



Maulana Azad Educational Trust's

Y.B. CHAVAN COLLEGE OF PHARMACY

(B.Pharm, M.Pharm & Research Centre)

ISO 21001: 2018 & 14001:2015 CERTIFIED | NIRF-2023 ALL INDIA RANK 80TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

YBCCP/IQAC/Examination Comm/2023-24/12.7 B

Date: 15/07/2023

Office Order

Following committee members are hereby informed to execute the responsibilities of their committee till further notice. The details are as under:

1. EXAMINATION PLANNING AND MONITORING COMMITTEE:

1. Dr. M.H. Dehghan	Principal/Chairman
2. Dr. Hemant D. Une	Incharge
3. Dr. Maria Saifee	Member
4. Mr.Mohd. Imran Anees	Member
5. Ms. Shaikh Sabina Meraj	Member

2. OBJECTIVE & SCOPE:

Objective of the committee is to determine objectively and professionally whether a student satisfies the requirements set by the examination regulations of the University with reference to the knowledge, understanding and skills required in various courses for completion of degree program. The scope of the committee shall be to establish the guidelines and monitor them for effective implementation and required output with reference to internal (sessional) examinations.

3. GUIDELINES & RESPONSIBILITIES:

- 3.1. The committee shall plan the annual sessional examination schedule in the beginning of the session in consultation with academic in-charge and submit the same to the IQAC Committee for incorporation in to the Institute calendar.
- 3.2. The committee shall review the outcome of the examination from time to time and if required revise the sessional examination pattern for further improvement.
- 3.3. The committee shall verify the theory and practical marks to be submitted to university. If required the committee shall form the subcommittee for this task.
- 3.4. To monitor and verify the sessional examinations results from time to time and suggest the remedial measures for improvement through HOD.
- 3.5. The grievance of the students pertaining to the internal examination shall be verified and addressed by the examination committee. A written request submitted to the examination committee In-charge must be supported by reason. The examination committee shall address the grievance within seven working days of its receipt.

- 3.5. The grievance of the students pertaining to the internal examination shall be verified and addressed by the examination committee. A written request submitted to the examination committee in charge must be supported by reason. The examination committee shall address the grievance within seven working days of its receipt.
- 3.6. Smooth conduct of the examination shall be the priority of examination planning and monitoring committee. The committee shall make the necessary guidelines from time to time. The incharge shall bring the same to the notice of the students and staff.
- 3.7. Incharge shall plan and allot of the examination duties to teaching and non-teaching staff and same shall be informed to concern in advance.
- 3.8. As per the policy, the examination duty/work shall be mandatory to all faculty members and supporting staff. If staff denying the duties without mentioning reason in written application, then it shall be brought to the notice of Principal for further necessary action by the Examination Incharge.
- 3.9. The Incharge shall see that the evaluation of the answer paper has been completed before due date and marks have been displayed on notice board.
- 3.10. After completion of all the sessional examination, the incharge shall compile the marks of the entire subject as per university requirement and communicate to the University before due date.
- 3.11. The incharge shall handle the cases of malpractices and unfair means during sessional examination by constituting the committee on Prevention of Examination Malpractices. The committee shall consist of Examination Incharge (Chairman), Invigilator reporting the case and head of the department of the concern paper in which malpractices took place. The necessary action shall be taken against the defaulter as per the rules and regulation of Dr. Babasaheb Ambedkar Marathwada University for conduct of examination.
- 3.12. The Incharge shall maintain and store the records of examination properly and safely and committee shall maintain the confidentiality.
- 3.13. For sharing the views and ideas, the committee may invite the faculty member(s) or expert in the meeting, if required.
- 3.14. The Incharge shall conduct at least two meetings in a year. He/she shall prepare the agenda of meeting and same shall be inform to other members in advance and record the minutes of meeting.
- 3.15. The Incharge shall see the need and preparation of any other documents for the committee/display if required.



Dr. M.H. Dehghan

Principal

f. B. Chevan College of Pharmacy
Aurangabad.

Copy to: 1. Office file



2. All the members