

## **EXAMINATION COMMITTEE**

The Examination Committee serves as an apex body within the Institute, led by the Examinations In-Charge (EI) and supported by three sections: Examination, Record Maintenance, and Administration. This Committee primarily functions to conduct examinations, publish results, and issue certificates (provided by both the University and Institute) to the successful candidates upon completion of final examinations. Additionally, the Committee is responsible for maintaining comprehensive records pertaining to all examination-related matters and coordinating workshops and seminars aimed at enhancing the examination system's efficiency and effectiveness.

### **Objective:**

The objective is to ensure the seamless and accurate execution of both internal and external assessment examinations in accordance with the notifications and ordinances issued by the University.

### **Role and Responsibilities of the Examination Committee:**

- Conducts Internal Assessment examinations in accordance with the academic calendar.
- Processes all Circulars, Guidelines, Office Orders, and Notifications received from the University.
- Organizes pre-exam meetings to brief faculty members on examination procedures and their roles and responsibilities, with a report submitted to the Principal.
- Prepares relevant timetables for the College based on the Examination Time Table provided.
- Prepares and displays overall Supervision Duty Lists and Daily Supervision Duty Lists on the Staff Notice Board.
- Arranges Block and Seating arrangements for examinations and displays them on the respective Notice Board/Website and Blocks.
- Ensures the availability of adequate stationery such as answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, and water jugs.
- Ensures timely completion of the evaluation and moderation process.
- Distributes marks lists to students after receiving examination results from the University.

## **ACADEMIC RULES**

### **Guidelines for internal question paper setting:**

A question paper is the basic tool used in the examination. The question paper setter should fulfill his/her assignment with great honesty, dedication, integrity and seriousness.

- 1) The students are evaluated at the end of a semester or academic year to find out the outcome of their learning in the classroom.

- 2) The level of toughness of the question paper should be such that 50% of it can be answered by all the students. 30% by good students and the rest 20% by intelligent students.
- 3) Design of question paper should be in such a way that weightage to different objectives, different areas of content and different types of questions are to be decided.
- 4) Objectives means to test the understanding, analyzing, creating, evaluating remembering skills of the students
- 5) Areas of content means reading skills, writing skills, and textual content in accordance with the subject
- 6) Types of questions are allotted as per the university syllabus like objective, short and long answer questions.
- 7) Questions are framed in compliance with bloom's taxonomy to assess the cognitive level of the student and course outcome

**Bloom's Taxonomy Knowledge Levels Action verbs**

Definitions	Bloom's Definition	Action Verbs
Remembering(L1)	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Choose, Define, Find, How, Label, List, Match, Name, Omit, Recall, Relate, Select, Show, Spell, Tell, What, When, Where, Which, Who, Why
Understanding(L2)	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Classify, Compare, Contrast, Demonstrate, Explain, Extend, Illustrate, Infer, Interpret, Outline, Relate, Rephrase, Show, Summarize, Translate
Applying (L3)	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Apply, Build, Choose, Construct, Develop, Experiment, with, Identify, Interview, Make use of, Model, Organize, Plan, Select, Solve, Utilize
Analyzing(L4)	Examine and break information into parts by Identifying motives or causes. Make inferences and find evidence to support generalizations.	Analyze, Assume, Categorize, Classify, Compare, Conclusion, Contrast, Discover, Dissect, Distinguish, Divide, Examine, Function, Inference, Inspect, List, Motive, Relationships, Simplify, Survey, Take part in, Test for, Theme
Evaluating (L5)	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Agree, Appraise, Assess, Award, Choose, Compare, Conclude, Criteria, Criticize, Decide, Deduct, Defend, Determine, Disprove, Estimate, Evaluate, Explain, Importance, Influence, Interpret, Judge, Justify, Mark, Measure, Opinion, Perceive, Prioritize, Prove, Rate, Recommend, Rule on, Select, Support, Value
Creating (L6)	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	Adapt, Build, Change, Choose, Combine, Compile, Compose, Construct, Create, Delete, Design, Develop, Discuss, Elaborate, Estimate, Formulate, Happen, Imagine, Improve, Invent, Make up, Maximize, Minimize, Modify, Original, Originate, Plan, Predict, Propose, Solution, Solve, Suppose, Test, Theory

**Guidelines for evaluation:-**

Guidelines are framed based on university guidelines for evaluation. The evaluation should help the students to have their grade improve in the final result. Evaluation should be based on relative performance of the student in the examination.

Evaluating the answer scripts is based on following points

- 1) Outline major points to be considered while marking each question.
- 2) Relate length of response and complexity to maturity level of students
- 3) Develop a numerical scale for use with all questions
- 4) Mark papers over a period of time and not all at once in a hurried manner
- 5) Adopt realistic standards in terms of coverage, length of response and expected outcome

### **Continuous Evaluation**

As per the CBCS & PCI regulations for pharmacy courses 2017 internal evaluation is to be done by continuous assessment. For all courses without practical total marks of external examination is 75 (B.Pharm & M.Pharm) and 70 (Pharm.D) total marks of internal evaluation is 25 (B.Pharm & M.Pharm) and 30 (Pharm.D). The internal marks are allotted based on certain norms such as Attendance, Internal Exams, Model Exam and Assignments. If any student avoids himself/herself from the above said norms, they will fail in the internals. The aggregate of above said norms will be taken as Internal Marks.

### **INTERNAL ASSESSMENT TEST PAPERS**

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

### **ASSIGNMENT /SEMINAR**

1. At least one assignment and a seminar are mandatory in each semester for all courses.
2. The faculty-in-charge of each subject will work out and announce the topic for assignments to be written by the students along with deadlines for submission at the end of each module.
3. Modules in a semester must be divided by the number of students in each class and assigned according to the Roll number.
4. Students are advised to prepare and present seminars with the help of powerpoint.
5. The medium of presentation must be in English and the duration of the session can be 7 to 10 minutes.
6. The subject teachers should ensure that all students complete the assignment and seminar before the Model Examination.
7. The teachers should hand over the soft copy of the presentation details to the

Department Coordinator three days before the model Examination.

8. The criteria for assessment are timely completion and quality of the work.

## **PROJECT-WORK**

A student shall appear for viva-voce for the project work done in the 8<sup>th</sup> semester.

## **GUIDELINES OF CONTINUOUS EVALUATION**

1. A minimum of 75% of attendance is advisable and mandatory for appearing for internal and model examination.
2. Before appearing for the internal and model examination, students are expected to complete and submit required assignments, projects, seminars etc. Completion and submission of assignments on time is mandatory.
3. Both internal and model exams are compulsory and it will be conducted during odd and even semesters.
4. No remedial measures are considered for exam defaulters. In case of any genuine cases like a medical/emergency situation, the parents are obliged to meet the Principal along with their wards.
5. If the parent fails to inform the reason for absence, the academic council will have a final say in the internal marks of the concerned student.
6. Students have to consider all internal and model exams as equal to university exams.
7. It is the obligation of every student to score a minimum of 50% of internal marks (13 out of 25) in every subject. This level is highly recommended and defaulters are expected to meet the Principal within 3 days immediately after the publication of internal marks.
8. Students are requested to visit the college website to know their academic performance ([www.rbvrrwcp.org.in](http://www.rbvrrwcp.org.in))

Grievances on internal marks (written format) can be forwarded to the Controller of Examination after getting signature from the HOD, Department Coordinator and subject teacher /s concerned.

### **Efforts to avoid Malpractice:**

- Strict invigilation is conducted in the examination hall throughout the duration of examination. Seating arrangement is decided in advance and printed registered numbers are pasted in each seat.
- The seats are spread out to avoid the possibility of malpractice.
- Verbal instruction is given to all the students at the commencement of the examination about the consequences of malpractice.

- Drinking water is provided to the students during examination time.
- Students are instructed to keep all their personal belongings outside the hall.
- The surrounding areas of the examination hall are noise free and have no entry zone. Students are instructed not to write anything on question paper except their register number and name. The college also constitutes an Internal Squad other than squad of the University to make surprise visits while examination is in progress.
- The Chief Examiner can monitor the examination hall through fitted CCTV and is continuously recorded for the future review if needed.

**Constitution of the Committee:**

Committee Coordinator: **Dr. Sudha Parimala, Dr.A.Krishna Sailaja**

Committee Members: **Ms. Fatima Umaira Saeed**