

Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF PHARMACY**

At: Shirgaon, Veer Sawarkar Road, Virar (E),  
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

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### 1. OBJECTIVES

- To set certain guiding principles for smooth conduct of examination(s)
- To bring discipline & uniformity in work culture of examination department

### 2. PURPOSE

The S.O.P prepared by VIVA Institute of Pharmacy, Virar can be used as set of guiding principles & directions for standardization of its functioning.

### 3. RESPONSIBILITY

Examination cell committee members.




### 4. PROCESS

The procedure for conducting examination of B. Pharmacy & M. Pharmacy courses offered by VIVA Institute of Pharmacy, Virar are as follows:

#### 4.1 ASSESSMENT PROCEDURE:

4.1.1 As per University of Mumbai examination guidelines two types of assessment is carried out.

- Internal examination/assessment: means Sessional examination for theory & practical subjects administered by institute examination cell conducted during academic term.
- End Semester examination/assessment: means Semester examination for theory & practical subjects administered by institute examination cell

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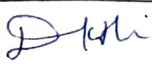


adhering to rules and regulations of University of Mumbai conducted at end of academic term.

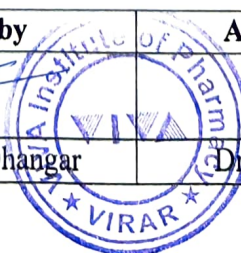
**4.1.2 INTERNAL ASSESSMENT:**

- 4.1.2.1 There shall be two Sessional examinations for all B.Pharm & M.Pharm courses as per University of Mumbai.
- 4.1.2.2 The designated period of examination is maximum three weeks & the schedule of exams is notified time to time through circular & notice.
- 4.1.2.3 Institute examination cell will prepare the time table, supervision duties and seating arrangements for both theory & practicals.
- 4.1.2.4 Award Sessional marks and maintenance of records.

**4.1.3 UNIVERSITY EXAMINATION:**

- 4.1.3.1 Institute needs to conduct university examination as per guidelines and procedures of University of Mumbai.
- 4.1.3.2 University theory and practical examination may be held within the period of 8.30 am to 4.30 pm, Monday to Friday (excluding public holidays).
- 4.1.3.3 The detailed timetable for end semester theory examinations and final year B. Pharm semester practical examination will be issued by university of Mumbai. End Semester practical examination time tables of F.Y.B. Pharm, S.Y.B. Pharm, T.Y.B. Pharm, M. Pharm will be issued by institute.
- 4.1.3.4 Question papers are downloaded from examination portal of university of Mumbai.

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

4.1.3.6 Institute is responsible for smooth conduct of examinations.

**4.2 Rules for Examination:**

4.2.1 Medium of instruction and examination shall be in English.

4.2.2 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.




4.2.3 A candidate is required to put in at least 80% 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.

**4.3 Examination Scheme:**

4.3.1 Examinations shall be conducted as per the rules and regulations of the University of Mumbai.

4.3.2 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.

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

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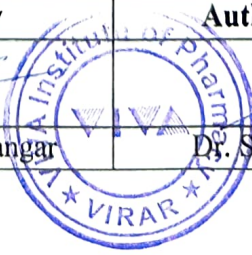
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Sr. No	Program	Internal assessment		End semester examinations
Continuous internal assessment (CIA)		No. of sessional/Periodic examinations		
1	B. Pharm (R2019)	One CIA (10 marks) per semester	Two (15 marks) per semester*	75 marks
2	B. Pharm (R2019) (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
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/ Proposal presentation (50 marks)

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9	M. Pharm (R2019) (Sem IV)	-	-	1. Journal club (25 marks) 2. Discussion/ Proposal presentation (75 marks) 3. Research works and colloquium (750 marks)
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\*Two sessional examinations are conducted for 30 marks and average is computed to 15 marks.

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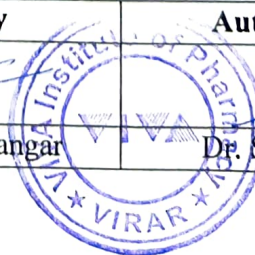
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**Table No 2. Internal assessment and end semester assessment mark distribution schemes for M. Pharm Programme**

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 colloquium	-	-	-	-	750	1	750

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**4.4 Internal Assessment continuous mode:**

4.4.1 Every academic year of B.Pharm and M.Pharm programme has two semesters. Every semester the continuous Internal assessment (CIA) is conducted as per University guidelines.

4.4.2 Internal assessment is conducted in following modes listed in syllabus

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

4.4.3 CIA shall be conducted on regular basis using following:

- a) Assignment/ Open book test- Pen and paper based subjective test: one each/Subject/Term
- b) Quiz/MCQ: One/Subject/Term

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



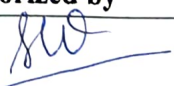
**4.5 Sessional examination:**

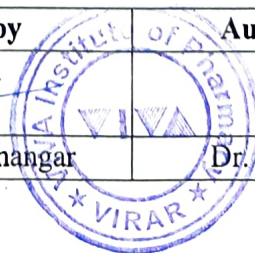
4.5.1 Sessional examination shall be conducted as per the guidelines of University of Mumbai for every programme.

4.5.2 Sessional examination shall be conducted as per the examination time table.

4.5.3 Timetable and circulars shall be prepared and displayed for students information and circulated to staff before scheduled exam.

4.5.4 Seating arrangements (door plans) and invigilation schedules shall be planned by examination team and informed accordingly to students and

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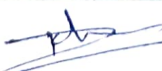

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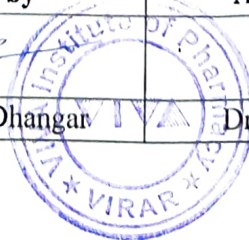
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faculty respectively.

- 4.5.5 Question papers shall be drafted based on Blooms Taxonomy and required number of hard copies are submitted to the examination department before the scheduled examination.
- 4.5.6 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.
- 4.5.7 Block wise Invigilators shall collect the required stationary 15 minutes before the examination time.
- 4.5.8 Students shall be given appropriate instructions before the start of examination.
- 4.5.9 Student suspected or found with any intention copy material shall be penalized as per the guidelines from university.
- 4.5.10 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.
- 4.5.11 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.
- 4.5.12 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

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displayed marks for internal examination before the end semester examination.

#### 4.6 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.
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

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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 exam head clerk as per the seating arrangements.
5. The sheet 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.

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iii) **Post Examination**

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

iv) **Result declaration for End semester Examination**

1. The University of Mumbai declares the results.
2. The result gazette is received from the university. It 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.

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#### 4.7 Grievance Redressal system

- 4.7.1 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.
- 4.7.2 Examination committee shall mail or communicate all grievances to university through institute examination in charge nominated by institute.
- 4.7.3 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.
- 4.7.4 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.
- 4.7.5 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
- 4.7.6 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.
- 4.7.7 Students can avail the Provision for photocopy of answer sheets for Verification and revaluation process by applying through the on line system of university.

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