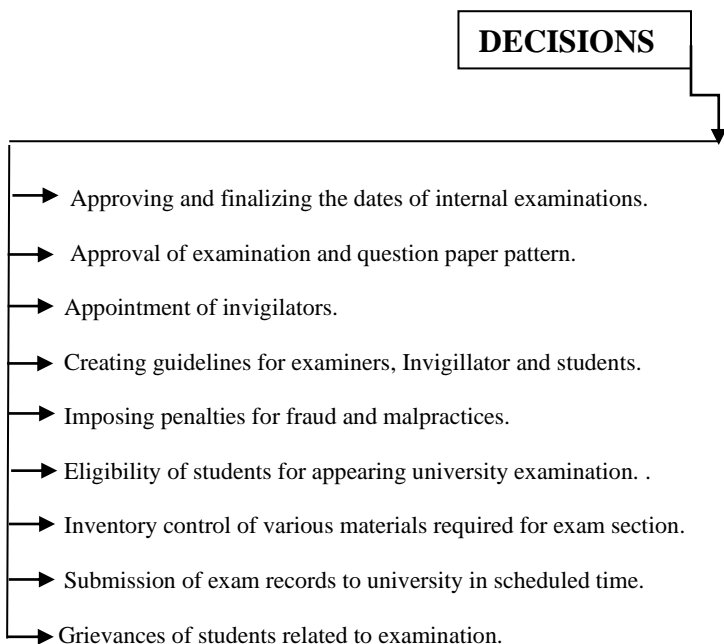
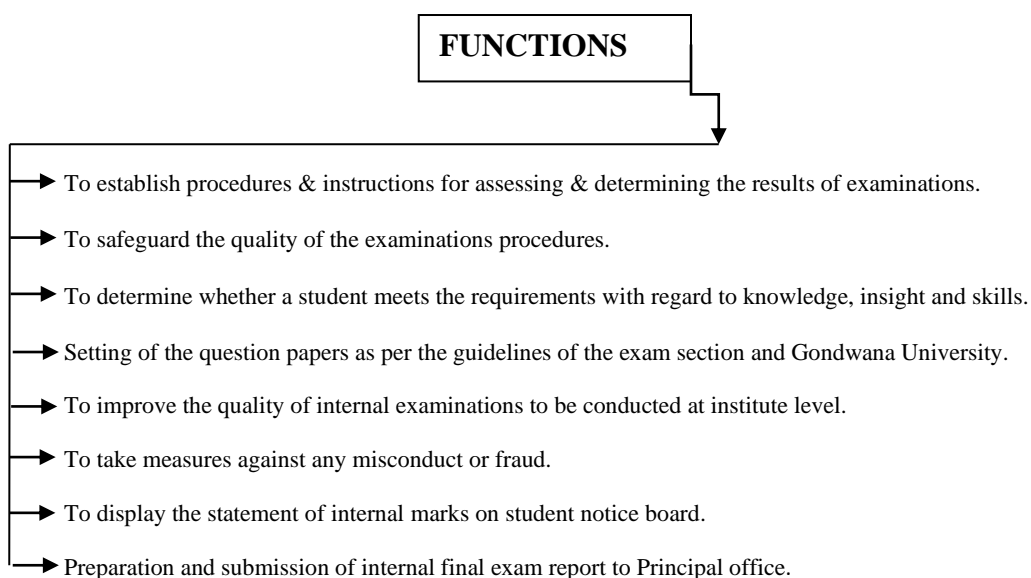
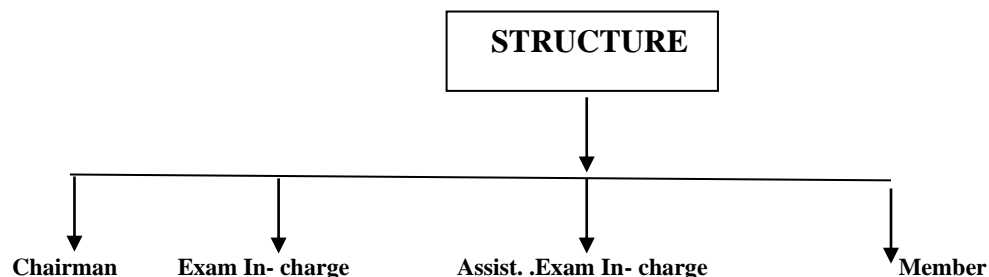
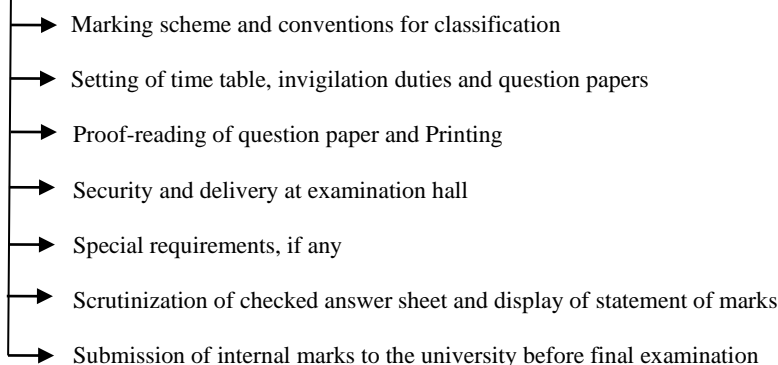


INSTITUTIONAL EXAMINATION COMMITTEE



WORKING

- 
- Marking scheme and conventions for classification
 - Setting of time table, invigilation duties and question papers
 - 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

- Institutional Examination committee comprises of chairman, exam incharge and member.
- 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 Gondawana University after the discussion with academic monitoring committee.
- 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 and maintaining confidentiality of it.
- Submission of question papers to Exam In charge of all the subjects where pattern, marking scheme, quality, and Bloom's taxonomy level and out of syllabus questions are checked and necessary correction in question papers are suggested.
- 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, roll 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 teachers to concerned students for their information and any grievances with respect to evaluation before submission to exam section.
- Submission of the evaluated answer sheets to exam section and entry of marks in Sessional Register.
- Solving grievances, if any, with respect to examination work.

- Appointment of internal Examiners for Practical Exams.
- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the marks entered in Sessional Register.
- Ensures the uploading of internal marks in the university web portal before the commencement of end exams.

MARKS SCHEME (PCI)

Theory Internal

Programme (B. Pharm)	Theory Sessional Exam (Out of 30)		Mean (Out of 15/10)	Continuous Mode (Out of 10/05)	Total Internal Marks (Out of 25/15)
	I	II			

Practical Internal

Programme (B. Pharm)	Practical Sessional Exam (Out of 30)		Mean (Out of 10/05)	Continuous Mode (Out of 05)	Total Internal Marks (Out of 15/10)
	I	II			

Scheme for awarding internal assessment: Continuous mode

THEORY		
Criteria	Maximum Marks	
Attendance	04	02
Academic activities	03	1.5
Student Teacher interaction	03	1.5
Total	10	05
PRACTICAL		
Attendance	02	
Practical Records, Viva-voce	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

QUESTION PAPER PATTERN (PCI)

For subjects having University Examination			
Que. No.	Type	Marks	
1	MCQs (Answer all the questions)	10×1	10
2	Long Answer (Answer 1 out of 2)	1×10	10
3	Short Answers (Answer 2 out of 3)	2×05	10
Total			30

For subjects having Internal Non- University Examination			
Que. No.	Type	Marks	
1	Long Answer (Answer 1 out of 2)	1×10	10
2	Short Answer (Answer 4 out of 6)	4×05	20
Total			30

For Practical Sessional Examination		
Que. No.	Type	Marks
1	Synopsis	10
2	Experiments	25
3	Viva-voce	05
Total		40

EXAMINATION DEPARTMENT

Instructions to Paper Setters

- The question paper must be based on the syllabus decided by the subject in-charge of the sessional and it must comply with Course Outcome & Program Outcome of Respective subject. No question or part thereof should be outside the prescribed syllabus. Repetition of a question must be avoided.
- Please write/type legibly. Avoid corrections. The subject-specific symbols, words, phrases, and language must be very clear.
- Please ensure that the answer to every question asked in the question paper does figure prominently in one or the other textbook prescribed in the syllabus.
- Your question paper must be very explicit in terms of minimum pass marks, maximum marks, and distribution of marks against each question particularly in case a question has several parts.
- In case the students are required to use Electronic gadgets viz simple/scientific calculators or graph paper or something else, these instructions are written in the question paper e. g, “Students are allowed to use only simple calculators during the examination”.
- Do not Email the question paper to the Exam in charge.
- Question paper In Set of TWO should be designed separately for each Teacher of the same subject on given format.
- Maintaining the Secrecy of your question paper is our top priority. To avoid any possibility of leakage, we are trying to discourage the practice of moderation of question paper/s. You are as such requested to please ensure the adherence to the above instructions strictly.
- Last but not least, please ensure that the question paper does not contain any objectionable/unlawful contents/questions of politically or religiously sensitive issues.

EXAMINATION DEPARTMENT

CODE OF CONDUCT FOR INVIGILLATOR

The examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with an equal and fair opportunity of performance.

- Report exam department 20 minutes before the commencement of the Examination.
- Do not allow the students to appear for the exam without a Uniform and College Id-Card.
- Distribute blank answer papers sheet to the students 10 minutes before the start of the exam
- Do not allow students to exchange any kind of material.
- Do not allow students to communicate amongst them.
- Verify that correct Question Papers based on the pattern and subject are distributed to the students.
- Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- Ensure that students are not disturbed due to any reason during the examination.
- Do not allow the student to leave the exam in the first 30 minutes.
- Ensure that student should fill in all the required information which are mention in the Answer sheet.
- In case of any copy case report immediately to the exam department.
- Receive the answer papers and arrange them serially before submitting them to the Exam Department.

Note: - Strictly follow the above instructions, if any errors/problems arise, the concerned staff member is responsible for the same, and disciplinary action will be taken by the Honorable Principal.

EXAMINATION DEPARTMENT

Code of Conduct for Non -Teaching Supporting Staff

The examination being solemn activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with an equal and fair opportunity of performance.

- The support staff should report thirty minutes before the start of the exam.
- The rooms should be opened 20 minutes before the start of the exam.
- Carry out duty as assigned by the Exam in-charge
- Do not leave the exam venue without intimating and without the permission of the Exam In-charge.
- Assist the exam department staff members in the preparation of the blocks. (Shifting and rearranging furniture, cleanliness).
- Promptness in case of urgent exam-based needs.
- They should be present at the respective rooms, venue, or task assigned by the Exam in-charge.
- Even after completion of the exam do not leave without the permission of the Exam In charge.

Note: - Strictly follow the above instructions, if any errors/problems arise, the consult staff member is responsible for the same, and disciplinary action will be taken by the Honorable Principal.

EXAMINATION DEPARTMENT

Instructions to Candidates

While Entering the Examination Hall

- Make sure that you do not own any material such as books, notebooks, scribbled notes which may tempt you to copy OR use as a reminder
- Do not take with you any answer paper sheet written in or blank while leaving the Examination hall.
- Candidates are requested to see the notice board at their respective places of examination regularly for changes if any notified later in the program.
- Candidates are requested to note the date, day, time, and place of every paper every day.
- All students should note that I card and College Uniform is Compulsory otherwise not allowed for the Examination.
- The candidate should mention the subject code & no. of supplements in the answer sheet.
- Do not speak or communicate in any way with any other candidate in the examination hall while the examination is going on
- Do not disobey any instruction/s issued to you by the Invigilator.
- Do not behave in a rude or disobedient manner.
- Do not carry a mobile or wallet in the examination hall.
- Do not borrow stationery material/calculator from other students better to carry your stencils.

Note: Failure to observe the instructions may result in Expelling the candidate instantly and Punishing him for the misconduct or breach of rules by Debarring him from any university or college Examination or course for a specified period or permanently

Examination Pattern

All the examinations of the Degree Courses are conducted Semester pattern. For B Pharm (CBCS) with effective from 2017 as per PCI regulation and B Pharm (CBS) course, 25% marks are reserved for internal Sessional examination and 75% marks for the University examination; and 20% marks for internal sessional examination and 80% marks for CBS University examination. Unique examination system, for evaluation purposes the college has developed a model examination system characterized by confidentiality, impartiality, accuracy, and speed. Its silent features are as follows:

- For each subject, TWO sets of question papers covering the 80% syllabus are set from which only one set is selected by Institutional Examination Committee for conducting examinations. While the other set is retained in safe custody.
- The confidential center-wise mechanism has been evolved to print and used examinations related materials and collect the same for safe custody.
- In the internal examination, we provide 8 pages for the Main paper and provide supplements if required. At the examination center, Invigilator should confirm all the entries on the front page of the answer book and seat number (roll number), subject name, a semester of the candidates. Instruction for a candidate and Invigilator are displayed outside the exam department on the notice board. After the examination, the answer books are collected at the examination department. Answer books of different divisions are prepared and the bundles are kept ready for assessment. After Evaluation the comparative marks statements of each division are displayed on the notice board. This method is helpful for more transparency in the exam and reduces the chances of malpractices at different levels.

MARKS SCHEME B. Pharm (PCI)

Theory Internal

Programme (B. Pharm)	Theory Sessional Exam (Out of 30)		Mean (Out of 15/10)	Continuous Mode (Out of 10/05)	Total Internal Marks (Out of 25/15)
	I	II			

Practical Internal

Programme (B. Pharm)	Practical Sessional Exam (Out of 40)		Mean (Out of 10/05)	Continuous Mode (Out of 05)	Total Internal Marks (Out of 15/10)
	I	II			

Scheme for awarding internal assessment: Continuous mode

THEORY		
Criteria	Maximum Marks	
Attendance	04	02
Academic activities (Average of any 3 activities e.g. Quiz, Assignment, Class test, Fieldwork, and Seminar)	03	1.5
Student-Teacher interaction	03	1.5
Total	10	05
PRACTICAL		
Attendance	02	
Based on Practical Records, Regular Viva-voce, etc.	03	
Total	05	

Guidelines for the 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

QUESTION PAPER PATTERN (PCI) FOR INTERNAL EXAMINATION

For subjects having Theory Sessional Examination			
Que. No.	Type	Marks	
1	MCQs (Answer all the questions)	10 × 1	10
2	Long Answer (Answer 1 out of 2)	1 × 10	10
3	Short Answers (Answer 2 out of 3)	2 × 05	10
Total			30

For subjects having Internal Non- University Examination			
Que. No.	Type	Marks	
1	Long Answer (Answer 1 out of 2)	1 × 10	10
2	Short Answer (Answer 4 out of 6)	4 × 05	20
Total			30

For Practical Sessional Examination			
Que. No.	Type	Marks	
1	Synopsis	10	
2	Experiments	15	
	a) Major Experiment	10	
	b) Minor Experiment	= 25	
3	Viva-voce	05	
Total			40

QUESTION PAPER PATTERN (PCI) FOR END SEMESTER EXAMINATION

For 75 Marks paper			
Que. No.	Type	Marks	
1	MCQs (Answer all the questions)	20 × 1	20
2	Long Answer (Answer 2 out of 3)	2 × 10	20
3	Short Answers (Answer 7 out of 9)	7 × 05	35
Total			75

For 50 Marks paper			
Que. No.	Type	Marks	
1	Long Answer (Answer 2 out of 3)	2 × 10	20
2	Short Answers (Answer 6 out of 8)	6 × 05	30
Total			50

For 35 Marks paper			
Que. No.	Type	Marks	
1	Long Answer (Answer 1 out of 2)	1 × 10	10
2	Short Answers (Answer 5 out of 7)	5 × 05	25
Total			35

For End Semester Practical Examination			
Que. No.	Type	Marks	
1	Synopsis	05	
2	a) Major Experiment	15	
	b) Minor Experiment	10	
		= 25	
	Viva voce	05	
Total			35

MARKS SCHEME B. Pharm (CBS)

THEORY INTERNAL

Programme (B.Pharm)	Mid Semester Theory Exam (out of 20)		Mean / Final Marks (Best of 1)
	I ST	II ND	

PRACTICAL INTERNAL

Programme (B. Pharm)	Mid Semester Practical Exam (out of 20 converted into 10)	Mean (out of 10)	Daily Record Mean (out of 10)	Total Internal Marks (Mean + Daily record mean) (Out of 20)
	Ist			

QUESTION PAPER PATTERN GONDWANA (CBS)

For Subject having University Examination

Instructions: 1) Question number one is compulsory.

2) Solve any four from the following question.

Que. No.	Marks
1.	16
2.	16
3.	16
4.	16
5.	16
6.	16
7.	16
Total	80

For Theory Sessional Examination

Instructions: Solve any four from the following question.

Que. No.	Marks
1.	5
2.	5
3.	5
4.	5
5.	5
6.	5
Total	20

FOR PRACTICAL SESSIONAL EXAMINATION

Que. No.	Type	Marks
1	Synopsis	06
2	Major Experiment	06
3	Minor Experiment	04
4	Viva-voce	04
	Total	20

MARKS SCHEME D. PHARM

THEORY INTERNAL

Programme (D. Pharm)	Theory Sessional Exam (Out of 20)			Mean / Final Marks (Best of 2)
	I st	II nd	III rd	

PRACTICAL INTERNAL

Programme (D.Pharm)	Practical Sessional Exam (Out of 20) & (Converted into 10)			Mean (Best of 2)	Daily Record Mean	Total Internal Marks (Mean +Daily record mean) (Out of 20)
	I st	II nd	III rd			

QUESTION PAPER PATTERN For D.PHARM

For subjects having Board Examination			
Que. No.	Type	Marks	
1	Answer any Eight of the following.	8 x 2	16
2	Solve any Four.	4 x 3	12
3	Solve any Four.	4 x 3	12
4	Solve any Four.	4 x 3	12
5	Solve any Four.	4 x 3	12
6	Solve any Four.	4 x 4	16
Total			80

For THEORY Sessional Examination			
Que. No.	Type	Marks	
1	Solve any Three.	3 x 4	12
2	Solve any Four.	4 x 2	08
Total			20

For PRACTICAL Sessional Examination		
Que. No.	Type	Marks
1	Synopsis	06
2	Major Experiment	06
3	Minor Experiment	04
4	Viva-voce	04
Total		20