



SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapur

NH – 18, Nandyal, Kurnool District, Andhra Pradesh - 518501

2.5.1: Mechanism of internal/ external assessment is transparent, and the grievance Redressal system is time- bound and efficient

Response:

The internal assessment / external examinations are conducted according to the **Academic calendar** of the institute as well as University. The Examination-In-Charge (EIC) prepares the **examination schedule** well in advance before the commencement of exams in consultation with Principal which is displayed in the Notice board.

The respective subject teacher sets the question paper and send to the examination cell to organize & utilize these questions as per the syllabus well before the examinations. All questions, examination systems measure the CO's and PSO's, through the quality of questions and pattern of paper setting following Blooms taxonomy to realise OBE.

The EIC prepares the **invigilation duty chart** which is communicated to the faculty members via circular. The EIC also allocates the **seating arrangements** for the student which is notified to the students through the notice board. During **examination, attendance** is taken by the invigilator for record. If someone found absent in the examination, then a message is sent to the parent by the examination cell. All the invigilators submit the answer scripts to the examination cell.

The answer scripts are sent to the respective subject teacher for evaluation. The evaluated answer scripts are shown to the students then submitted to the examination cell. If any discrepancies found, the same is resolved by the concerned faculty at that time. After that the final marks are uploaded in the **SRCP-IMS** (Santhiram College of Pharmacy-Internal Management System) for students and parents reference.

The overall assessment is based on the marks obtained in internal evaluation through, Model Exams, Assignments, Unit tests, Slip tests, Internals, External Examination and attendance. Internal marks and attendance are periodically communicated to the parents through SMS and during Parent Teacher Meetings.

Projects and seminars are jointly assessed by faculty members and industry experts. The students are guided by the respective domain expert faculty for demonstration of their own project idea along with individual communication, leadership, management and team work.



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During the Induction program, the newly admitted students are explained about the attendance requirements, pass mark requirements for promotion, grade system, and CGPA calculation.

The faculty members enter their attendance in **ECAP** (<https://webprosindia.com/shantipharma/default.aspx>) and marks in **SRCP-IMS** (<http://192.168.1.7/SRCPEB/>) of the students periodically on the would be accessed by the student at any time by using their Login credentials. Whenever the students have doubts, they are encouraged to clarify them by discussing with the teachers/principal.

The specific activities for examinations support are:

- JNTUA releases the mid and semester end exam dates in its calendar of events (Academic Calendar) on the University portal. (<https://www.jntua.ac.in/b-pharm-ii-year-ii-semester-academic-calendar-for-ay-2021-22/>)
- The Institutional Examination Cell regularly checks the University portal and displays the examination timetables on the college notice board for staff and student information. (<http://srcpnandyal.edu.in/Committees.php?Committee=EXAMINATION%20CELL>)
- **Student names** are registered and enrolled in the **JNTUA-EMS** (Examination Management System) portal whenever it is open and asked for the exam registration. (<https://jntuaems.azurewebsites.net/Login.aspx>)
- University prepares the Hall-tickets which are downloaded from **JNTUA-EMS**, signed with Principal, and issued to the students.
- The Examination-In-Charge along with Examination Committee ensures a hassle free and peaceful examination process by continuous alertness and proficiency.
- The **Examination Committee** deals with examination related grievances. A **student's grievance register** is maintained by the Institutional Examination Cell, grievances like hall ticket errors/name/marks entry corrections are registered by the student in the grievance register. The complaint is forwarded to the JNTUA University in person through the examination committee. In due course, the case as resolved is registered in the grievance register.
- The Chairman of the committee sees that if any grievances observed, it should be handled efficiently and, in a time, bound manner. In case of any mistake or error in hall



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tickets, Examination Committee clarifies the issue after consulting the University Registrar.

Internal assessment:

- After the completion of mid examinations, the respective subject teacher evaluates the answer scripts, they are shown to the students and are discussed. If any student raises a query, it is immediately sorted by the teacher.
- In case, if the student fails to appear for any mid examination on medical ground or remains absent with prior permission of the principal, re-examination is conducted as per rules, provided that they submit application to the Principal through Institutional Examination Committee with required documents.
- Pharm D students attend Hospital Postings & ward rounds as per curriculum from II year to at the end of V year, Project Work is evaluated by the external examiners appointed by the JNTUA University.

External assessment:

- JNTUA examination results are announced when the valuation is over and released through JNTUA-Results Portal. (<https://jntuaresults.ac.in/>)
- The Institution Examination cell download the results, consolidated and displayed in the Notice board with under signed with Examination section In charge and Principal. Any discrepancy in the result sheet is analyzed, the same will be referred to the **Director of Evaluation (DE)** of JNTUA.
- Failure students may opt for revaluation if they are not satisfied with their marks. They need to submit application for revaluation through **EMSRMS** Portal of JNTUA (<http://210.212.214.167/emsrms/college.jntua>) through Institution Examination cell.
- The Examination Cell follows up the grievance by mailing to the **Director of Evaluation (DE)**, JNTUA along with relevant supporting documents for further process. For each correspondence, the University acknowledgment for grievance is maintained & the issue is resolved at the earliest. The follow up of the grievance is given priority by the Examination Committee.