



CRITERION: 2
METRIC NO.:2.5.2
Mechanism to deal with examination related
grievances
(01st July 2022 to 30th June 2023)

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

Process for addressing suggestions/complains/grievances by Internal Exam Committee/Cell

- The Committee maintains complete transparency in the evaluation and also provide platform for redressal of grievance of students regarding to internal examination and evaluation.
- To address examination and evaluation related problems and to resolve issues, the Committee generally appoints sub-committee for respective issues.
- In specialized cases, exam section takes action by calling a meeting with HOI, Academic Head and respective committee members.
- Exam committee addresses the following issues raised by the students:

A. Before Examination:

- Redressal of suggestions regarding exam schedules and sequence of subjects in internal exams are addressed by Internal Exam Coordinators.
- Any problems related to detention in exam is also checked and solved if found appropriate and prior concerned with respective mentor by the student.
- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.

B. During Examination:

- During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions and any typographical mistakes, students may report it as invalid question.
- Committee takes cognizance and resolves the grievance immediately during exam hours only.

C. After Result Declaration:

- After result declaration by subject in charge, if any student has objection with result or marks obtained in particular answer, he/she reports to subject in charge for the same.
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- Students may report the problems such as:

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- ✚ Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
- ✚ Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
- ✚ Whether the total of the question-wise marks on the cover page is correct.
- ✚ Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected.

Summary of Mid semester exams conducted

Program	Mid Semester Exam (Theory) (Offline)	Mid Semester Exam (Practical) (Offline)	Remedial exam (Offline)	Special case exam
Odd semester (22-23)				
B. Pharm	1 st , 3 rd , 5 th , 7 th semester	1 st , 3 rd , 5 th , 7 th semester	Theory: 1 st , 3 rd , 5 th , 7 th semester	-
M. Pharm	1 st and 3 rd semester	1 st and 3 rd semester	Theory: 1 st and 3 rd semester	
Even semester (22-23)				
B. Pharm	2 nd , 4 th , 6 th , 8 th semester	2 nd , 4 th , 6 th , 8 th semester	2 nd , 4 th , 6 th , 8 th semester	
M. Pharm	2 nd and 4 th semester	2 nd and 4 th semester		

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Summary of Internal exams conducted in Pharm. D

Program	Internal Exam (Theory) (Offline)			Internal Exam (Practical) (Offline)			Remedial exam (Offline)	Special case exam
	1 st internal	2 nd internal	3 rd internal	1 st internal	2 nd internal	3 rd internal		
Pharm D	1 st , 2 nd , 3 rd , 4 th year	1 st , 2 nd , 3 rd , 4 th year	1 st , 2 nd , 3 rd , 4 th year	1 st , 2 nd , 3 rd , 4 th year	1 st , 2 nd , 3 rd , 4 th year	1 st , 2 nd , 3 rd , 4 th year	Theory: 1 st , 2 nd , 3 rd , 4 th year	-