



Shri Vile Parle Kelavani Mandal's

Dr. Bhanuben Nanavati College of Pharmacy

Gate No. 1, Mithibai College Campus, First Floor, V.M. Road, Vile Parle (W), Mumbai - 400 056

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Examination guidelines

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Examinations are the important tool for the assessment of teaching learning process. Examination is the tool to evaluate the student's ability to learn and encourage the process of learning. The examination is a significant contributor to the quality of education provided by the Institute. Due to globalization and increasing competency level, outcome-based education (OBE) is the need of the present education system. The institute adheres to assessment based on outcome-based education since it is received NBA accreditation.

OBE is driven by two important criteria:

- Student's performance in formative and summative examination in the form of course wise grades and credits earned by students.
- Attainment of desired Course outcomes and Program outcomes to meet the objectives of the program.

I Examination System:

Pharmacy curriculum imparts the theoretical knowledge for all courses along with the experiential learning through practical work for the appropriate courses. Each course in curriculum is assessed for theory and practical as per the guidelines prescribed by Pharmacy Council of India and syllabus approved by University of Mumbai.

II Examination (Assessment) Planning:

The outcome-based education (OBE), is completely student-oriented teaching and learning process. In this pattern, students are encouraged to apply, analyse, understand, and remember the concept theoretically and also by performing practical. The Examination question papers are set aligned to the Blooms Taxonomy and help in achieving the attainment for course outcomes and program outcomes.

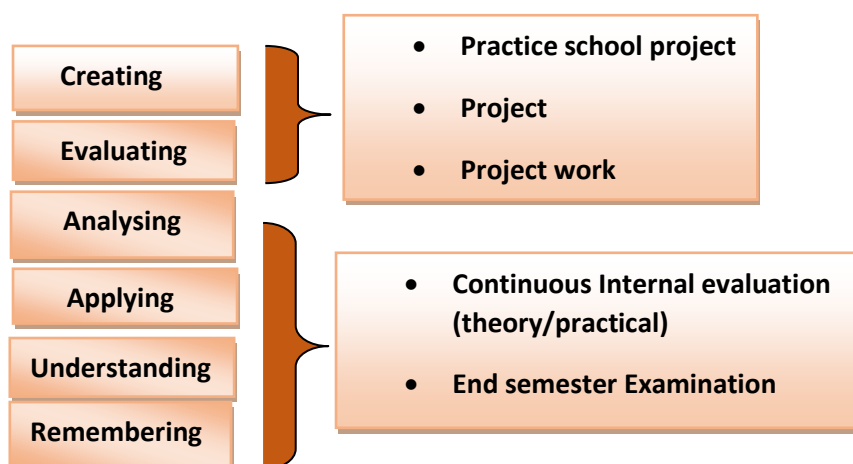


Fig No.1: Outcome based education and evaluation



III Examination Committee and responsibilities

Examination Committee plays an important role for the planning and execution of all examination activities with transparency, precision, and fairness. The composition and responsibilities of Examination committee are broadly defined by the administrative body of the Institute and is responsible for the planning, coordination and conduct of all examinations of B. Pharm, M. Pharm and Ph. D programmes. The Examination Committee is chaired by the Principal of the institute. The Examination Committee functions in liaison with the University of Mumbai and central SVKM exam department for all internal and external assessments.

The Examination committee composition

Convener: Dr. Munira Momin

Coordinators: Dr. Vasanti Suvarna

Dr. Rashmi Mallya

Representative faculty members for B. Pharm, M. Pharm and Ph. D

Conduct of exams

The examinations are conducted as per the guidelines of University of Mumbai.

Responsibilities of examination committee are:

- Preparation of exam calendar comprising of tentative schedules of internal and external assessment for theory and practical courses of B. Pharm and M. Pharm Programmes.
- Preparation of timetables, supervision duties and Seating arrangements for internal assessment and external examinations conducted on behalf of university.
- Allocation of supervision duties, seating arrangements for external examinations of university at institute as centre.
- Display of exam timetables, notices/circulars for the conduct of examination ten days prior to any exam.
- Vigilant monitoring during the exams, maintaining records of stationary utilization in liaison with office, students appearing for examination and evaluation of answer sheets by course coordinators.
- Addressing student's grievances during internal examination along with course coordinators, exam form filling process for university exam during end semester examination in liaison with office.
- Monitoring the internal marks entry by course coordinators in internal marks register, SAP examination portal and university portal.
- Notification to students to verify displayed internal marks before final submission to university,



- Secured downloading of end semester question papers from university portal followed by printing and sealing into labelled envelopes under CCTV surveillance.
- Preparing summary of class wise results declared, subject wise result analysis and the annual reports.
- Verification of documents of graduating students for admissions into higher education programmes.
- Assigning Examiners & Moderators for external examinations conducted on behalf of university and liaison with Central SVKM Examination department for preparation of results and their declaration after university approval.
- The records of student's attendance, question papers, compiled mark sheets is maintained by exam committee in liaison with office.
- For the activity mentioned above the co-ordinators will report to the convenor and submit the report at the end of the semester and the academic year.

Expected Outcomes

- Smooth and transparent conduct of examinations and monitoring of all examination related activities and grievances promptly and efficiently within stipulated time.
- Timely declaration of results as per university timelines.

IV INTERNAL AND EXTERNAL ASSESSMENT PROCESS

Terms mentioned below are consistent with the *University of Mumbai examination guidelines*.

- End semester examination:** means any theory or practical examination administered by the institute adhering to rules and regulations of *University of Mumbai* conducted at the end of the academic semester term
- Internal examination:** means any periodic test or sessional examination for theory or practical subjects administered by the institute examination department during the academic term.

1.1 Standard study periods

There will be a designated, maximum four-week examination period at the end of the first and second semesters for the conduct of external theory and practical examinations.

1.2 Internal examinations

Internal Examinations for theory and practical will be arranged and conducted by the



institute.

1.3 External Examination

External theory and practical examinations may be held within the period of 10am to 6 pm, Monday to Saturday (excluding public holidays). The detailed timetable for end semester theory examinations and final year B. Pharm semester practical examination will be issued by university of Mumbai. External practical examination time tables of F.Y.B. Pharm, S.Y.B. Pharm, T.Y.B. Pharm, M. Pharm will be issued by institute.

1.4 Internal Examination:

Institute examination department will prepare the time table for both theory and practical and as per the time table internal examinations are conducted.

2. Examination Organization:

External theory and practical examination organized as per the time table given by university and internal examination organized by the institute examination department as identified in the examination calendar.

2.1 University Examination:

2.1.1 All university examinations will occur within the examination periods intimated by university. Examinations falling outside these periods will be organized by institute.

2.1.2 Institute is responsible for smooth conduct of examinations. Question papers are downloaded from examination portal of university of Mumbai.

2.2 Supplementary examinations:

External supplementary examination will be carried out as per the time table given by university.

2.3 Rules for Examination:

Medium of instruction and examinations: Medium of instruction and examination shall be in English.

Working days in each semester: Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

Attendance and progress A candidate is required to put in at least 75% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

Examinations/Assessments



The scheme for internal assessment and end semester examinations is as prescribed by University of Mumbai from time to time.

a) EXAMINATION SCHEME:

Examinations shall be conducted as per the rules and regulations of the University of Mumbai. The prescribed examination pattern for a particular Program shall be followed and any changes in the same shall be taken into consideration from time to time and notification will be provided to all stakeholders [Faculty/students/parents]

Examination and assessments shall include continuous internal assessments for theory and practical and end semester examination for theory and practical.

| Sr. No | Program | Internal assessment | | End semester examinations |
|--------|---------------------------------|--------------------------------------|--|---|
| | | Continuous internal assessment (CIA) | No. of sessional/Periodic examinations | |
| 1 | B. Pharm (R2019) | One CIA (10 marks) per semester | Two (15 marks) per semester* | 75 marks |
| 2 | B. Pharm (R2019) (Sem VII) | One CIA (25 marks) | - | Practice school (125 marks) |
| 3 | B. Pharm (R2019) (Sem VIII) | - | - | Project work (150 marks) |
| 4 | B. Pharm (CBCS 2016) | - | One (20 marks) per semester | 80 marks |
| 5 | B. Pharm (CBCS 2016) (Sem VIII) | - | - | Project (200 marks) |
| 6 | B. Pharm (CBSGS 2012) | One CIA (15 marks) per semester | One (15 marks) per semester | 70 marks |
| 7 | M. Pharm (R2019) (Sem I, II) | One CIA (10 marks) per semester | Two (15 marks) per semester** | 75 marks |
| | | - | - | seminar/assignment of (100 marks)/ semester |



| Sr. No | Program | Internal assessment | | End semester examinations |
|--------|---------------------------------|--------------------------------------|--|--|
| | | Continuous internal assessment (CIA) | No. of sessional/Periodic examinations | |
| 8 | M. Pharm (R2019) (Sem III) | One CIA (10 marks) per semester | Two (15 marks) per semester** | 75 marks |
| | | - | - | 1. Journal club (25 marks) 2. Discussion / Presentation (Proposal Presentation) (50 marks) |
| 9 | M. Pharm (R2019) (Sem IV) | - | - | 1. Journal club (25 marks) 2. Discussion / Presentation (Proposal Presentation) (75 marks) 3. Research work and Colloquium (750 marks) |
| 10 | M. Pharm (CBCS2016) (Sem I, II) | - | One (20 marks) per semester | 80 marks |
| 11 | M. Pharm (CBCS2016) (Sem III) | - | - | Seminar (100 marks) |
| 12 | M. Pharm (CBCS2016) (Sem IV) | - | - | Research work and Colloquium/viva voce (100 marks) |

*Two sessional examinations are conducted for 30 marks and average is computed to 15 marks.

** Two sessional examinations are conducted for 15 marks and average is calculated.



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Table No 1. Internal assessment and end semester assessment mark distribution schemes for B. Pharm Programme

| Programme | | Internal assessment (Continuous Mode) | | | | End Semester Exam | | Total |
|----------------------------------|------------------------|---------------------------------------|-----------------|----------|-------|-------------------|---------------|-------|
| | | Continuous Mode | Sessional marks | Duration | Total | Marks | Duration (Hr) | |
| B. Pharm (R2019) | Theory | 10 | 15 | 1 | 25 | 75 | 3 | 100 |
| | Practical | 5 | 10 | 4 | 15 | 35 | 4 | 50 |
| B. Pharm (R2019) (Sem VII) | Practice school | 25 | - | - | 25 | 100 | 5 | 150 |
| B. Pharm (R2019) (Sem VIII) | Project work | - | - | - | - | 150 | 4 | 150 |
| B. Pharm (CBCS 2016) | Theory | - | 20 | 1 | 20 | 80 | 3 | 100 |
| | Practical | - | 10 | 4 | 10 | 40 | 4 | 50 |
| B. Pharm (CBCS 2016) Sem VIII | Project | - | - | - | - | 200 | - | 200 |
| B. Pharm (CBSGS 2012) | Theory | 15 | 15 | 1 | 30 | 70 | 3 | 100 |
| | Practical | 7 | 8 | 4 | 15 | 35 | 4 | 50 |



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Table No 2. Internal assessment and end semester assessment mark distribution schemes for M. Pharm Programme

| Programme | | Internal assessment (Continuous Mode) | | | | End Semester Exam | | Total |
|------------------------------------|--|---------------------------------------|-----------------|----------|-------|-------------------|---------------|-------|
| | | Continuous Mode | Sessional marks | Duration | Total | Marks | Duration (Hr) | |
| M. Pharm (R2019) (Sem I, II) | Theory | 10 | 15 | 1 | 25 | 75 | 3 | 100 |
| | Practical | 20 | 30 | 6 | 50 | 100 | 6 | 150 |
| | Seminar /Assignment | - | - | - | - | 100 | - | 100 |
| M. Pharm (R2019) (Sem III) | Theory | 10 | 15 | 1 | 25 | 75 | 3 | 100 |
| | Journal club | - | - | - | 25 | - | - | 25 |
| | Discussion / Presentation (Proposal Presentation) | - | - | - | 50 | - | - | 50 |
| M. Pharm (R2019) (Sem IV) | Journal club | - | - | - | 25 | - | - | 25 |
| | Discussion / Presentation | - | - | - | 75 | - | - | 75 |
| | Research work and | - | - | - | - | 750 | 1 | 750 |



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| Programme | | Internal assessment (Continuous Mode) | | | | End Semester Exam | | Total |
|---------------------------------------|--|---------------------------------------|-----------------|----------|-------|-------------------|---------------|-------|
| | | Continuous Mode | Sessional marks | Duration | Total | Marks | Duration (Hr) | |
| | Colloquium | | | | | | | |
| M. Pharm (CBCS2016) (Sem I, II) | Theory | 5 | 15 | 1 | 20 | 80 | 3 | 100 |
| M. Pharm (CBCS2016) (Sem I) | Seminar | - | - | - | 100 | - | - | 100 |
| M. Pharm (CBCS2016) (Sem IV) | Research work and Colloquium /viva voce | - | - | - | - | 100 | - | 100 |



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b) INTERNAL ASSESSMENT:

i. Internal assessment continuous mode:

Each academic year of B. Pharm and M. Pharm programme has two semesters. The syllabus is prescribed by University of Mumbai. Every semester the Continuous Internal assessment (CIA) is conducted as per University guidelines.

Internal assessment is conducted in following modes listed in syllabus:

- a) Sessional Examination
- b) Open book test
- c) Quiz
- d) Assignments

CIA will be conducted on regular basis using the following:

- a) **Pen and paper based subjective test** : One each /Subject /Term

(Assignment/ open book test)

- b) **Quiz/MCQ** : One/ Subject /Term

(Thus four levels of Blooms Taxonomy are accomplished)

The assessments shall be evaluated, and students will be informed about the performance.

ii. Sessional examination:

Sessional examination shall be conducted as per the guidelines of University of Mumbai for every programme.

1. Sessional examination shall be conducted as per the examination time table.
2. Timetable and circulars shall be prepared and displayed for students' information and circulated to staff before scheduled exam
3. Seating arrangements (door plans) and invigilation schedules shall be planned by examination team and informed accordingly to students and faculty respectively.
4. Question papers shall be drafted based on Blooms Taxonomy, verified from HODs and required number of hard copies are submitted to the examination department before the scheduled examination.
5. The examination committee along with office staff shall arrange the necessary stationary (answer papers, sheets/attendance record/supplement record) for sessional examination as per the seating arrangement.



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6. Block wise Invigilators shall collect the required stationary 15 minutes before the examination time.
7. Students shall be given appropriate instructions before the start of examination.
8. Student suspected or found with any intention copy material shall be penalized as per the guidelines from university.
9. After the completion of sessional examination, the number of answer sheets shall be recorded and subject wise bundles are tied to hand over to the course coordinator. Attendance and supplementary records along with set of three question paper is filed for documentation.
10. The answer sheet shall be assessed by the course coordinator in given stipulated time period, same should be verified by students and course coordinator shall discuss the expected answers for the questions asked. Queries of students shall be resolved by the concern course coordinator.
11. Course coordinator shall enter the Sessional marks on internal marks compilation portal and before the end semester examination; the compilation of marks shall be done. The students shall verify their displayed marks for internal examination before the end semester examination.

c) END SEMESTER EXAMINATION

i. Pre-Examination

1. Institute office staff will inform students about university schedule for online filling of forms and last date for acceptance of forms.
2. Institute office staff shall resolve any queries and problems in examination forms if any within 2-4 days in communication with university through mail and letters.
3. Students shall pay the exam fees and submit the receipt of the same along with the hard copy of exam form to the office as per the schedule notified to students.
4. University of Mumbai issues Hall tickets, summary and name list students applied for university examination prior to examination.
5. The hall tickets are distributed to students after all verification and stamping on photo ID
6. For Practical exam, time tables with details of batches are prepared and displayed.
7. For theory exam, time tables, seating arrangements and rules for conduct of exam are displayed.



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8. For Final Year B Pharm (SEM VII) practice school schedules is prepared by institute and displayed. The evaluation of Final Year B Pharm project is conducted by external and internal(guide) examiners.
9. For Final Year B Pharm (SEM VIII) Project Presentation schedules issued by university is displayed. The evaluation of Final Year B Pharm project is conducted by external and internal examiners.
10. Whereas, First Year, second year and Third Year B Pharm end semester theory exams are conducted by Institute as per the timetable issued by the University of Mumbai and for Practical exams the time tables are prepared and Displayed with details of batches.

ii. **During Examination**

1. Before the examination, door plan shall be prepared as per the SAP system format, and displayed on exam day for the seating of the students.
2. An invigilation schedule shall be prepared a week before the examination and circulated among the faculty.
3. The examinations Incharges educate invigilators for conduct of examinations prior to the commencement of the examinations. The senior supervisor shall be appointed.
4. The stationary arrangements will be done by the office as per the seating arrangements.
5. The s of the Invigilator details, students present in each classroom for exam and seat numbers of absent students for exam is maintained by the office.
6. Office Incharge of examinations ensures receipt of the answer scripts from the invigilators.
7. The answer scripts shall be packed set wise, subject wise branch wise, sealed and kept ready for evaluation.
8. In case of malpractice case found, the senior supervisors will discuss the same with Head of institute and penalize the students as per the university guidelines.

iii. **Post-Examination**

1. As per the guidelines of university, the answer sheet bundles are packed and sealed by the appointed senior supervisors.
2. As per the appointment letters from the CAP centers the faculty will perform online paper assessment. (University and institute level)
3. The marks for internal theory and practical examination are entered by examination committee on university portal.



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Result declaration for End Semester Examination

1. The University of Mumbai declares the results.
2. The result gazette is received from the university. The students receive the result through SVKM's portal system and result gazette is displayed on the institute notice board.
3. The examination section shall take the print of the same and work out the statistics with respect to students who top the class, number of students with distinction /first class/second class or based on the SGPA and grade points earned.
4. A review of students obtaining backlogs in the various subjects shall be done. The same shall be informed to course coordinator and students.
5. Students shall be informed to appear for photocopy and verification.
6. Subject teachers shall conduct the result analysis and calculate the CO/PO attainment for the respective subject.

Examination administration

Administrative aspects

1. Online platforms developed by University of Mumbai and the institute shall be the Interface for all examination related activities to be taken up by students and Institute.
2. Students shall fill university Examination forms with their Unique ID/PRN (mail id/Mobile numbers) through online platforms for university examination form filling.
3. University web portal shall be available for Institute for exam form inward process and marks entry. Communication with university is through the webmail provided by university.
4. All examination fees shall be paid by students.

Conduct of Examination

- Faculty is always encouraged to conduct the quiz, MCQs, tutorial, assignment for the continuous internal assessment.
- End semester theory exams of final year B. Pharm and M. Pharm are conducted by the university of Mumbai.
- End semester theory exams of First year, second year and third year B. Pharm classes are conducted by institute on behalf of the university of Mumbai
- End semester theory timetables are issued by the university of Mumbai.



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- End semester practical time tables for First year, second year and third year B. Pharm and M. Pharm exams are planned and issued by the institute.
- End semester final year B. Pharm practical timetables are issued by the university of Mumbai
- The final year B Pharm and Master of pharmacy examination answer sheets are scanned by University of Mumbai and uploaded to assigned faculty across the institutes for online evaluation.



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V) GRIEVANCE REDRESSAL SYSTEM FOR INTERNAL AND END SEMESTER EXAMINATION ASSESSMENTS

a) Grievance for Internal Examination

- The Examination committee resolves the grievances of the students for their internal assessments:
- The performance of the students in CIA and sessional examination will be discussed by concerned faculty with students after evaluation of the answer sheets.
- Course coordinator shall clarify the doubts/queries of students in continuous assessments and related to sessional exam if any.

Grievance for End Semester Examination

External Examination Related Grievances

1. Final year B pharm and M. Pharm students shall be notified about the exam form filling process students as per the guidelines of University of Mumbai.
2. Examination committee shall mail or communicate all grievances to university through institute examination in charge nominated by institute.
3. Students having issues related to error in mark sheets (spelling mistake, change in name) shall submit an application along with supporting documents to examination section and same will be communicated to the University with request letters for the amendments.
4. Students shall report to examination section about any discrepancies found in question papers during internal/end semester exam with a written application to examination committee and the same shall be communicated to university for corrective action.
6. A student who faces any accidental mishap/physically challenged candidate can approach the examination section for availing the facility for writer as per the university guidelines.
7. The examination section shall coordinate for separate seating arrangements and writer. In such cases the student shall be given 10 minutes extra time per hour.
8. Students can avail the Provision for photocopy of answer sheets for Verification and revaluation process by applying through the on line system of university.