



Manual for Examination

Updated on 19 April 2022

Rules and Regulations of Examination Department

New regulations given in draft rules and syllabus for the Bachelor of Pharmacy (B. Pharm) course by Pharmacy Council of India are adopted from 05 June 2017 applicable for B. Pharm and M. Pharm first year.

Guidelines for conduction of examination:

- Before commencement of academic session, probable dates of Sessional examination / class test shall be displayed in academic calendar.
- Examination time table shall be displayed on notice board at least eight days before the commencement of examination.
- Schedule of invigilation duties of faculty members and supporting staff members shall be displayed on the examination notice board.
- Formats of attendance sheets, invigilation report, etc. shall be kept ready before starting examination.
- A record of answer sheets and supplements issued shall be kept in separate register.
- Sitting arrangement shall make ready one day before the commencement of exam and displayed on notice board.
- Notice should be displayed indicating that, the students should reach the exam hall 15 min before scheduled time of examination.
- One set of question paper, invigilation report and attendance sheet shall be attached to the set of answer sheets and one set shall be kept for record.
- Set of answer sheets shall be issued for valuation to respective subject teacher immediately after completion of examination and the same shall be submitted by subject-teacher within 8 days from date of issue.
- A soft copy format of mark sheet shall be sent to subject teacher for entering the marks with set of answer sheet (new modification).
- At the end of academic session average marks shall be verified by examination department and entered into internal mark register by respective subject teacher.



- Valuated answer sheets shall be sealed in cloth and kept in shelf indicating academic year.
- Internal practical examination shall be conducted during regular practical hours within limited time schedule given by examination department.
- Examination department shall maintain answer sheets for three years. After three years these answer sheets shall be discarded by examination department by sending it for recycling.

Provision of improvement Sessional examination: (updated on 20th March 2018)

- As per the guidelines issued by Rashtrasant Tukdoji Maharaj Nagpur University and Pharmacy Council of India, provision for Improvement Sessional Examination has been made for B. Pharm / M. Pharm Ist year students.
- Under this provision, a student shall have the opportunity to improve his / her performance only once in the Sessional examination component of the internal assessment. The re-conduct of the Sessional examination shall be completed before the commencement of the next end semester theory examination.
- Pattern of question paper shall be similar with existing pattern of Sessional examination.

Guidelines for setting up of question papers

- Each internal question paper shall include- 60% average questions, 25% advanced questions and 15% challenging questions.
- Internal question paper shall be framed as per RTM Nagpur university's (subjective / objective) format.
- Faculty member shall submit one set of question paper using Bloom's taxonomy to examination committee one week before the examination schedule. Each question in question paper is linked with CO and POs. (new addition)
- This set of question paper shall be moderated moderation team member as per revised office order dated 10th August 2022. (partially updated on 19th April 2022)
- A separate column is dedicated as 'Signature of student' on front page of answer sheet to facilitate counter signature of students for awarded marks (new addition).



- Provision of additional supplements in internal theory and practical examination has been cancelled. No additional supplement shall be given to students during theory and practical examination (new addition).
- Main answer sheet is restricted to twenty (front-back) pages only.

Rules and Responsibilities of Moderation Team: (updated on 19th April 2022)

- After receiving the question papers of respective subject from concerned faculty members to the examination section /committee through E-mail (exam@dbcop.org) the question papers are forwarded to the moderation team through E-mail (qpmoderation@dbcop.org) for moderation.
- For moderation purpose the standard format of question paper is forwarded to the members.
- The moderation team members need to do the moderation as per the standard format of question papers.
- The members need to check the whole question paper for any error/ bloom taxonomy levels /CO-PO relevance etc.
- If any discrepancies are found in the question paper then the moderation team shall communicate the same to the concerned subject teacher for rectification.
- After receiving the rectified question paper from the concerned subject teacher the moderation team shall again check the question paper for any error/ correction.
- After checking and correction the team shall subject the final moderated question paper to the examination committee /section through the e-mail.

Provision for avoidance of malpractices during examination

1. Examination committee members shall perform their duties as inspection squad to avoid any malpractices during examination.
2. Inspection squad of examination committee shall continuously keep watch on exam by giving surprise visit to exam hall.
3. Examiner shall verify identity of individual student from identity card.
4. Before starting examination, following instructions shall be given by invigilator in examination hall-



- Keep bags and other belongings outside the exam hall
- Mobiles are not allowed in exam hall
- Announcement shall be made by invigilator to check and submit any objectionable material before issue of answer sheets.
- Physical examination shall be carried out in case of suspected candidate.
- Desk and bench shall be checked by invigilator for any objectionable matter.
- No writing shall be allowed on question paper and hard-board.

Punitive measures on malpractices

If any student found guilty in malpractices then she / he shall be punished in following ways-

- If found talking with other students, in first attempt warning is given, in second attempt if student found guilty then she / he shall be suspended for 15 min.
- In case of malpractice (copying material) strict action shall be taken against student and the student shall be debarred for that particular day of examination.
- Decision taken by examination committee on punitive action shall be final.

Grievance Redressal Mechanism

- In case of any grievances related to marks, student shall be directed to Examination Committee with written application, decision shall be taken by Examination Committee in consultation with subject teacher and communicate the matter to RTM Nagpur University whenever applicable.

Conducting additional class test to identify slow learners (new addition)

- In order to identify slow learners and motivated learners, preliminary class test shall be conducted by respective subject teacher before Sessional examination. Students shall be categorized on the basis of their performance in preliminary class test.

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