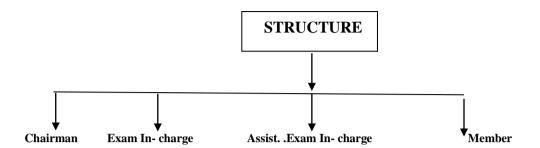
INSTITUTIONAL EXAMINATION COMMITTEE



FUNCTIONS

- → To establish procedures & instructions for assessing & determining the results of examinations.
- → To safeguard the quality of the examinations procedures.
- To determine whether a student meets the requirements with regard to knowledge, insight and skills.
- → Setting of the question papers as per the guidelines of the exam section and Gondwana University.
- To improve the quality of internal examinations to be conducted at institute level.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on student notice board.
- → Preparation and submission of internal final exam report to Principal office.

DECISIONS

- Approving and finalizing the dates of internal examinations.
- → Approval of examination and question paper pattern.
- → Appointment of invigilators.
- → Creating guidelines for examiners, Invigillator and students.
- → Imposing penalties for fraud and malpractices.
- Eligibility of students for appearing university examination. .
- → Inventory control of various materials required for exam section.
- → Submission of exam records to university in scheduled time.
- → Grievances of students related to examination.

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.
- o Distribution of the students in their respective batches.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- o Display of exam notices followed by time table well before commencement of exam.
- o Setting of question papers by examiners and maintaining confidentiality of it.
- o 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.
- o 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.	Theory	Sessional Exam	Mean	Continuous Mode	Total Internal Marks
Pharm)	(Out of 30)		(Out of 15/10)	(Out of 10/05)	(Out of 25/15)
	I	П			

Practical Internal

Programme (B. Pharm)		al 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	0:	2	
Practical Records, Vivavoce	0.	3	
Total	0.	5	

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	Mark	S	
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 su	For subjects having Internal Non- University Examination			
Que. No.	Type	Mark	S	
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.	Туре	Marks
1	Synopsis	10
2	Experiments	25
3	Viva-voce	05
	Total	40

QUESTION PAPER PATTERN (PCI) FOR INTERNAL EXAMINATION

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

For subjects having Internal Non- University Examination			
Que. No.	Туре	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 Pract	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.	Туре	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 35 M	arks paper		•
Que. No.	Туре	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.	Туре	Marks	
1	Synopsis	05	
2	a) Major Experiment	15	
	b) Minor Experiment	10	
		= 25	
	Viva voce	05	
Total	1	1	35