



EXAMINATION CELL

Evaluation Process and Reforms

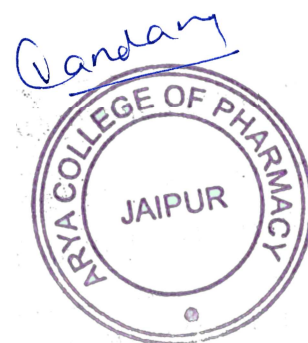


ARYA COLLEGE OF PHARMACY

(AFFILIATED TO RUHS, JAIPUR APPROVED BY PCI, NEW DELHI)

SP- 40, KUKAS INDUSTRIAL AREA (RIICO), DELHI ROAD, KUKAS, JAIPUR (RAJ)

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Reforms in Continuous Internal Evaluation (CIE) system at the Institutional Level

Arya college of Pharmacy follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the Rajasthan University of Health Sciences (RUHS).

- **Internal Tests (Theory) Evaluation:**

- In last 5 years, there have been several changes in the mode of evaluation. The department will carry out an internal assessment on all courses based on **Internal Tests** (i.e. unit test, surprise test, assignments, quiz etc) performance of the students.

- **Internal Practical (Laboratory Work) Evaluation:**

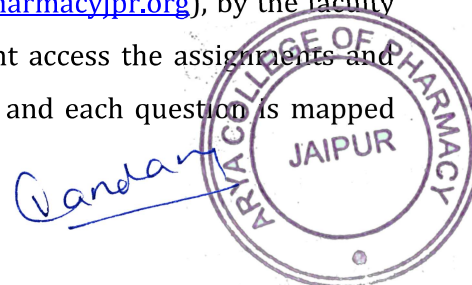
- **Student Laboratory Record Book** contains an evaluation report in which lab teacher award the internal marks in front of the student after every experiment performed and this internal evaluation report has criteria such as preparation marks, performance marks, viva marks, extra work marks, etc.

- **Mid Term Exam Evaluation:**

In a semester, two Midterm Tests/Sessional are conducted. Each of tests consists of descriptive or numeric or analytical questions as per University guidelines. The average of the two midterm tests is considered for Final Internal Assessment. Previously the midterm test paper consists of 20 marks but according to a new guideline of University, different courses have different marking scheme according to their credits.

- **Assignment:**

- **Assignments** of each course are given to the students by the concerned faculty member. After the completion of every unit, assignment questions uploaded on College website (www.aryapharmacyjpr.org), by the faculty members teaching theory subjects. Student access the assignments and has to write it and submit within a week and each question is mapped



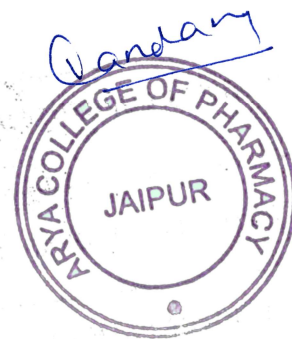


with CO's. So the students will be able to understand the course outcomes of a particular subject.

For smooth conduction of Internal Examination, the institute has an Examination Cell. Selection of midterm paper and guideline for internal assessment are described by the exam cell. The exam cell collects all internal award list data and store in digital format for recovery/reference purpose.

For effective implementation of the Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts unit tests and performance based improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. Surprise mock tests are organized at the departmental level to ensure on time performance and delivery of the student.

The college give the facility to participate in competitive examinations and higher studies. Industrial visits are arranged for the students and student submits the visit report which is also evaluated for term work marks. For each program viz. UG, PG and professional courses, suitable components are included in their CIE. The participation of performance of the students in sports, NSS and other extracurricular and cultural activities also given weight age. The feedback system is provided to the student for giving feedback on all fronts whether it is CRT program, classroom teaching, Labs or assignments. The institute communicates progress report of their ward to the parents. It organize parent and guardian meet to have a communication once in a year.





Mechanism to Deal with Examination Related Grievances Is Transparent, Time Bound & Efficient

It is very important for every examination system to be transparent, time bound & efficient. Students should have faith in examination system. The process should be fair and if any discrepancy is reported by the student, it should be addressed properly within a time frame.

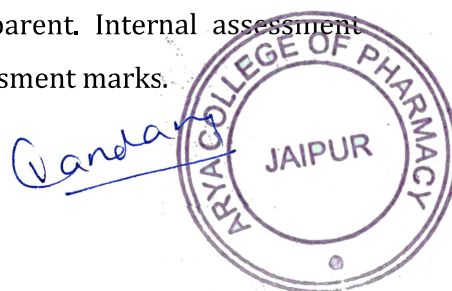
For the purpose, a Grievance Redressal Committee consisting of Principal, Registrar, Examination In charge, head of Department and some faculty members is formed in the college. The Principal is Chairperson of the committee. The committee verifies the grievances & the nature of Grievances.

The work of The Grievance Redressal Committee is to take the following complaints listed below and take the decision to resolve these complaints.

- Marks Totaling related complaints
- Out of Syllabus complaints
- Quality of paper related complaints
- Casual/ Careless attitude of checking related complaints
- Invigilator behavioral related complaints
- Any other complaint related to examination deemed fit for consideration.

Students need to apply to the University for Correction in marks and re-evaluation. The process is governed by RUHS ordinances. The examination cell of the college guides the students about the process. The process is also explained on RUHS portal (www.ruhs.org). For errors like mark sheets indicating that the student was absent, the college promptly sends the duly certified attendance sheets to assist in locating marks in exam branch and correcting discrepancies.

The internal assessment system of the student is transparent. Internal assessment committee addresses all grievances related to internal assessment marks.





The committee is setup at college level to sort issues related to attendance and internal assessments and all queries are responded by the internal assessment to the committee convenor. The committee promptly deals with mistake/ errors related to attendance, lab records and internal assessment of the students.

An aggrieved student who has the Grievance(s) at the programme level shall make an application first to head of department, after verifying the facts will try to redress the grievance within a responsible time, preferably with a week of the receipt of application of student. If the student is not satisfied with the verdict or the solution of the head of department, then within a week from the date of the receipt of the reply from the head of the department, addressing to the chairperson (Principal) of the committee.

The chairperson after verifying the facts and the papers concerned and after discussion with the head of the department will place the matter before the committee members which shall either endorse the decision of the head of department or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.





Mechanism of Internal Assessment is Transparent and Robust in terms of Frequency and variety

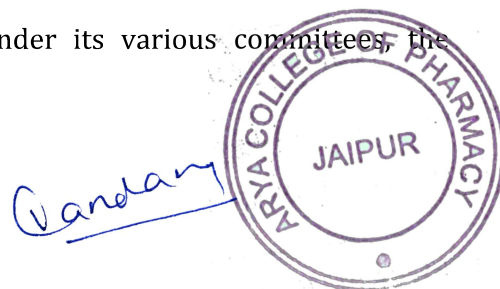
The students are well informed during the orientation programme itself regarding the university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examinations.

Midterm examination dates or procedures are notified on the college notice boards as well as student portal on the college website. Tentative Midterm exam dates are also displayed in college academic calendar or also announced by faculty members in the respective classes at least before the week in advance. After the midterm exam, the solution of the midterm paper will be uploaded on the college web portal. After checking, answer sheets are shown to students and marking pattern is discussed.

The answer sheet of examinations are shown to the students after evaluation to bring out the discrepancies, if any, to the notice of teacher concerned and the teacher make necessary corrections. Once students are satisfied with the marks obtained, teacher award these marks into award list and submit to exam cell. The assignment assessment lists are displayed on the notice board. Transparency and security of evaluation system are ensured. The maximum and minimum marks in internal practical assessments are further reviewed, discussed and debated on regular basis.

The students are made aware of evaluation procedures including revaluation and challenge valuation, examination pattern of college and university, well in advance through circular as well as information printed in the college notice boards.

The subject teachers give at least 5 assignments per subject and each assignment is evaluated, marks are allotted for each assignment. As per University regulations, 25 or 10 marks are awarded for Social Outreach Discipline and Extra Curricular Activities (SODECA). The institute conducts many events under its various committees, the participation in these activities is considered for this.



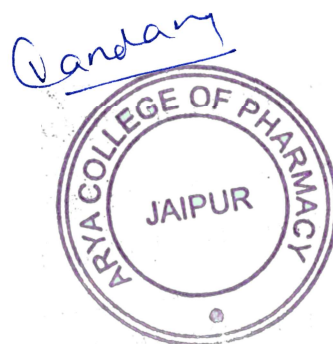


Examination cell of the college directly works and synchronisation with principal and Registrar of the institute. To maintain the efficacy and efficiency in the exam process and its evaluation, the college adopts the same exam process as per the University level.

Projects are assigned to a group of students. They evaluate the performance and authenticity in doing project work/ assignment work.

To ensure the same, the following steps are taken:

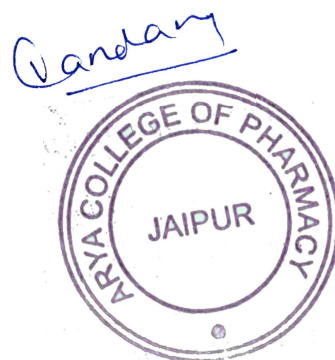
- Basic eligibility for evaluation process is made known to students through the Rajasthan University of Health Sciences & PCI website, this enables the student to keep regular updates at University level also through notice boards and class counselling.
- Institute notifies evaluation process and related documentation on the notice board as well as on institute website so student can plan the preparation accordingly; this process includes distribution of the marks and schedule and time table of internal evaluation plus University evaluation system.
- Institute also notifies the criteria for allocation of teamwork marks through notices and class counselling. Continuous assessment report for all the courses is displayed in respective laboratories every month by the lab assistant.





Mechanism of Internal Assessment is Transparent and Robust in terms of Frequency and variety

The academic calendar is the backbone of various teaching learning plans prepared before the start of every semester. The institution ensures effective time management and timeliness. The academic calendar is prepared and published by the Rajasthan University of health sciences, Jaipur. The college receives the academic calendar from either University portal or email and adheres to it. Institute will also prepare the academic calendar by own based on the university calendar at the beginning of the academic semester. Academic calendar is also published on the college notice boards. The institute carries out effective planning to stick to the academic calendar. This allows the teacher and the student to space out their teaching learning and regular assessment of the same.

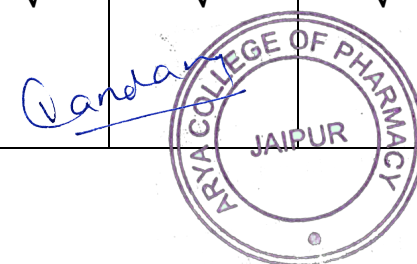




REGISTRAR OFFICE/ EXAMINATION CELL

Semester Wise Academic Evaluation Process

S. No.	Particular	Remarks	Action Taken By	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
1.	Academic Calendar	Principal/ Director Office will finalize Academic Plan/ Calendar for smooth implementation of semester's activities. It should be in mapping with RUHS Academic Calendar.	HODs, Registrar Office Principal	√	√	√	√	√	√
2.	Student Registration	Every Department is instructed to do Registration of Each student and keep all documents within department (Class Teacher). Also whenever needed, authorities may ask details of student.	All Department HODs	√	√	√	√	√	√
3.	Load Distribution	All Department HODs have to take choices from faculties for upcoming semester teaching and after discussion with Principal/ Registrar, Load should be distributed and final sheets have to submit at Principal Office. If any subject teacher is replaced than it should also be notified.	HODs, Principal	√	√	√	√	√	√





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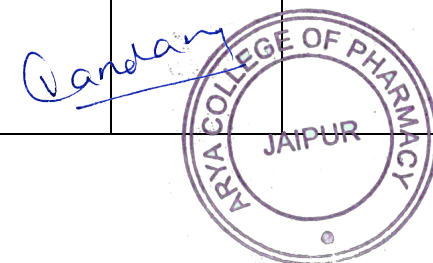
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S. No.	Particular	Remarks	Action Taken By	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
4.	Time Table	All departmental HODs will prepare Class & Section Wise Time Table and display to notice boards. Also one copy of that has to submit at Principal Office/ Registrar office. In case of any changes, please inform by submitting revised time table.	HODs, Principal, Registrar	√	√	√	√	√	√
5.	Blown Up & Lecture Plan	After allocation of subject, faculty have to prepare a tentative Blown Up/ Lecture Plan for 100% syllabus coverage as per prepared academic calendar. HODs have to verify all and submit a file to Principal Office/ Registrar office.	HODs, Principal, Registrar	√	√	√	√	√	√
6.	Weekly Report	All Faculty members have to submit their teaching report in prescribed format called weekly report to concerned HOD for entire week teaching. In addition, department HODs have to analyze weekly reports for further improvements/ planning and have to prepare & submit a consolidated sheet to Principal/ Director office.	HODs, Principal, Registrar	√	√	√	√	√	√





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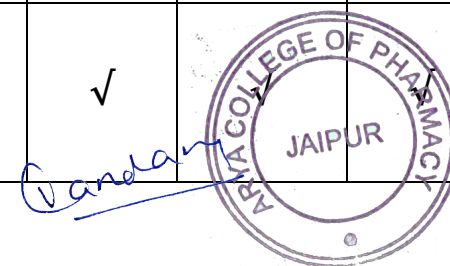
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7.	Teacher's LogDiary & Attendance Registers	All Teaching Faculty members have to prepare attendance register of their section and continuously monitor and record student's attendance in this. Also every faculty have to maintain Teacher's Log Diary by marking Lecture wise day activities in that. These register & Log diaries will be checked by HODs & Principal on weekly basis.	All Faculties, HODs, Principal, Registrar	√	√	√	√	√	√
8.	Class Before Class (CBC)	This is an initiative to improve skills of teaching. In this every faculty member have to prepare their lecture of the day and have to deliver in front of Senior Teacher, HODs, and Principal. Suggestion can be made by them for better teaching.	Faculties, HODs, Principal, Registrar	√	√	√	√	√	√
9.	Faculty Teaching Evaluation	HODs, Principal, Registrar may evaluate Theory & Practical Teaching of Faculty in sudden round by sitting in classes & labs.	HODs Principal, Registrar	√	√	√	√		





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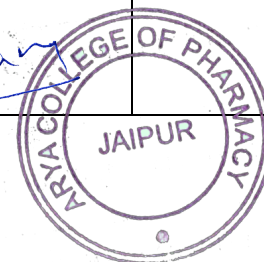
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10.	Student's Practical Evaluation	Every conducted practical have to be evaluated and marked in next lab with conduction of next practical and it should be recorded in student's lab record which has fixed criteria of evaluation. Internal marks of entire semester will be based on marking given in Lab Records. Marking Lists have to be submitted by HODs at the end of semester and keep all lab records in departmental stores for future needs.	Faculties, HODs, Registrar Office, Principal	√	√	√	√	√	√
11.	Student's Theory Evaluation (Assignment)	Every Faculty member has to prepare Unit wise assignments covering all topics. Questions should be distributed in all segments as per Cos & Pos. HODs are also required to upload those assignments on college website as well as on notice boards. Students can access from any of mentioned medium. Students have to complete assignment in given time and submit to respective faculty for further evaluation. Department has to keep record of marks of assignment.	Faculties, HODs, Registrar Office, Principal, Director	√	√	√	√	√	√





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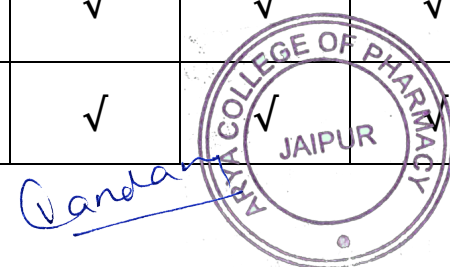
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S. No.	Particular	Remarks	Action Taken By	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
12.	Student's Theory Evaluation (Unit Test)	Every Faculty member has to conduct Unit Tests after completion of unit. Department has to keep record of marks of Unit Test and Subject Teacher and HOD should monitor student's performance & Improvement.	Faculties, HODs	√	√	√	√	√	√
13.	Student's Theory Evaluation (Mid Term Test)	Notice of Information of Exam (To all concerned Departments)	Exam Cell	√	√	√	√	√	√
		Time Table of Exam Notice Board/ College Website	Exam Cell	√	√	√	√	√	√
		Question Papers (On RUHS Pattern)	Departments	√	√	√	√	√	√
		Mixing & Setting of Question papers (By Selection Committee)	Exam Cell & Selection Committee	√	√	√	√	√	√
		Display of Lists Debarred Students who have less than 80% attendance.	Department & Exam Cell	√	√	√	√	√	√
		Seating Arrangement On Common Areas/Respective LTs	Exam Cell	√	√	√	√	√	√
		Finalised Question Paper Printing (Centralised for All Departments)	Exam Cell	√	√	√	√	√	√





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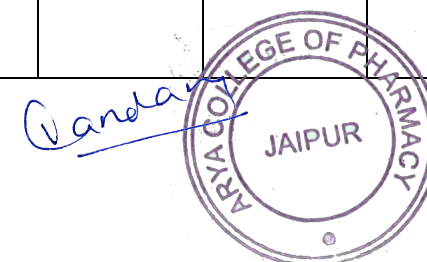
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		Conduction & Supervision of Exam Including Paper distribution.	Faculties, HODs & Exam Cell	√	√	√	√	√	√
		Centralised Mid Term Copy Checking	Faculties & Exam Cell	√	√	√	√	√	√
		Mid Term Copy & Performance Display to Student in LTs with Regular Classes	Faculty & Exam Cell	√	√	√	√	√	√
		Resolution of any Grievance Raised from Student for Evaluation of Mid Term Exam of any Subject	Faculty & Exam Cell	√	√	√	√	√	√
		Award Sheets Preparation	Faculty & Exam Cell	√	√	√	√	√	√
14.	Student's Practical Evaluation (Internal Practical)	Departments have to conduct internal practical exams twice in a semester. Dates may differ as per department. First Internal Practical will be conducted after completion of 50 % of total practicals. Second Internal Practical will be conducted after completion of 100% lab practicals. Marking record should be submitted to Exam Cell for Finalization of Internal marks.	Department & Exam Cell	√	√	√	√	√	√





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15.	Admit Cards	Distribution of Admit Cards	Departments	✓	✓	✓	✓	✓	✓
16.	Conduction of Exam	Seating Arrangement On Common Areas/Respective LTs	Exam Cell	✓	✓	✓	✓	✓	✓
		Room Superintendent/ Relievers/ Floor wise Duties Appointment	Exam Cell	✓	✓	✓	✓	✓	✓
		Collection of Exam Paper from University Distribution Centre	Registrar	✓	✓	✓	✓	✓	✓
		Conduction & Supervision of Exam Including Paper distribution & Attendance Sheet distribution.	Principal & Exam Cell	✓	✓	✓	✓	✓	✓
		Any Supporting Work	Exam Cell	✓	✓	✓	✓	✓	✓
		Binding of Copies as per guidelines of university	Registrar Office	✓	✓	✓	✓	✓	✓
17.	Finalization of Marks	Preparation of Sheets for uploading on University Portal (Both Mid Term & Practical)	Exam Cell	✓	✓	✓	✓	✓	✓
18.	Information	Notification of Dates for New Semester Registration & Fee Deposition.	Registrar Office	✓	✓	✓	✓	✓	✓

