

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

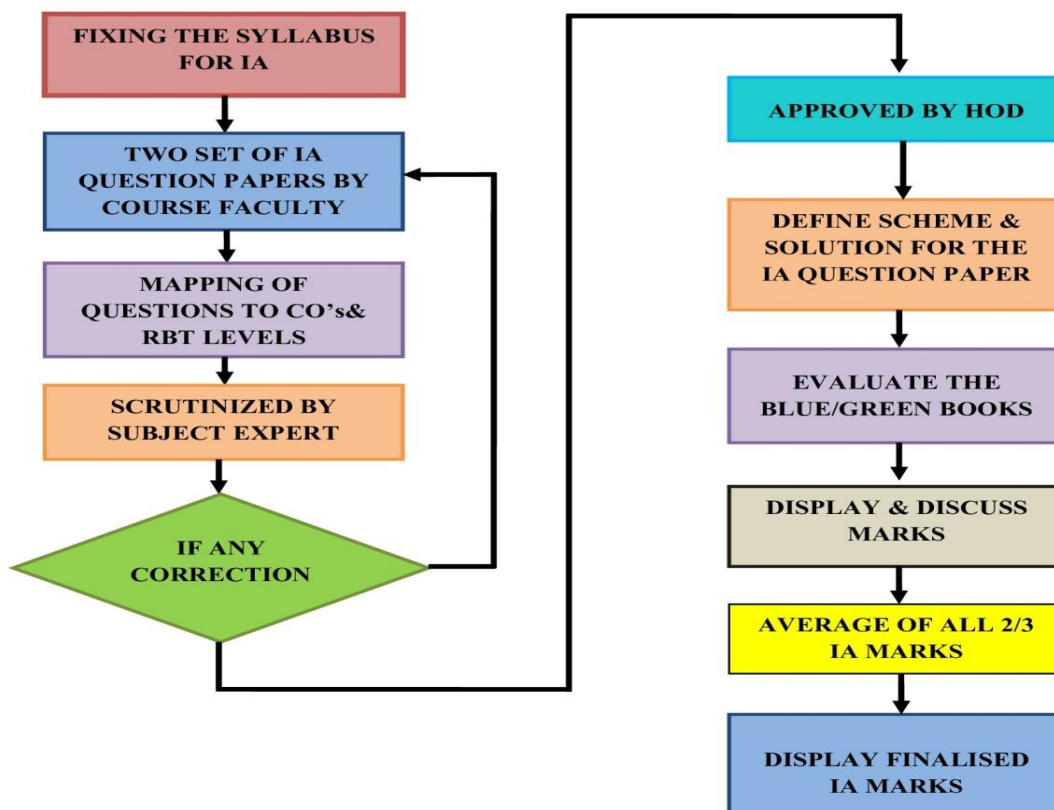
Response:

East Point College of Pharmacy adheres to the regulations and instructions set forth by the Rajiv Gandhi University of Health Sciences for the evaluation procedure. The institution has created a successful procedure as shown in Figure 2.4 in detail which is transparent and based on outcome-based education.

Internal Examinations

An examination committee is responsible for the smooth conduction of internal and semester-end examinations. The exam committee looks after the examination-related aspects and is responsible for framing rules, notifications, circulars, and other documents related to IA and SEE.

The academic calendar is prepared at the start of the semester in line with the university calendar. A student has to appear for Internal Assessments as per the academic calendar. Each faculty handling the course must submit two question papers as per the instructions shared by the exam cell and reviewed by the head of the department. A senior faculty identified by the exam committee from the respective department must scrutinize the question papers and select the best question paper.



External Examinations

- University uploads timetable on website and college Exam Committee displays it on notice board.
- Confidential invigilation schedule is prepared and communicated to staff through notices.
- Internal Chief Superintendent and Deputy Chief Superintendent, custodian, etc. are appointed by Principal as per university guidelines.
- External Observer for theory and internal/external examiners for practical are appointed by university for smooth, efficient, transparent and time bound conduct of examinations.
- University uploads the question paper on university exam portal 30min before the examination.
- Chief Superintendent confidentially downloads question paper in exam control room in presence of Observer and hand over's to respective invigilators at the time of examination.
- Examinations are conducted under CCTV live stream.
- After examination, booklets are scanned, uploaded and seal the bundles and handover to Custodian.

All the examination-related grievances are addressed as follows:

Examination Grievances

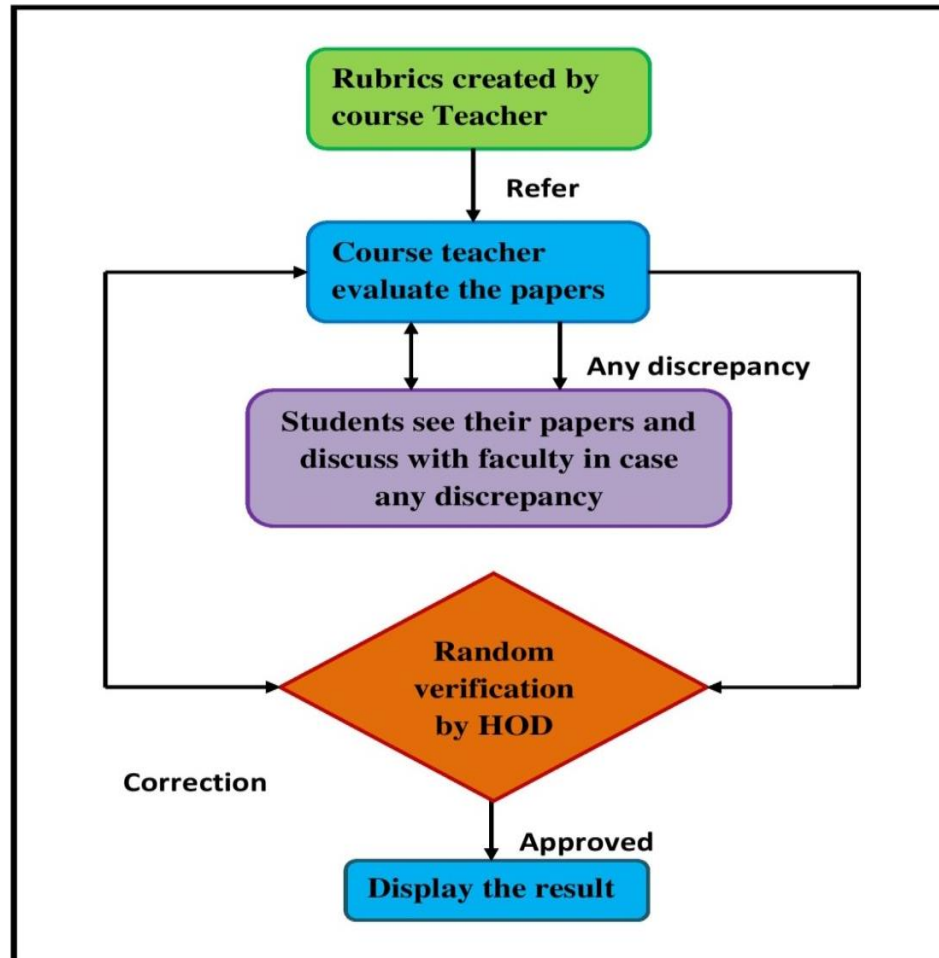
Examination related grievances are addressed as follows:

Institution level:

- The respective course in-charge evaluates the IA answer booklets within specified period.
- After the evaluation, the answer books are to be shown to the students to enhance self-evaluation and for their self-satisfaction.
- If any clarification is required, it is addressed in the class itself by the concerned faculty.
- The model answers discussed in class assist the students in identifying their mistakes and making the required modifications to their question answering strategies. .
- If the student misses their IA for valid reasons, another chance may be given for additional IA.
- The Internal Assessment marks are entered into the University online portal within a stipulated time frame.



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University Level:

- After the publication of the university result, if any discrepancies are found, the student can apply for photocopy of answer sheet within seven days of publication of examination results.
- The subject experts in the respective subjects will review the answer scripts and give their suggestions regarding the student's grievances and is intimated to the respective student.
- The university keeps the entire process on schedule and open.


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