	Vice Principal	Dr. Kalpana Patel
6	Academic head	Dr. Hardik Rana
7	Two Faculty members nominated by Principal	Dr. Rajesh Parmar Dr. Vaishali Thakkar
8	One Non-teaching staff member nominated by Principal	Ms. Amruta Patel
9	Squad Team member	Dr. Hardik Rana, Dr. Rajesh Parmar Mr. Hitesh Raval
10	Invited member	Mr. Hitesh Raval

Dashboard Reporting to be done by Admin Head to HOI before Each Vacation:-

The details of internal exam dates, subject-wise results with details of number of students failing, scoring >50% and scoring >60%, names of faculty teaching in both the classes along with tentative dates of external exams.

- Proper dissemination of exam related information to all faculty along with deadlines for submission, by email and detailed dissemination in staff meeting, before 2 weeks of start of semester. The students shall be informed on 1st day of commencement of the academic session.
- Minimum 2 meetings shall be convened in a semester in which all the members will be invited. Agenda must be sent 2 weeks before the scheduled date of meeting. Additional meetings shall be arranged as and when required by the Academic Head, Convenor, Internal exam coordinator and Admin Head. Internal exam coordinator shall prepare the minutes of every meeting.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

1st meeting

- In the 1st meeting, any reforms (review/ updation/ modification in system or format of processes) related to exams shall be discussed.
- QSP theory format will be finalized/ revised if required for UG and PG both. While preparing the format, the feedback obtained from external reviewers will be taken into consideration. It will be ensured that there is balance between the answer and the question as per the marks allotted.
- Exam related other formats like supervision reports, attendance sheets, mark sheets, etc. must be finalized/ revised if required.
- Exam timetable must be prepared before the semester starts.
- Faculty shall be trained for how to set question paper.
- Duration of exam shall be tentatively decided according to this schedule.

B. Pharm

Mid I Theory/Practical Exam- 6th & 7th week of semester

Mid I Theory/Practical Exam – 13th and 14th week of semester

Remedial Theory – 15th week of semester (last week of semester)

M. Pharm

Mid I Theory/Practical Exam- 6th & 7th week of semester

Mid I Theory/Practical Exam – 13th and 14th week of semester

Remedial Theory – 15th week of semester (last week of semester)

Pharm. D

1st internal theory exam- 10th week from the commencement of academic year

2nd internal theory exam- 24th week from the commencement of academic year

3rd internal theory exam- previous 3rd week from the end date of academic year

1st internal practical exam- 11th week of from the commencement of academic year

2nd internal practical exam- 25rd week from the commencement of

3rd internal practical exam- previous 2nd week from the end date of academic year

Remedial Theory –last week of end date of academic year

% of syllabus (preferably 60-70%) to be considered for internal exam must be discussed and approved in 1st meeting for Mid Semester theory.

- 75% attendance is mandatory for the students to appear for the internal as well as external exams for B.Pharm & M. Pharm. 80% attendance is

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

mandatory for the students to appear for the internal as well as external exams for Pharm. D. Detain list will be prepared accordingly by subject in-charge.

- Preparation of question bank and dissemination to the students: Question bank comprising of 25 questions per subject must be prepared within one week of the beginning of the semester/year and given to students during the 1st tutorial session of each class by respective subject incharge. The students have to write the answers for the questions from the same list provided. Those semesters/year which do not have tutorials must receive the question bank during their 1st practical week.

2nd meeting

Appointment of paper setters (theory) will be done by Academic head in consultation with HOI and examination orders to be given through exam section mail. Two paper setters will be appointed for each subject and each will draw the question paper.

All Deadlines for Submission to Be Decided

- Collection of syllabus for internal exam from subject in-charge.
- Information to paper setters with official order along with copy of syllabus and question paper format.
- Display of syllabus on department notice board by subject in-charge
- Preparation of theory QSP, to Exam Cell before one month of exam date as per deadlines mentioned in the appointment order.
- Practical QSP along with synopsis and formative assessment to be submitted by practical subject in-charge to HOD along with necessary copies for the entire class.
- Submission of above as per deadlines mentioned in the appointment order.
- Allotment of supervision duties by exam section coordinators.
- Discussion of seating arrangements with Admin Head.
- Printing of QSP on same day - one hr. before the exam will be done by Internal exam coordinator for both Mid Semester.
- Remedial question paper will be drawn and conduct the exam by respective subject in-charge.
- In paper must include Cos and Bloom taxonomy and must be verified by HoD before send to exam section.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

- Paper must be password protected word file and submitted to papersubmissionapc@gmail.com.
- Password must be sent (separately for each question paper) by WhatsApp ONLY to HOI.
- One question paper out of two submitted will be selected by HOI (or in-charge appointed by HOI in case of absence) on the day of printing.
- Exam Cell in-charge will collect the password on the day of printing. The printer kept in Exam strong room should be used for printing purpose.
- Practical QSP too will be printed over there.
- Send password of each paper separately as per orders received by WhatsApp only, not mail with your name in this format
 - Name of Teacher:
 - Exam: Mid I/II/Remedial/1st Internal/2nd Internal/3rd Internal
 - Semester/Year:
 - Subject name:
 - Subject code:
 - Password:
- Dept. meeting must be conducted to discuss the evaluation scheme before assessing the paper.
- Papers received after exams must be hand over to the paper evaluators appointed by the cell along with assessment norms.
- Two paper evaluators per subject will be decided by exam coordinators.
- The **assessment must be completed within 7 days** by all the examiners appointed and result should be submitted to HODs for approval & HODs will randomly check min 5 answer books of each faculty to check quality of evaluating method.
- The papers will be sent for moderation if required thereafter before showing them to the students.
- Meeting can be arranged with academic head, exam section coordinator and subject in charge for post exam evaluation of paper and result analysis and discuss any other issue.
- **Marksheets shall be prepared by subject in-charge only after showing the answer books to the students.**
- On the marksheet, date of marksheet preparation should be mentioned and not date of exam. One copy should be displayed on department notice board, one copy submitted to admin office and one copy attached with bundle.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

- Result analysis in internal marksheets must be done for entire class and not separately for Class I and II.
- HODs will send it to academic head for result analysis. It must be comparative analysis of last semester results versus current semester results; batch-wise comparison and subject-wise comparison.
- Preventive actions for reducing internal backlog: Subject-wise list can be prepared of academically strong and weak students. Identify weak students in tutorials itself, take necessary actions for them before the commencement of mid semester exams. Identify the problems of students on individual basis and take remedial actions. Report to Academic Head in staff meeting.
- Based on Internal/External Result analysis done by Exam Cell, strategies will be prepared for next corrective/enhancement action plan. Five bright students from each semester will be identified so that they can be trained properly for securing gold medal in university examinations.
- All exam related duties will be performed under CCTV surveillance.
(Must be recorded & store for one month)
- Disciplinary actions and/or penalty will be taken against the person found guilty during any type of exam related duties.
- Exam cell in-charge will submit the two copies of exam paper to library and one copy to respective department within the seven days from last exam paper & instruct librarian to provide the same on intranet.
- Audit/ Review/feedback of QSP of current academic year must be collected from external faculties before the end of the semester.
- Documentation to be maintained regularly and confidentially by in-charge
- Any deviation in the schedule of any exam (UG/PG- theory and practical) must be prior approved by HOI.
- Admin Head / Dr. Hardik rana will provide the exam related data as and when asked by HOI.

Pharm D exam norms: -

Out of 3 theory exams, average of best two will be considered.

Out of 3 practical exams, average of best two will be considered.

Format of practical exam must be as per PCI/GTU norms described in the syllabus copy.

Format of theory question paper has been decided as follows.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Theory Exam shall be of 75 minutes and of 30 maximum marks.

Q1. Answer any 3 qs out of 4 each of 5 marks

Q2. Answer any 3 qs out of 4 each of 4 marks.

Q3. Answer any 3 qs out of 4 each of 1 mark.

Norms for Remedial Exams:-

- Subject in- charge is responsible for remedial exam.
- Only one remedial exam shall be conducted. Only in exceptional cases for certain subjects there will be flexibility and the subject in-charge can conduct two remedial exams with the permission of Exam Cell **& HOI**.

Norms for Paper Setters (Refer GTU Order)

- Refer the instructions provided in the appointment order for paper setters. Format of QSP will be attached in the mail.
- QSP must have COs and Bloom taxonomy in each question.
 - In B. Pharm, Q1 is subjective or MCQ for 10 marks and Q2 is long question for 10 marks and Q3 is short questions for 5 marks.
 - While in M. Pharm Q1 and Q2 is section I and Q3 and Q4 is section II.
- The copy of the QSP must be deleted from the computer and must not be saved anywhere in any form.
- The examiner must not indulge in any type of malpractices and must consider the matter as confidential.

Norms for Paper Assessors

- Each section of the entire class will be assessed by different examiners. Each examiner will check the section allotted to them by Exam Cell.
- Marks in fractions like 0.25 or 0.75 should NOT be given. 0.5 marks will be rounded off to 1.0 mark **at the time of final submission**.
- Red pen should be used for assessing the paper.
- Marks must be entered in the margin on the left against each answer.
- Marks obtained must be entered in the marks row printed on the first page of answer book by respective examiner.
- Both the examiners will also write the marks obtained in each question in the sheet provided on the bundle.
- Internal Result declaration time within 7-10 days from starting date of exam.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Norms for moderation

- Those scoring 5 to 7 marks out of 20 in theory/ practical will be moderated by the committee members.
- Moderation Committee comprises of HOI, Acad. Head and Convener of Exam Cell. Along with Dept. HODs as invited members.

Format of Marksheet:

B. Pharm: Theory Marksheet format:

Roll No.	Enrollment No.	Name of the Student	Theory							
			1st Sessional Exam A (30)	2nd Sessional Exam B (30)	Remedial Exam C (30)	Average marks of two, best of A,B,C Exam D (30)	MID Exam Mark [(D*10)/30] (E) (10)	Continuous mode of Internal Assessment (F) (10)	Total marks from (E+F) (20)	Percentage

RollNo.	Enrollment No.	Name of the Student	Practical						
			1 st Sessional Exam (A)(40)	2 nd Sessional Exam (B)(40)	Average marks of two Sessional exams (C)(40)	Marks [(C*15)/40](D) (15)	Continuous mode of Internal Assessment(E) (05)	Total marks from (D+E) (20)	Percentage

Norms for Continuous evaluation:

Theory	
Criteria	Maximum Marks
Attendance (Refer below Table)	4
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3
Student – Teacher interaction	3
Total	10

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Practical	
Criteria	Maximum Marks
Attendance (Refer above Table)	2
Based on Practical Records, Regular viva voce, etc.	3
Total	5

B. Pharm: Question paper format

Sessional exam shall be conducted for 30 marks for theory.

Question paper pattern for theory Sessional examinations For subjects having University examination

I. Multiple Choice Questions (MCQs) = 10 x 1 = 10 OR OR
 Objective Type Questions (5 x 2) = 05 x 2 = 10

(Answer all the questions)

I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10
 II. Short Answers (Answer 2 out of 3) = 2 x 5 = 10

Total = 30 marks

Format of Marksheet:

M. Pharm: Theory Marksheet format:

Roll No.	Enrollment No.	Name of the Student	Theory							Total marks from (E+F) (20)	Percentage
			1st Sessional Exam A (40)	2nd Sessional Exam B (40)	Remedial Exam C (40)	Average marks of two, best of A,B,C Exam D (40)	MID Exam Mark [(D*10)/40] (E) (10)	Continuous mode of Internal Assessment (F) (10)			

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Roll No.	Enrollment No.	Name of the Student	Practical					Total marks (C+D) (50)	Percentage
			1 st Sessional exam (A) (30)	2 nd Sessional exam (B) (30)	Average marks of two Sessional exams (C) (30)	Continuous mode of Internal Assessment (D) (20)			

Norms for Continuous evaluation:

Theory	
Criteria	Maximum Marks
Attendance (Refer below Table)	5
Student – Teacher interaction	5
Total	10

Practical	
Criteria	Maximum Marks
Attendance (Refer above Table)	10
Based on Practical Records, Regular viva voce, etc.	10
Total	20

Norms for Supervisors

- In M. Pharm, students must be instructed to write the sections separately in separate answer books BUT tied together before submission.
- Sitting arrangements related: The students must be seated in the centre of the bench in one line so as to avoid any type of malpractices. Mobiles, smart watches / gadgets or any other materials not permissible during the examinations must be kept outside the examination hall.
- Fill the supervision report accurately.
- Arrange all the papers in sequence as per Roll No.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

- In case of common subjects of M. Pharm, prepare separate bundles for each branch.

REMEDIAL EXAM

Less than 40% marks in any subject (Theory and Practical) is failure. If Student is absent, detained, fail in any one of theory sessional exam, and if average of two sessional is less than 40%, he/she has to appear the remedial exam. Paper setting, evaluation and supervision duty will be conduct by subject In-charge.

Norms for Special case of examination:

- If students are not able to give internal theory and practical exam due to some reasons like medical issue, participation in state/national/international level competition, award functions of NSS, NCC, Sports and research, extra co-curricular activity, training at industry etc.
- In above special cases student has to appear for remedial theory exam by concerning with Academic head, Vice-principal and Principal and that will be considered as mid sem exam marks.
- If students are not able to give remedial theory exam due to some medical issue, then exam section will conduct one another exam by concerning with Academic head and Vice-principal.
- The exam schedule will be prepared by exam section.
- Paper setting, evaluation and supervision duty will be conduct by subject In-charge.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Format of Marksheet:

Pharm. D: Theory Marksheet format:

Roll No.	Enrollment No.	Name of the Student	Theory					Total marks from (D/2) (30)	Percentage
			1st Internal (A) (60)	2nd Internal (B) (60)	3rd Internal (C) (60)	Average of Best two (D) (60)			

Pharm. D: Practical Marksheet format:

Marksheet of Practical subjects which do not include Assignment

Roll No	Enrollment No.	Name of the Student	1st Internal (A) (60)	2nd Internal (B) (60)	3rd Internal (C) (60)	Average of Best two (D) (60)	Conversion into 20 (E) (D/3) (20)	Daily Evaluation (10) (F)	Total Marks (E + F) (30)	Percentage
---------	----------------	---------------------	-----------------------	-----------------------	-----------------------	------------------------------	-----------------------------------	---------------------------	--------------------------	------------

Marksheet of Practical subjects which include Assignment

Roll No	Enrollment No.	Name of the Student	1st Internal (A) (60)	2nd Internal (B) (60)	3rd Internal (C) (60)	Average of Best two (D) (60)	Conversion into 20 (E) (D/3) (20)	Daily Evaluation (10) (F)	Assignments (10) (G)	Average (H) (F + G)/2 (10)	Total Marks (E + H) (30)	Percentage
---------	----------------	---------------------	-----------------------	-----------------------	-----------------------	------------------------------	-----------------------------------	---------------------------	----------------------	----------------------------	--------------------------	------------

Assignment evaluation	
Criteria	Maximum Marks
Write up of the assignment	2.5 marks
Presentation of assignment	2.5 marks
Communication skills	2.5 marks
Question and answer skills	2.5 marks
Total	10

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Pharm D. : Question paper format

Sessional exam shall be conducted for 60 marks for theory.

I. Multiple Choice Questions (MCQs) = 10 x 1 = 10

(Answer all the questions)

Q.1 . Question- Answer (Answer 5 out of 7) = 5 x 5 = 25

Q.2. Question- Answer (Answer 4 out of 6) = 4 x 4 = 16

Q.3. Question- Answer (Answer 3 out of 5) = 3 x 3 = 09

Total = 60 marks

Norms for UFM (Unfair Means)

Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
----------------	---	---------------------------

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

1	a. If the examinee is found in possession or snatches away of notes, chits, answer book or part there of any other examinee however he/she has not written from the said material in his/her answer book	Cancellation of examination in respective subject
	b. Indecent behaviour# at the examination centre or in the examination hall	
	c. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings	
	d. Possess any sort of exam relevant material written/printed on paper chits, compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc.	
	e. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favour	
2	a. Copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.	Declare the Examinee as "Fail" in respective subject of the current semester examination conducted by the authority
	b. Indulge in exchange of answer book, supplementary with other examinee	
	c. Copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in examhall	

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

	d. If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee		
	e. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act		
	f. If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee		
	g. if the examiner reports that in the examinee's answer book is written with more than one type of hand writing		
	h. if the examiner reports about missing pages or additional pages in the answer book of examinee		
	j. if examinee try to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination		
	k. If examinee attempt to bribe by way of Keeping currency notes in his/her answer book		
3	a. if examinee obstructs/threatens or orally assault the block supervisor or any		Cancellation of examination for all subjects.
	b. Tries to bring duly written answer book or supplementary from outside		
	c. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall		

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

	d. Leaves the examination hall without submitting his answer book or tries to destroy it	
4	a. If person impersonates as a examinee and if this detected during or after the examination	Declare the Examinee as "Fail" in all subject of the current semester examination conducted by the authority
	b. Possess Gun, Revolver, Knife or any other prohibited weapon in or around exam hall	
	c. Physically assault block supervisor or any competent authority on exam duty	
	d. If an examinee for degree of B. Pharm./M.Pharm/ Pharm. D is found guilty of plagiarism of a thesis/ dissertation/ project work during the period of assessment.	

Indecent behaviour means:

- a. Doesn't follow the instructions given by the block supervisor or any competent authority
- b. Writes irrelevant matter in the answer book
- c. Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book
- d. Communicates with another examinee or try to pass on information even after a word of caution from block supervisor or any competent authority
- e. Possess any of the prohibited electronic gadgets
- f. Any sort of writing on the question paper
- g. Any exam relevant literature found near or just beneath his seat but he/she has not copied from the said material
- h. Use of indecent or abusing words in the answer book
- i. Indulges in writing the matter relevant to subject before commencement of exam
- j. Attempts oral communication with another examinee.

PUNISHMENT:

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee.

The committee after consideration of the case as referred to it by instructor/invigilator can award punishment.

The punishment awarded by the committee is considered as final decision.

Duties of Squad Members

- Frequency of visits: Thrice per exam session
- The members appointed by the Cell shall go for surprise checking during the conduct of exams.
- The members will not interfere or give instructions/suggestions to examinees or supervisors during the examination under any circumstances. If it is necessary, then prior approval must be obtained from HOI.
- The squad will ensure smooth conduct of the examinations with strict compliance to the examination norms.
- Squad will submit the report in the format provided by the Exam Cell to HOI Academic Head.

Preservation of assessed answer books

- All valued answer books shall be preserved for three consecutive years in strong room of Examination cell.

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

**UPDATED GUIDELINES FOR SELECTION OF DISSERTATION TOPICS
(W.E.F. 2020-21)**

- Presentation of research project proposal by student in front of research committee of APC including all PG branches guides, co-guides and HODs before submission of title to GTU.
- The presentation must be commenced every year from 31st july to 14th august.

2022-2023

Norms for Internal exam of CPDP (BP506TP) and IPDC (BP507TP)

CPDP (BP506TP)	IPDC (BP507TP)
Theory Exam: 30 Marks (MCQ)	Theory exam: 30 marks (MCQ)
Practical exam: 30 marks	Practical exam: 30 marks

Norms BPH sem 7 students Practice school examination pattern

- Internal practical out of 100 marks
- Each Guide has to submit one report in hard copy to exam section and one copy to library

Sr. No	Component	Marks
1	Report (hard copy in triplicate) (minimum 25 pages)	50
2	Daily interaction	15
3	Attendance >75% -- 25 >60-74% -- 20	25
4	MCQs (prepared by coordinator)	10
Total		100

Rules and Regulations for Examinations and Evaluation System of
B. Pharm, M. Pharm and Pharm D programs
(w.e.f. Academic Year 2022-23)

Norms BPH sem 8 students Project work examination pattern for internal as well as external

- Internal examination of project work we will keep exam of 50 marks. In which we have divided 50 marks into two subparts. Part-A (30 marks) for Power Point Presentation and Part-B (20 marks) for Hard Copy submission.
- In Part-A 10 marks content and quality of presentation, 10 marks communication skills and 10 marks viva-voice.
- Marks for hard copy shall be the same for all the students in a group. However, marks for presentation shall be awarded based on performance of individual student in the given criteria.
- Hard copy must contain Objectives of the work done, Methodology adopted, Results and Discussion, Conclusion and Outcomes.
- 3 hard copies (not more than 25 pages) must be submitted. (one - dept, one- exam, one- guide)
- If the work is done in a group, then the entire group will submit the hard copy and not individual student.

Norms for non-university exam.

B. Pharm:

For subjects having Non University Examination

Format of Question paper:

Total 7 Questions (Attempt any 5).

Each question comprises of two sub questions i.e. A (4 marks) and B (3 marks)

Total = 35 marks

M. Pharm

As per GTU paper format.

Pharm D.

For subjects having Non-University Examination

Format of Question paper:

Total 7 Questions (Attempt any 5).

Each question comprises of two sub questions i.e. A (6 marks), B (4 marks) and C (4 marks)

Total = 70 marks



CRITERION: 2
METRIC NO.:2.5.1

Examination evaluation and reforms

**2) Mapping of Question Papers with COs &
Assessment of Bloom Taxonomy Level**

(01st July 2022 to 30th June 2023)



ANAND PHARMACY COLLEGE

Bloom's Taxonomy Evaluation of Question Paper

Academic Year: 2022 -23

Internal Question Paper Evaluation Sheet

B. Pharm

4

Medicinal Chemistry-I

BP402TP

Course:

Semester:

Subject Name:

Subject Code:

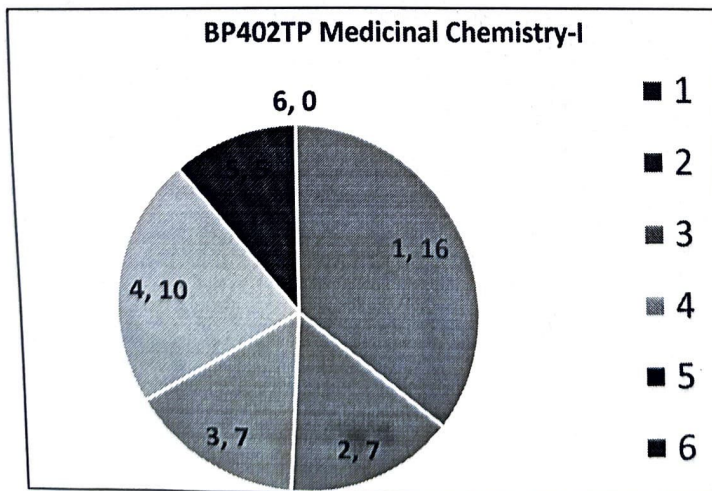
Name of Faculty	Subject Teaching Per Week (in Hrs)
KP	3
GSP	1

Subject Incharge

Dr Gopi S. Patel

Que. No.	Marks	CO mapping	Bloom's Taxonomy Level
1A	2	1	1
1B	2	1	3
1C	2	1	1
1D	2	2	2
1E	2	4	1
2A	10	3	1
2B	10	3	4
3A	5	1	3
3B	5	1	5
3C	5	2	2

Bloom's Taxonomy levels	No of Questions	Total Marks	% Marks
1 Remembering	4	16	36
2 Understanding	2	7	16
3 Applying	2	7	16
4 Analyzing	1	10	22
5 Evaluating	1	5	11
6 Creating	0	0	0
Grand Total	10	45	100



Name & Sign of Evaluators:

(R.R. Parmar)



ANAND PHARMACY COLLEGE
Bloom's Taxonomy Evaluation of Question Paper
Academic Year: 2022 -23



Internal Question Paper Evaluation Sheet

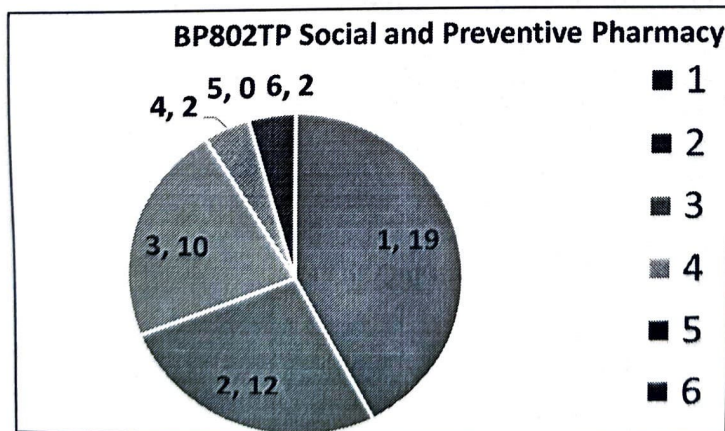
Course: B. Pharm
Semester: 8
Subject Name: Social and Preventive Pharmacy
Subject Code: BP802TP

Name of Faculty	Subject Teaching Per Week (in Hrs)
PSP	3
NJV	1

Subject Incharge Dr Gopi S. Patel

Que. No.	Marks	CO mapping	Bloom's Taxonomy Level
1A	2	1	6
1B	2	1	1
1C	2	1	1
1D	2	1	4
1E	2	1	2
2A	10	2	1
2B	10	2	3
3A	5	3	2
3B	5	3	1
3C	5	2	2

Bloom's Taxonomy levels	No of Questions	Total Marks	% Marks
1 Remembering	4	19	42
2 Understanding	3	12	27
3 Applying	1	10	22
4 Analyzing	1	2	4
5 Evaluating	0	0	0
6 Creating	1	2	4
Grand Total	10	45	100



Name & Sign of Evaluators:

(R. Aravind)





CRITERION: 2
METRIC NO.:2.5.1
Examination Evaluation and Reforms

**3) External Evaluation of Question Paper by
External Committee**

(01st July 2022 to 30th June 2023)



Anand Pharmacy College, Anand
Department Development Board Meeting
Department of Pharmaceutical Chemistry
Academic Year: 2022-23



Subject	Suggestions
MRA101T Good Regulatory Practices MRA102T Documentation and Regulatory Writing MRA103T Clinical Research Regulations MRA104T Regulations and Legislation for Drugs & Cosmetics, Medical Devices, Biologicals & Herbals, and Food & Nutraceuticals In India and Intellectual Property Rights	Quality of Question can be enhanced by choosing right words and flow of question paper. Few examples suggested for Regulatory affairs by Dr Jain. What are the critical aspects of 21 CFR part 11 compliance for any good automated laboratory? Enlist 10 essential SOPs with purpose for Good automated laboratory? Develop a checklist for performing investigation for OOS results in the laboratory? Result of tablet "PARACETAMOL 500 mg" was reported as 94% against the specification limit 95 - 105%. Develop action plan with timeline. What shall be typical content of batch manufacturing record for liquid vial injectable product? Explain the quality issues which would results in a product recall? What are the key steps to be followed in drug product recall of distributed product? Product METFORMIN ER tablet 850 mg is to be developed. Write the requirement for BA/BE study? IPR can do the wonders for any organization? Explain with example.
818804 Pharmaceutical Organic Chemistry	No Comments related to Subject
838805 Medicinal Chemistry	No Comments related to Subject
MQA102T Quality Management System	No Comments related to Subject
MQA104T Product Development and Technology Transfer	No Comments related to Subject
BP104TP Pharmaceutical Inorganic Chemistry	No Comments related to Subject
BP202TP Pharmaceutical Organic Chemistry I	No Comments related to Subject
BP301TP Pharmaceutical Organic Chemistry II	No Comments related to Subject
BP401TT Pharmaceutical Organic Chemistry III	No Comments related to Subject
BP402TP Medicinal Chemistry I	No Comments related to Subject
BP501TT Medicinal Chemistry II	No Comments related to Subject
BP601TP Medicinal Chemistry III	No Comments related to Subject
818804 Pharmaceutical Organic Chemistry	No Comments related to Subject

Specific comments:

The content of paper is matched with respective syllabus or curriculum for Pharm D, B Pharm and M pharm.

Questions are very generic in nature rather than specific. To enhance the knowledge base of the student to meet the industry requirements, regulatory requirements and become a successful professional, questions shall be specific, based on case studies, situation based. This would help student to study in details and use brain while replying the answers to the questions.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

ANAND PHARMACY COLLEGE, ANAND- External Evaluation - Evaluation of Mid- semester examination Papers, 2022-2023

Dear Sir/mam, Kindly assess quality of question paper of internal examination of an odd semester of 2022-23. Please give your valuable feedback, it is very much needed to improve the quality in education at our institute.

Thank you

* Indicates required question

1. Name of Department Development Board Member *
Department Development meeting: 06/04/2023

Mark only one oval.

- Dr: Haresh Patel Skip to question 14
 Dr: Sanjay Jain Skip to question 2
 Dr: Rajashree Mashru Skip to question 44

MRA101T Good Regulatory Practicces - M. Pharm RA Sem I: Question Paper Evaluation and Feedback

Kindly find link for syllabus and question paper.
 Link for syllabus and Question paper: https://drive.google.com/drive/folders/18eOKCNmN_Ug3kk54tg3w-t8mkX3eU_ra?usp=sharing

2. Q Paper Assessment and Feedback *

Mark only one oval per row.

	YES	NO
Does the paper cover all the topics mentioned in the curriculum?	<input type="radio"/>	<input type="radio"/>
Does the above answer type question test the desired learning outcome?	<input type="radio"/>	<input type="radio"/>
Does the length of answer expected co-measure with marks allotted?	<input type="radio"/>	<input type="radio"/>
Does the framing of question is appropriate?	<input type="radio"/>	<input type="radio"/>
Can the question paper be attempted fully by normal students within the time allotted?	<input type="radio"/>	<input type="radio"/>
Is the language of the question paper consistent with the student level?	<input type="radio"/>	<input type="radio"/>
Does the question paper include adequate question of Knowledge level?	<input type="radio"/>	<input type="radio"/>
Does the question paper include	<input type="radio"/>	<input type="radio"/>

adequate question of Comprehension level?

Does the question paper include adequate question of Application level?

Does the question paper include adequate question of Analysis level?

Does the question paper test the course outcome envisaged in the course curriculum?

Are the question given in the question paper adequate?

3. Specific Comments

4. Your overall views about the quality of question paper: *

Mark only one oval.

Excellent
 Good
 Average

5. Q Paper Assessment and Feedback *

Mark only one oval per row.

	YES	NO
Does the paper cover all the topics mentioned in the curriculum?	<input type="radio"/>	<input type="radio"/>
Does the above answer type question test the desired learning outcome?	<input type="radio"/>	<input type="radio"/>
Does the length of answer expected co-measure with marks allotted?	<input type="radio"/>	<input type="radio"/>
Does the framing of question is appropriate?	<input type="radio"/>	<input type="radio"/>
Can the question paper be attempted fully by normal students within the time allotted?	<input type="radio"/>	<input type="radio"/>
Is the language of the question paper consistent with the student level?	<input type="radio"/>	<input type="radio"/>
Does the question paper include adequate question of Knowledge level?	<input type="radio"/>	<input type="radio"/>
Does the question paper include	<input type="radio"/>	<input type="radio"/>



External Evaluation

Anand Pharmacy College, Anand



Evaluation of Mid semester regular examination Papers, 2021-2022

Programme: M. Pharm

Semester: 2nd sem

Subject Name: Regulatory Aspects of Drugs & Cosmetics

Course code: RA-27

Subject Code: MRA2017

Number of Question paper Evaluated: 1

Sr. No.	Questions	Always	Frequently	Occasionally	Inference
1	Does the paper cover all the topics mentioned in the curriculum?			✓	
2	Does the above answer type question test the desired learning outcome?			✓	
3	Does the length of answer expected co-measure with marks allotted?			✓	
4	Does the title required to attempt a question co-measure with marks allotted?			✓	
5	Can the question paper be attempted fully by normal students within the time allotted?			✓	
6	Is the language of the question paper consistent with the student level?			✓	
7	Does the question paper include adequate question of:				
	A. Knowledge level			✓	
	B. Comprehension level			✓	
	C. Application level			✓	
	D. Analysis level			✓	
8	Does the question paper test the learning outcome envisaged in the course curriculum?			✓	
9	Are the question given in the question paper adequate?			✓	
10	Your overall views about the quality of question paper.	Good	Fairly good	✓	

Any other suggestion:

Questions are very generic in nature and would not help to evaluate the knowledge of student.

Name & Signature of Examiner:

Date:

[Signature]
10 Sept 22
(Dr. Sanjay K. Jain)



External Evaluation

Anand Pharmacy College, Anand



Evaluation of Mid semester regular examination Papers, 2021-2022

Programme: B. Pharma

Semester: Vth

Subject Name: Medicinal chemistry I

Course code: 90

Subject Code: BP402TP

Number of Question paper Evaluated: 01

Sr. No.	Questions	Always	Frequently	Occasionally	Inference
1	Does the paper cover all the topics mentioned in the curriculum?	✓			
2	Does the above answer type question test the desired learning outcome?	✓			
3	Does the length of answer expected co-measure with marks allotted?	✓			
4	Does the title required to attempt a question co-measure with marks allotted?	✓			
5	Can the question paper be attempted fully by normal students within the time allotted?	✓			
6	Is the language of the question paper consistent with the student level?	✓			
7	Does the question paper include adequate question of:				
	A. Knowledge level	✓			
	B. Comprehension level		✓		
	C. Application level		✓		
	D. Analysis level		✓		
8	Does the question paper test the learning outcome envisaged in the course curriculum?	✓			
9	Are the question given in the question paper adequate?	✓			
10	Your overall views about the quality of question paper.	Good ✓	Fairly good		

Any other suggestion:

Name & Signature of Examiner:

Dr. Harsh Patel

Date:

Harsh
10-SEP-2022

External Evaluation

Anand Pharmacy College, Anand

Evaluation of Mid semester regular examination Papers, 2021-2022

Programme: Pharm. D

Semester: 3rd year

Course code: 88

Subject Name: Medicinal Chemistry

Subject Code: 838805

Number of Question paper Evaluated: 1

Sr. No.	Questions	Always	Frequently	Occasionally	Inference
1	Does the paper cover all the topics mentioned in the curriculum?	✓			
2	Does the above answer type question test the desired learning outcome?	✓			
3	Does the length of answer expected co-measure with marks allotted?	✓			
4	Does the title required to attempt a question co-measure with marks allotted?	✓			
5	Can the question paper be attempted fully by normal students within the time allotted?	✓			
6	Is the language of the question paper consistent with the student level?	✓			
7	Does the question paper include adequate question of:				
	A. Knowledge level	✓			
	B. Comprehension level	✓			
	C. Application level	✓			
	D. Analysis level	✓			
8	Does the question paper test the learning outcome envisaged in the course curriculum?	✓			
9	Are the question given in the question paper adequate?	✓			
10	Your overall views about the quality of question paper.	Good ✓	Fairly good		

Any other suggestion: —

Name & Signature of Examiner: Dr. Hareesh Patel

Date:

Hareesh
10/SEP-2022



Anand Pharmacy College, Anand
Department Development Board Meeting
Department of Pharmaceutical Chemistry
Academic Year: 2022-23

Minutes of Meeting

Minutes of Meeting (Online mode)

The Department Development Board Meeting was held on Saturday, 6/5 /2023, between 04.00 PM to 05.00 PM. Following members were present for the meeting.

Name	Designation
Dr. Kalpana G. Patel	Chairperson
Dr. Sanjaykumar Jain	Industry Expert
Dr. Haresh M. Patel	Industry Expert
Dr. R. C. Mashru	Academic Expert
Dr. Rajesh Parmar	Member Secretary
Mr. Hitesh Raval	Member
Mr. Devang Tandel	Member
Dr. Tejal Gandhi	Invited Member

The agenda wise discussion carried out during the meeting is as follows:

1. Welcome of all the members by the Chairperson.

The Chairperson begins the meeting by extending a warm welcome to all the members present. The Chairperson emphasizes the significance of the meeting, which is focused on enhancing the quality of question papers.

2. Review of the minutes of the last DDB meeting and action taken related to the meeting held on 10-9-2022.

It was resolved that the action taken on the decisions of previous meeting was approved unanimously by all members of the committee.

Action taken summary:

- According to suggestion of DDB expert member, Pharmaceutical Chemistry department has taken initiative for Calibration and validation of instruments with labelling related to status,

do

huron

Khalil

R

[Signature]

Page 1 of 4

frequency of calibration, Preparation of SOP for calibration and validation of analytical instruments.

- Students has to wear gloves, apron, Goggles and cap during practical hours. To increase the book reading ability and to motivate the students several Book reviews on different books programs were organized by Anand Pharmacy College.
- Several seminars and guest lectures were conducted for upliftment of Self-discipline qualities in students with prior planning, attitude building and ownership qualities.
- In chemistry laboratory we have developed Unique ID nomenclature to reagent bottle for solids, liquids and bench reagents.
- Validation of reagents and solutions preparation related GLP aspects like date of opening reagent bottle, date of preparation of reagents, its expiry date, validation of each reagent prepared before actual experiments.
- As part of preventive maintenance, we have taken annual maintenance contract for sophisticated instrument like HPLC and HPTLC.
- For effective teaching-learning process department faculty has taken lectures with some innovative ways like brainwita games, crossword and quiz.
- Faculty has also enrolled for MOOC courses and gone for Industrial training at Amneal Pharmaceutical, Pvt., Ltd, Ahmedabad.

3. Review of new certification programs for the next academic year.

As a part of continuing education department has planned to launch GTU approved Certificate course "LIFE CYCLE OF PHARMACEUTICAL & MEDICAL DEVICE MANAGEMENT". This course to be conducted in a hybrid mode, with objectives that interested students take advantage of this opportunity to enhance their understanding of pharma and medical devices and improve their prospects in the pharmaceutical industry.

4. Assessment of quality of question paper of internal examination of an odd semester of 2022-23.

Various question papers of Pharm D, B. Pharm and M. Pharm program were assessed for the verification of academic year 2022 – 23 and various comments and suggestions were mentioned in the format to be implemented for improvement by institution. For question paper evaluation important suggestion was given by expert member that the question should be specific and appropriate according to marks and content.

2

Khalid

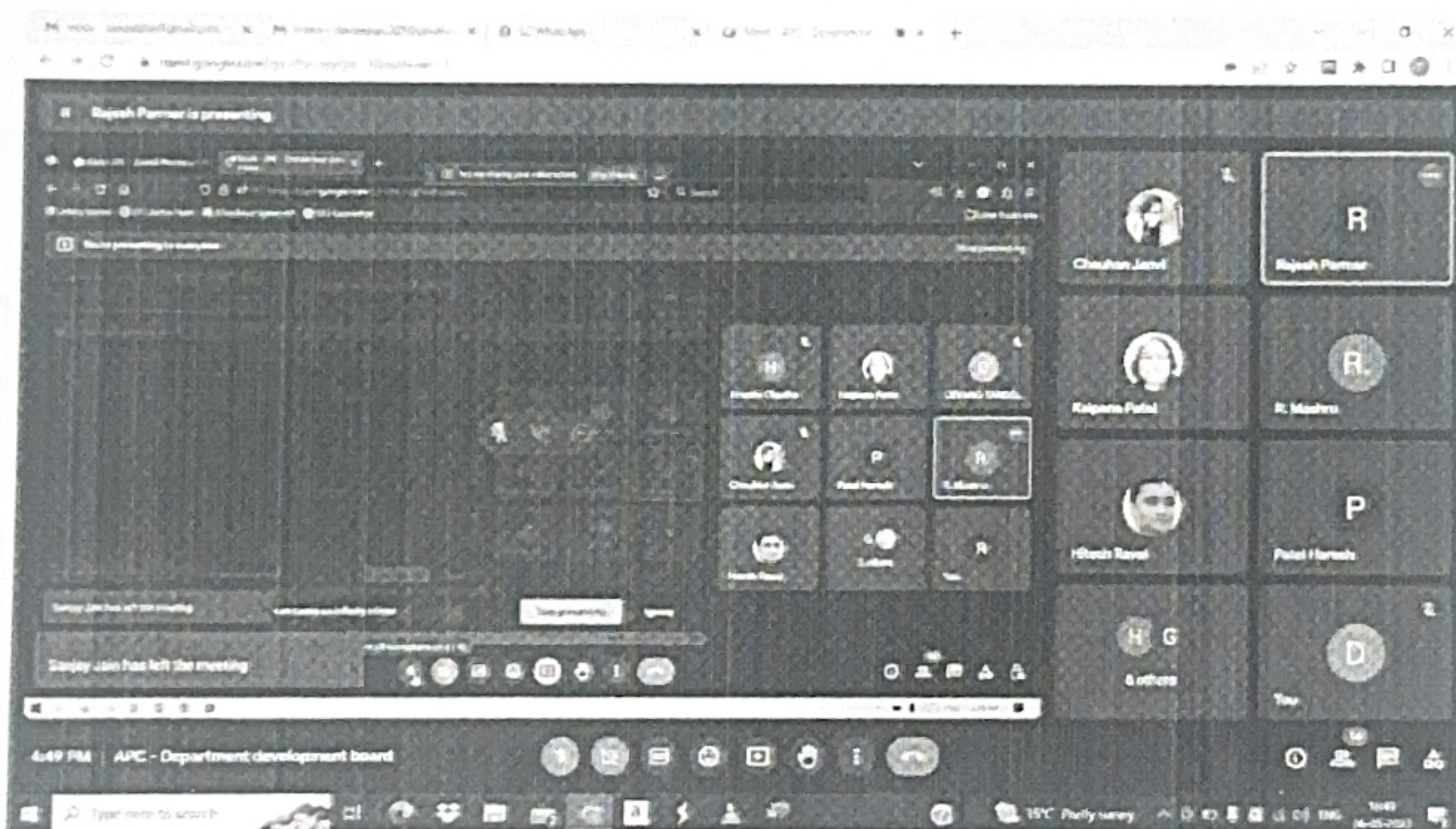
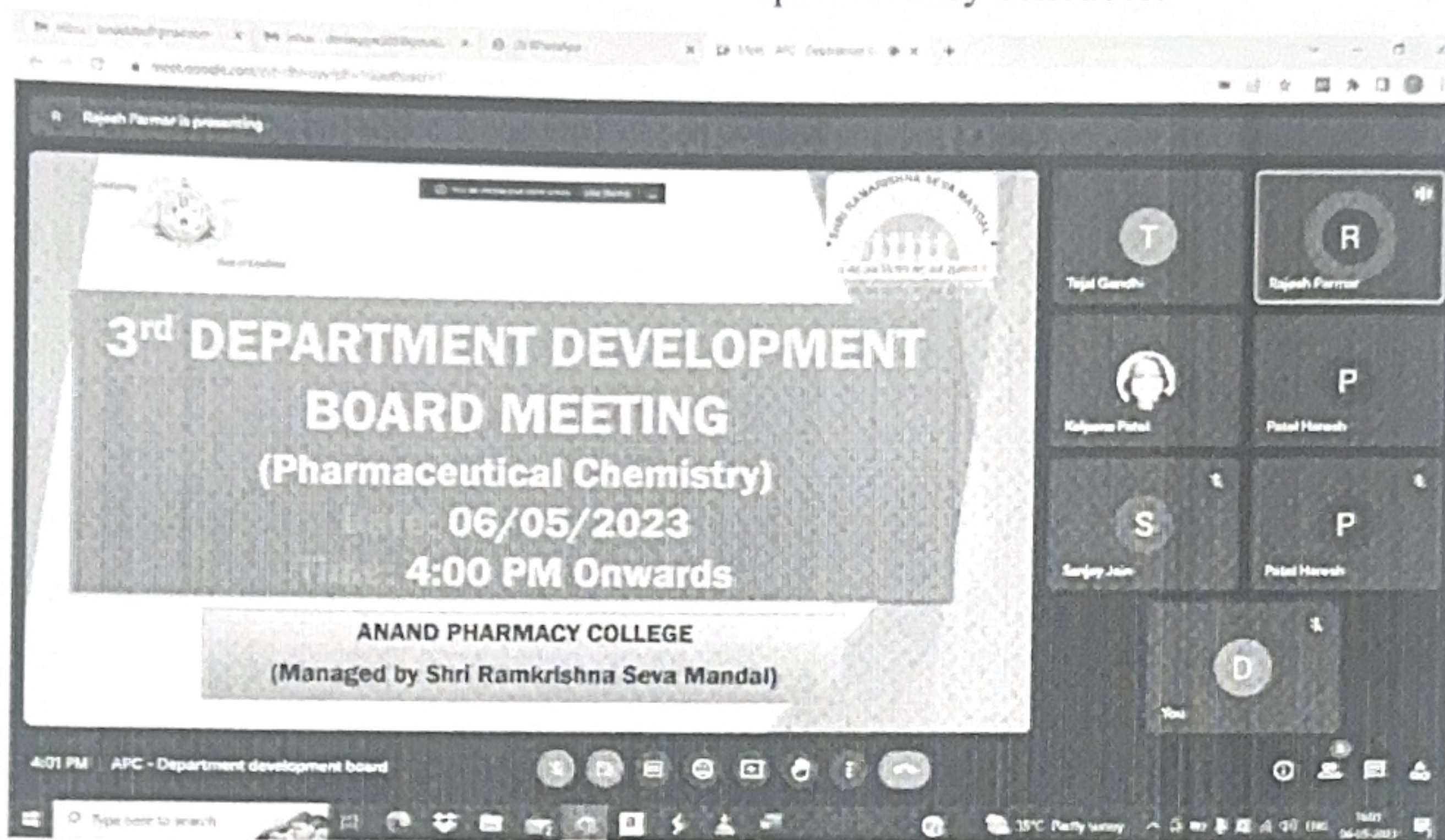
R

Page 2 of 4

5. Any other relevant matter with the permission of the chairperson.

Dr Tejal Gandhi had discussed various unique and best practices prevailing in the institution, and were appreciated by all members.

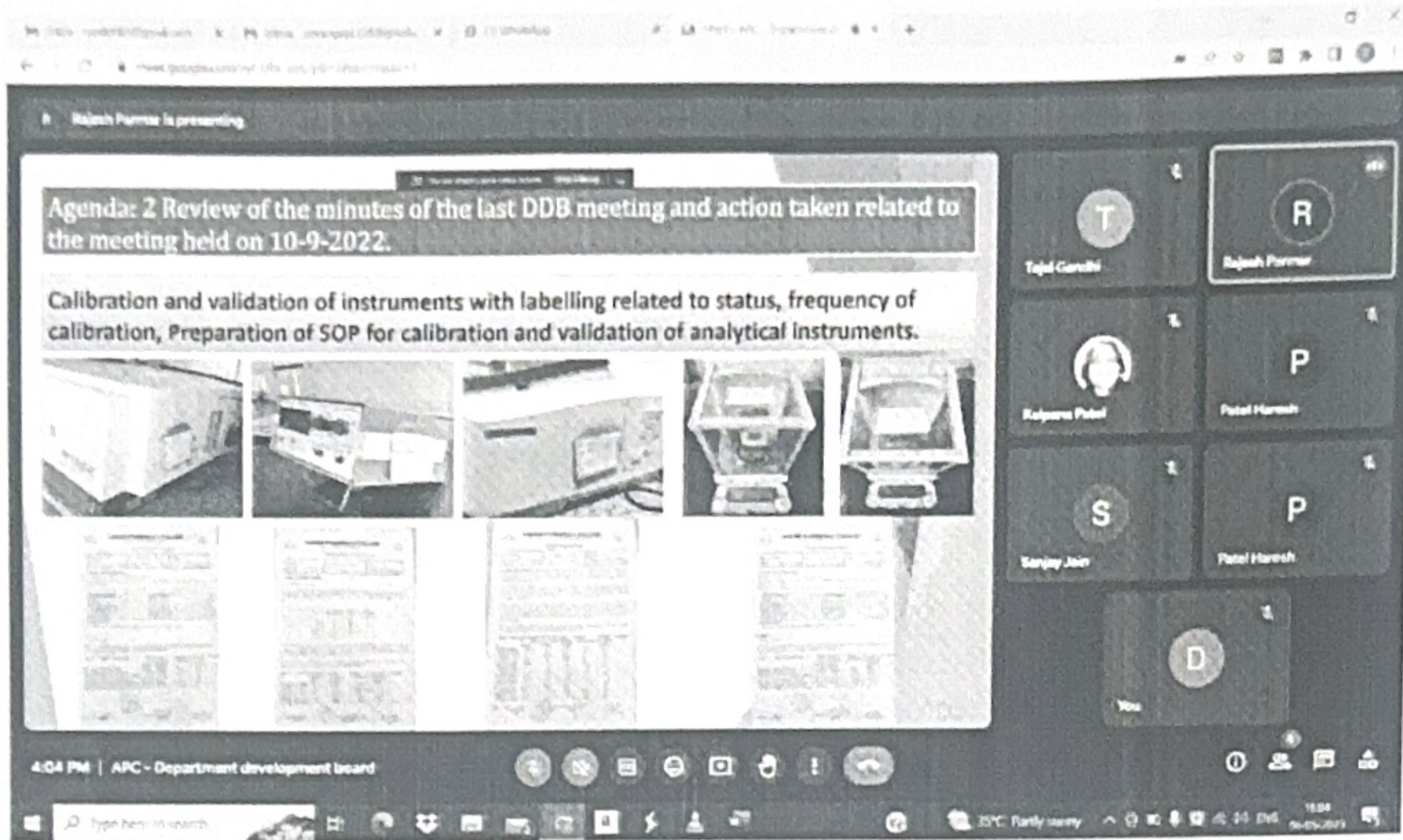
Dr. Kalpana had appreciated the suggestions received from all experts and conveyed to act on the suggestions given as per the agendas. The meeting was finally concluded with a vote of thanks to all experts for sparing valuable time in spite of busy schedule.



[Handwritten signature]
Kalpana

Page 3 of 4

[Handwritten signature]



26 hansen Khatibi

Raj



External Evaluation

Anand Pharmacy College, Anand



Evaluation of Mid semester regular examination Papers, 2021-2022

Programme: B. Pharmacy

Semester: VIIth

Course code: 90

Subject Name: Quality Assurance

Subject Code: BP406TT

Number of Question paper Evaluated: 01

Sr. No.	Questions	Always	Frequentl y	Occasionall y	Inferenc e
1	Does the paper cover all the topics mentioned in the curriculum?	✓			
2	Does the above answer type question test the desired learning outcome?	✓			
3	Does the length of answer expected co-measure with marks allotted?	✓			
4	Does the title required to attempt a question co-measure with marks allotted?	✓			
5	Can the question paper be attempted fully by normal students within the time allotted?	✓			
6	Is the language of the question paper consistent with the student level?	✓			
7	Does the question paper include adequate question of:	✓			
	A. Knowledge level	✓			
	B. Comprehension level	✓			
	C. Application level	✓			
	D. Analysis level	✓			
8	Does the question paper test the learning outcome envisaged in the course curriculum?	✓			
9	Are the question given in the question paper adequate?	✓			
10	Your overall views about the quality of question paper.	Good ✓	Fairly good		

* one question reported.

Any other suggestion:

[Signature]

Name & Signature of Examiner: Dr. R.C. Maske

Date: 10/01/2022



CRITERION: 2
METRIC NO.:2.5.1

Examination evaluation and reforms

4) Security System (CCTV Cameras)

(01st July 2022 to 30th June 2023)



ANAND PHARMCY COLLEGE

SECURITY SYSTEM

CCTV Cameras



M. Br...
PRINCIPAL
ANAND PHARMACY COLLEGE
ANAND