



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701
Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.
Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariph@gmail.com
Vision – 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'

Ref.: Pharm/2021-22/570-b.

Date:- 01/09/2021.

Examination policy for academic year 2021-22.

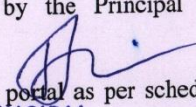
1. Examination Incharge and CEO will check availability of stationary required
2. Preparation of Sessional examination time table as per institute academic calendar by Examination Incharge at the start of every semester.
3. Display sessional examination time table to students 15 days before commencement of examination.
4. Preparation of question paper with model answer key by respective subject teacher as per annexure-I with approval of HOD.
5. HOD will approve question paper through email & send approval to subject incharge & examination incharge. HOD shall check quality of question paper for mapping of questions to respective CO's and Blooms taxonomy. Teachers have to submit question paper with model answer key to examination department after approval from HOD.
6. Approved question paper shall reach to examination incharge at least 4 days before commencement of examination by subject teacher.
7. Printing and Xeroxing of question papers will be done one day before by assistant in examination department. Four extra copies will be Xeroxed for record keeping.
8. Examination incharge will prepare invigilation / internal squad schedule and will notify to invigilator four days before commencement of examination.
9. Internal examination squad involves teaching and non teaching staff members. The non teaching staff will check the student for carrying any writing material, cheats, books etc outside the examination hall 30 min before the commencement of examination. The teaching staff members who have assigned a squad duty should take the two rounds and check the students in between the paper.
10. Before and after performing the duty of squad concern person do the signature in register which is kept in examination room.
11. If any invigilator / internal squad want to alter their duties, will give alternative invigilator / internal squad with written permission from examination incharge.



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12. Students shall occupy seats 15 min before examination time.
13. The invigilator should report to exam department 30 min before the examination time & shall reach to examination class 15 min before examination time with answer sheets.
14. For semester end theory examinations, the institute follows the guidelines prescribed by the university. University appoints external senior supervisor to conduct and supervise the institute's examination in smooth and fairly manner.
15. The College Examination Officer (CEO) and Internal Senior Supervisor, Invigilator, Internal Squad along with supporting staff are appointed by the Principal for coordinating and conducting the University Examination.
16. The university provides question papers online through its web portal as per schedule. The question paper is password protected which can be downloaded upon receiving password by CEO in presence of external senior supervisor, printed and photocopies are made available as per strength of students in examination control room under CCTV surveillance few minutes before the commencement of examination.
17. The assessment of answer sheets of semester end examination is done at respective Central Assessment Program (CAP) centers of the university.
18. Results are declared online by the university showing statement of marks with class, CGPA or SGPA award.
19. The subject wise result analysis was done by respective subject incharge in the given format after declaration of result by the university.
20. The graduation ceremony is conducted at institutional level as per the instructions and guidelines of the University and degree certificates are distributed to graduating students in presence of eminent personalities. The Hard copy of semester results will be available in Office and Office member will be maintain result distribution record.
21. After declaration of result, if any student want to improve internal marks can give written application with approval of Principal to exam department within one month after declaration of result.
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