



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

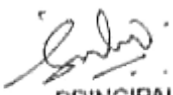
2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient.

The institute has constituted Examination committee comprising of Principal, College Examination Officer, and Examination In charge. The examination committee is responsible for the planning, coordination and conduct of internal examination for B.Pharm, and M. Pharm. The examination evaluation process is followed as per course structure given by Osmania University (O.U).

The Examination committee plans the internal assessments schedules on commencement of Semester. Examination in-charge makes sure that the internal assessments are conducted as per planned schedule and the pattern prescribed in course structure.

Mechanism for Transparency in internal assessment:

- During the Induction programme for First year students, examination committee gives an orientation to students and parents about the assessment pattern as per the **Rules and regulation of O.U** as part of Institutional initiative. Students are informed about the continuous and sessional examination, weightage, question paper pattern and frequency of assessments.
- The **internal assessment calendar** is displayed on website and informed to the students of each class.
- **Exam circular and time table:** In accordance with the planned calendar, exam committee prepare and display the time table for sessional/End examination on the notice board at least one week before the assessment.
- **Appointment of invigilators:** The examination committee appoints invigilators block wise for conduct of exams and also classrooms are under CCTV surveillance.
- **Framing of question papers:** Examination committee and HODs make sure that the students are assessed as per Blooms Taxonomy and the course and program outcomes are attained.


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- **Assessments for Internal examination** are done by the subject teachers and evaluated sheets are shown to the students and marks are conveyed to them.
- **Compilation of internal marks:** The exam committee regularly monitors performance of the students and the mentors/ class teachers are asked to convey the internal assessment performance of the students to their parents/guardians on regular intervals.
- **Verification of Internal marks:** Examination committee meticulously monitor internal marks entry by the respective subject teacher in marks entry register and university portal.

Robustness in terms of Mode and Frequency of assessment:

The exam committee takes internal assessments as per mode and frequency of internal assessment prescribed by University.

Sessional Examination - B. Pharm/M. Pharm - Written examination. M.Pharm- Seminar presentation/semester.

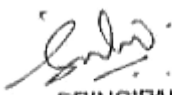
Continuous assessment- Assignments, MCQs.

Institute initiative:

- Activity based continuous assessments (Quizzes, Presentations, Model/chart preparation).
- Continuous assessment books are provided to the students for every subject. The assessments are conducted on weekly basis.

So, in this way, the examination committee **adheres and conducts all exams** as per the assessment calendar. All the internal marks are communicated to University within the stipulated time frame. Committee disseminates all information and performance to students maintaining transparency in complete examination and evaluation process.

The grievances of students are addressed by Institute Examination Committee related to both Internal and University examination in a well-defined manner and in an appropriate time period. Students are made aware about the examination related grievance redressal system during induction programme and also notify them regarding same as and when required.


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