



**Girijananda Chowdhury Institute of
Pharmaceutical Science**

Azara, Hathkhowapara, Guwahati, Assam

PROGRAMME ASSESSMENT

COMMITTEE (PAC)

**Second revised Policies, Composition, Rules
& Regulations and Procedures of
Assessment and Examinations**

Preamble

The 'Policies, Composition, Rules & Regulations and Procedures' of Assessment and Examinations mentioned herein, shall come into effect from 21st August 2013 and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Authority at any time, by due notification.

Approved by:

Sig: 

Mr. Ratul Das

President, Academic council

Sig: 

Prof. (Dr) Suvakanta Dash

Principal, GIPS

1. Rationale:

The purpose of this examination policy is:

- To ensure the planning and management of exams is conducted efficiently and in line with regulatory guidance of University, PCI and AICTE.
- To ensure the operation of an efficient exam system and structure with clear guidance for all involved in the process of examination.
- It is the responsibility of everyone involved in the institute's examination processes to read, understand and implement these policies and guidelines.
- The examination policy will be reviewed on regular intervals and whenever necessary.
- The examination policy will be reviewed by the Programme Assessment Committee and to be approved by the academic council of GIPS.

2. Student Assessment Policy and Examination Procedure:

This policy is to ensure quality assurance in the management of the assessment system, responsibilities and obligations for assessment, quality assurance, and procedures for the effective conduct of assessment practices.

GIPS develops and implements assessment strategies to facilitate student learning and to assess achievement against learning outcomes or competency aims. Assessment supports student-centric approaches of learning.

This policy outlines the process of collecting relevant evidence and making informed judgments to evaluate student learning outcomes.

2.1. Purpose of Assessment: The purpose of assessment are:

- To promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student.
- To measure and confirm the standard of student performance and achievement in relation to Programme Education Objectives;
- To reward student effort and achievement with an appropriate grade.
- To provide relevant information in order to continuously evaluate and improve the quality of the curriculum and the effectiveness of the teaching-learning process.

3. The Examination Committee:

3.1. Composition of Examination Committee: Members of the Examination Committee will be recruited and appointed from among the membership of the Institution. The Examination Committee shall be comprised of no less than three members and no more than five members. All members are appointed by academic council.

- I. The Principal, GIPS will be the Chairman of the Committee.
- II. The Programme Coordinator will be the Coordinator of Examinations.
- III. Two faculties nominated by academic council will be the Deputy Coordinator of Examinations.
- IV. All module co-ordinators of B.Pharm programme.

3.2. Meeting Frequency: The Examination Coordinator is responsible for timely conduct of meetings, at least one meeting in every semester. The Examination Coordinator, on discussion with other members may convey more meeting if and when required. The date, time and venue of the meeting along with agendas must be circulated to all members well in advance.

3.3. Roles and Responsibilities:

The Examination Committee, under the direction of the academic council is responsible for the management of the examinations which are requirements of the institution for the fulfillment of the degrees offered by GIPS. The Examination Committee is a Standing Committee and is accountable directly to academic council.

3.3.1. Chairman:

- The Chairman is the Center In-Charge of University Examinations.
- Responsible for appoint internal Flying Squad, Supervisors, Invigilators and other human resources for smooth conducting of examination in the Institution.

- To interact with University and other regulatory bodies for exam related works.
- To ensure the fair examination.
- To appoint internal and external examiners, paper setters, moderators and paper evaluators.

3.3.2. Examination Coordinator:

- Responsible for the due custody of the records pertaining to his/her work.
- Shall have administrative control over the members working under him/her.
- Shall conduct the Examinations (Internal and External) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.
- Any other duty/responsibility assigned by the Principal / Director

3.3.3. Deputy Examination Coordinators:

- To assist Examination Coordinators in smooth conduct of examination.
- Assigning invigilators and supporting staffs for examinations.
- Distribution of question papers, collection of examination answer-scripts, distribution of answer-scripts for evaluation and collection of evaluated answer scripts.

3.3.4. Responsibility of Assessor: Every faculty member is directly involved in the assessment of learning outcomes and expected to assist the Examination Committee for the smooth conduct of assessment procedure and examinations. Assessors are required to,

- Provide constructive and timely feedback on assessments submitted by students.
- Adhere to assessment strategies and their submission timeframes.
- Report on student progress and achievement in an honest, clear and objective manner and based only on relevant data.
- Prepare report on assessment outcomes.

4. Assessment and Examination at GIPS:

Examinations are an integral part of the academic institutions and the members involved in examination process have a key role in ensuring that GIPS runs high quality examinations that are transparent, reliable, valid and fair.

Normally, assessment of a programme outcome involves a number of different forms of assessment tools. Some assessments are formative; it is specifically intended to assist students to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning. Other assessment is summative; its objective is primarily to pass judgment on the quality of a student's learning, generally in terms of assigned marks and grades. Furthermore, critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching. The forms of assessment to be utilized for each outcome will be clearly set out in the documentation given to students at the commencement of each unit of study. Students of GIPS are assessed internally and externally. Following are the different types of examinations conducted at GIPS.

4.1. Internal Examinations and Assessments:

4.1.1. Assessment of Attendance: To keep track of students' attendance and to identify students with poor attendance in the classes.

4.1.1.1. Responsibility of Faculty:

4.1.1.1.1. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of class.

4.1.1.1.2. Faculty may grant attendance to a student up to 05 (Five) minutes late for the first instructional hour of the day. However, faculty may

also exercise their own discretion for permitting any latecomer to enter the class by withholding attendance.

- 4.1.1.1.3. Absence shall be indicated by 'A'. For every class the student is present, attendance is marked cumulatively. (Eg. 1-2-3-A-4-5...).
- 4.1.1.1.4. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated. Faculty shall grant this attendance, only if the students bring this to their notice well in advance in the prescribed format.
- 4.1.1.1.5. Submit the duly filled in attendance sheet at the end of each attendance period (As mentioned in Academic Calendar) to the Examination section for proper action.
- 4.1.1.1.6. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display through written application brought by the student.

4.1.1.2. Responsibility of Examination Coordinator:

- 4.1.1.2.1. The attendance periods for a semester shall be prepared in advance.
- 4.1.1.2.2. Prepare the defaulters' list and hand over one copy to the principal and respective students Mentors.
- 4.1.1.2.3. The attendance list shall be displayed within 05 (Five) working days of receiving the attendance sheets.
- 4.1.1.2.4. Prepare a subject wise list of the final attendance, practical and lectures together and submit it to the university.

4.1.1.3. Responsibility of Mentors:

- 4.1.1.3.1. To collect the attendance details of his / her students after display of attendance report.
- 4.1.1.3.2. Counsel the students with poor attendance. Explain the importance of attendance and other college activities.
- 4.1.1.3.3. To communicate guardians of students defaulting in attendance and prepare a report on prescribed format.

4.1.2. Continuous Assessment of Students: The continuous assessment of student's performance will be based on Class Tests, Assignments, Quizzes and Viva voce or any other methods proposed by concerned subject teacher.

4.1.2.1. Class Test:

- 4.1.2.1.1. Class Tests shall be a compulsory written test of 1 hour duration of 20 marks.
- 4.1.2.1.2. One paper per day shall be scheduled and notified to the students.
- 4.1.2.1.3. Respective faculty shall put up a notice one week before the Class Tests. A copy of the notice shall be forwarded to the Examination Coordinator.
- 4.1.2.1.4. On receipt of the copy of Class-Test Notice, examination coordinator shall ensure the adequate availability of Examination stationeries.
- 4.1.2.1.5. Evaluated answer-scripts of class-test must be submitted to the Dy. Coordinator of Examinations except specimen copies for documentation.
- 4.1.2.1.6. Three specimens of evaluated Class-test answer-scripts, one each of best, moderate and poor performance must be documented in individual faculty files.

4.1.3. Assignments, Quiz and Viva-voce: Assessment and evaluation of these components are based on the specific nature of the subject. The concerned subject teacher is will decide the mode of assessment and evaluation of these components.

5. GUIDELINES FOR THE UNIVERSITY EXAMINATIONS:**5.1. Administrative Procedures:**

- 5.1.1.** Under the direction of the Chairman, Examination Committee, the Administrative Officer shall distribute the Exam Forms of the University to students and collect them back after having them duly filled in. After verification, the Examination Committee shall forward the same to the University within the stipulated time period.
- 5.1.2.** Under the direction of the Chairman, Examination Committee, the Administrative Officer shall prepare and distribute the Admit Cards of the University Examinations to students. Students who are not eligible to appear in the end semester examination (Refer ASTU Regulations), Admit Card will not be issued.
- 5.1.3.** The Examination Committee shall make the Seating Arrangement and display them on the concerned Notice Board.
- 5.1.4.** The teaching faculties are seeking for leaves during examination, if eligible; they shall inform Dy. Examination Coordinator for arrangement of invigilation.
- 5.1.5.** The Dy. Examination Coordinator shall prepare and display an overall Invigilation Duty List the Staff Notice Board.
- 5.1.6.** The Examination Committee shall ensure that adequate stationery, like answer sheets, graph paper, threads, staplers, envelopes, attendance sheet and other necessary material etc. are made available.
- 5.1.7.** The examination time-table for university examinations will be displayed by the Examination Coordinator at least 5 working days before commencement of examination. Examinations will be conducted during the allocated times shown in the examination timetable.
- 5.1.8.** The examination hall will be opened for admission 15 minutes before the time scheduled for the commencement of the examination.

5.1.9. Students are to sit on allocated seats before distribution of question papers.

5.1.10. Any students will not be allowed to admit inside examination room 10 minutes for the examination up to 2 hours and 15 minutes for the examination up to 3 hours after the time scheduled for the commencement of the examination.

5.1.11. Students suffering from communicable diseases or mild to moderate sickness must be informed to the examination department in advance for arrangement of sick bed for writing examination.

5.1.12. Students who are absent in an examination due to illness are required to submit the original medical certificate along with relevant documents.

5.2. For Students:

5.2.1. The examination hall will be opened for admission 15 minutes before the time scheduled for the commencement of the examination.

5.2.2. Students are to sit on allocated seats before distribution of question papers.

5.2.3. Students will not be allowed to admit inside examination room 10 minutes for the examination up to 2 hours and 15 minutes for the examination up to 3 hours after the time scheduled for the commencement of the examination.

5.2.4. Students must appear in the examinations in appropriate uniform. They must carry valid institution Identity Card during examination.

5.2.5. Students must produce their institutional Identity Card, Admit Card, University Registration Certificate whenever asked by invigilator or any examination officials.



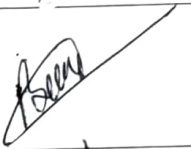

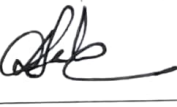


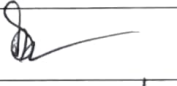
- 5.2.6. Students are not allowed communicate verbal or any other means to other students inside examination hall.
- 5.2.7. All answers, with the exception of graphs, sketches, diagrams, etc. should be written in black or blue pen, unless otherwise specified.
- 5.2.8. They may not be in possession of mobile phones or other electronic gazettes except calculator.
- 5.2.9. Students carrying any hand-written, printed, photocopied documents or adopting any other unacceptable practices during examination will be dealt very strictly.
- 5.2.10. Students must maintain the discipline and decorum of examination hall. Disruptive candidates will be dealt with strict punishment.
- 5.2.11. All candidates will be expected to remain in the examination hall for the full exam time.
- 5.2.12. During examination, a candidate may leave examination hall for a genuine reason (For a maximum duration of 3 minutes) with proper permission from respective Invigilator.
- 5.2.13. For any examination less than 1 hour duration, students are not allowed to leave examination hall before completion of examination.

5.3. For Invigilator:

- 5.3.1. The main purpose of invigilation is to regulate the exam environment that is best for a fair examination and the invigilators are responsible to enact the regulations associated with examinations.
- 5.3.2. The Invigilators must reach at respective examination hall at least 15 minutes ahead of an examination.
- 5.3.3. Proper and timely distribution of Question papers to the students must be ensured by respective invigilators.

- 5.3.4.** Invigilators should check student's identity cards / Admit cards against the Examinee List during the examination. They must also verify the information entered by the student in answer-scripts and countersign it after verification.
- 5.3.5.** Invigilators are required to fill up Attendance Report, Top-Sheet and other examination related documents.
- 5.3.6.** Invigilators should remain vigilant at all times.
- 5.3.7.** They must periodically patrol the examination hall, taking care not to disturb candidates.
- 5.3.8.** They should only talk to candidates or to each other when absolutely necessary and then to maintain silence to avoid disruption.
- 5.3.9.** Any student involved in communication with other students, misconduct with invigilators and / or other staffs, disturbing other students must be warned strictly.
- 5.3.10.** Students found using any written, printed and photocopied materials or any electronic devices must be confiscated and the Malpractice Reporting Form should be filled up and to bring in the notice of Examination Authority immediately.
- 5.3.11.** Any instances of misconduct, malpractices or irregularity must be reported to the Centre In-Charge / Deputy Centre In-Charge / Principal / Examination Coordinator immediately. The Centre In-Charge / Principal will be responsible for investigating suspected incidence and will ensure the proper and adequate action.
- 5.3.12.** Invigilators should ensure that examination answer-scripts are collected at the end of the examination and it is important that a rigorous checking of collected answer-scripts are done, so as to ensure that every exam script is accounted for and then submit securely at Strong Room.

Committee details of the revised members of PAC w.e.f. 21.08.2013

SL. NO.	Name of members	Official designation	Committee designation	Signatures
1.	Prof.(Dr). Suvakanta Das	Principal, GIPS	Chairman/Centre-in-charge	
2.	Mr. Pulak Deb	Assistant Professor	Examination co-ordinator/convener	
3.	Dr. Bipul Nath	Assistant Professor	Dy. Examination coordinator/Module coordinator (Pharmaceutics)	
4.	Mr. Dibyendu Shil	Assistant Professor	Dy. Examination coordinator/Module coordinator (Pharmacognosy)	
5.	Mr. Dipankar Saha	Assistant Professor	Member/Module coordinator (Pharmacology)	
6.	Mr. Indranil Chanda	Assistant Professor	Module coordinator (Pharmaceutical chemistry)	
7.	Mrs. Smriti Rekha Chanda Das	Assistant Professor	Module coordinator (Project work)	
8.	Mr. Bhanu P Sahu	Assistant Professor	Module coordinator (Basic Engineering)	
9.	Mr. Sumit Das	Assistant Professor	Module coordinator (Basic Sciences)	
10.	Mr. Bhupen Kalita	Assistant Professor	Module coordinator (Humanities and management)	