

**Mahatma Gandhi Vidyamandir's  
Samajshri Prashantdada Hiray College of Pharmacy, Malegaon**

**Criterion 2 – Teaching-learning and Evaluation**

**Key Indicator – 2.5.1. Evaluation Process and Reforms**

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

**Response:**

We have a mechanism of Internal Assessment that is transparent and robust in terms of frequency and mode as per the guidelines of Savitribai Phule Pune University, Pune, and as per the norms of Pharmacy Council of India, New Delhi.

Continuous Internal Evaluation (CIE) for theory carries 25% of the total Weightage, whereas 75% goes for Semester End Examinations while for practical carries 30% of the total Weightage, whereas 70% goes for Semester End Examinations. CIE is further divided into two tools of assessment conducted each semester.

**Salient features are**

- The entire evaluation & assessment system is explained to the students by the College Examination Officer/sessional in-charge in the induction program.
- Provision of two sessional examinations in each semester.
- A set of question papers is submitted to the exam department before sessional examination (Offline mode).
- Separate Google forms are created for each subject containing 30 MCQs for 30 Marks in each sessional exam (Online mode)
- Continuous assessment events like assignments, open book tests, MCQs and seminars on each chapter between sessional exams are assigned to the students.
- Time-bound display of the sessional exam timetable on a notice board.
- As per the time-table theory exams are conducted, and the subject in charge received the answer sheets/ supplements numbered for transparency along with a blank marks list, attendance sheet, and Question Paper from the exam department.
- A practical examination shall be conducted before/after the theory examination as per the College policy.
- After the theory and practical exam, the evaluated answer sheets along with the attendance sheet and 2 mark sheets subject in charge returned the evaluated answer sheets.

- After the practical exam, the answer sheets from each subject in charge are collected by the sessional in charge within 10 days.
- After each sessional exam, counseling is done for the students. Weaker students are being identified and special care is being taken.
- The internal examination process is transparent under the Sessional in-charge

**The mechanism to deal with internal examination-related grievances is transparent, time-bound, and effective.**

**Salient features are**

- The marks are cross-checked by the students, staff, and exam section
- The transparent evaluation process of the marks like students can cross-check evaluated answer sheets Display of marks sheet on notice board after each sessional exam.
- Sign of students on the mother register where students can see all subjects' marks at a time.
- The grievances of students are addressed by College Examination Committee related to both Internal and University examination in a well-defined manner and in an appropriate time period.
- Brief about the grievances received and resolution proposed to the principal and obtain the authorization for proposed action(s) from the principal.

*2.5.1 Student Performance and Learning Outcome*

Sr. No.	Particulars	Link
01	Internal/ external assessment and Exam related relevant documents	<a href="#">View</a>
02	Exam grievances and redressal	<a href="#">View</a>