



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec: 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

YENEPOYA PHARMACY COLLEGE & RESEARCH CENTRE

Yenepoya (Deemed to be University), Derlakatte, Mangaluru - 575018

Exam Committee Policy




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Foreword

The Examination committee of the institute must guarantee the quality of the internal examination and the marks allotted to the students. For this purpose, Administration allots certain tasks and powers to the Examination Committee. An Assessment Committee is convened to consider marks achieved in an exam and to assign unalterable marks for students who have taken those exam.

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Introduction

Purpose

- To establish procedures and instructions for assessing and determining the results of examinations.
- To safeguard the quality of the examination procedures.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks.
- Setting and moderation of the question papers.
- To improve and control the quality of internal examinations to be conducted at institute level.
- To take measures against any misconduct.
- To display the statement of internal marks on student notice board and sending a mark sheet of student to respective parents.
- To scrutinize all the checked papers and submission of internal marks to University.
- Preparation and submission of annual exam report to Principal office.

Objective

- Approving and finalizing the dates of internal examinations.
- Approval of examination and question paper pattern.
- Appointing members for moderation committee.
- Appointment of invigilators.
- Creating guidelines for examiners and students.
- Imposing penalties for malpractices.
- Eligibility of students for appearing university examination.
- Proper maintenance of examination record.
- Inventory control of various materials required for exam section.
- Submission of exam records to university in scheduled time.
- Grievances of students related to examination.

Procedure

Working

- Marking scheme and conventions for classification.
- Setting of time table, invigilation duties and question papers and moderation.
- Proof-reading of question paper and Printing.
- Security and delivery at examination hall.
- Special requirements, if any.
- Scrutinization of checked answer sheet and display of statement of marks.
- Submission of internal marks to the university before final examination.

Details of Working

- Internal assessment committee comprises of chairman, coordinator and faculty members.

- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Distribution of the students in their respective batches.
- Preparation of tentative exam schedule as per the academic calendar of YPCRC.
- Display of tentative exam schedule on notice boards for students and faculty.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Display of exam notices followed by time table well before commencement of exam.
- Display of notice for concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to Moderation committee for moderation of all the subjects where pattern, marking scheme, quality and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Subject in-charges should moderate the question paper 15 minute prior to commencement of sessional exam and should not visit the internal examination hall.
- Senior teachers are only allowed for moderation of University exam question paper.
- Seating charts with due care are prepared and displayed on notice board one day before exam.
- Appointment of invigilators considering various factors like number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, attendance list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by subject in charges to concerned students for their information and any grievances with respect to evaluation before submission to exam section.
- Subject in charges are supposed to submit the evaluated answer sheets to exam section and entry of marks in exam record.
- Solving grievances, if any, with respect to examination work.
- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record.

Annexure I

Marks scheme for theory sessional exams

Programme (B.Pharm)	Theory Sessional Exam	Mean	Continuous Mode	Total Marks
University Subjects	(Out of 30)	(Out of 15)	(Out of 10)	(Out of 25)
	I	II		
Non University Subjects	(Out of 30)	(Out of 15)	(Out of 10)	(Out of 25)
	I	II		

Programme (D.Pharm)	Theory Sessional Exam	Mean for Best of Two	Continuous Mode	Total Marks
	(Out of 30)	(Out of 15)	(Out of 05)	(Out of 20)
	I	II	III	

Annexure II

Marks scheme for practical sessional exams

Programme (B.Pharm)	Practical Sessional Exam	Mean	Continuous Mode	Total Marks
University Subjects	(Out of 40)	(Out of 10)	(Out of 05)	(Out of 15)
	I	II		
Non University Subjects	(Out of 20)	(Out of 05)	(Out of 05)	(Out of 10)

Programme (D.Pharm)	Practical Sessional Exam	Mean for Best of Two	Continuous Mode	Total Marks
	(Out of 40)	(Out of 15)	(Out of 05)	(Out of 20)
	I	II	III	

Annexure III

Marks scheme for Value added / Bridge courses

Programme	Sessional Exam Marks	Converted Sessional Marks	Final Exam	Total Marks
(D.Pharm/ B.Pharm)	(Out of 30)	(Out of 15)	(Out of 35)	(Out of 50)

Annexure IV

Scheme for awarding marks for internal assessment: Continuous mode

PROGRAMME: B.PHARM		
THEORY		
Criteria	Maximum Marks	
Attendance	04	02
Academic activities	03	1.5
Student Teacher interaction	03	1.5
Total	10	05
Practical		
Attendance	02	
Record, Synopsis, Viva-voce (1 Marks each)	03	
Total	05	

Guidelines for allotment of marks for Attendance

% of Attendance	Theory	Practical
95-100	04	02
90-94	03	1.5
85-89	02	01
80-84	01	0.5
Less than 80	0	0

Annexure V**Question Paper Pattern**

PRGRAMME: B.PHARM & D.PHARM			
For subjects having University Examination			
Que. No.	Type	Marks	
I	Long Essay (Answer 1 out of 2)	1 × 10	10
II	Short Essay (Answer 2 out of 3)	2 × 05	10
III	Short Answer (Answer all the questions)	5 x 02	10
Total			30

PRGRAMME: B.PHARM			
For subjects having Non University Examination			
Que. No.	Type	Marks	
I	Long Essay (Answer 1 out of 2)	1 × 10	10
II	Short Essay (Answer 4 out of 6)	4 × 05	20
Total			30

PRGRAMME: B.PHARM & D.PHARM			
For Practical Sessional Examination			
Que. No.	Type	Marks	
I	Synopsis	10	
II	Experiments	20	
III	Record	05	
IV	Viva-voce	05	
Total			40