



THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to Kerala University of Health sciences
An ISO 9001-2015 Certified Institution

Accredited by NAAC

Recognized under Section 2 (f) of the UGC Act 1956

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INSTITUTIONAL EXAMINATION COMMITTEE

The institutional examination committee for the academic year 2023-2024 is constituted as follows

1	Dr. Shjikumar P S	Chairman
2	Ms. Krishna M S	College examination officer
3	Ms. Sheeja K L	Member

FUNCTIONS

- To establish procedures & instructions for assessing & determining the results of examinations.
- To safeguard the quality of the examinations procedures.
- Setting of the question papers as per the guidelines of the exam section.
- To improve the quality of internal examinations to be conducted at institute level.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on student notice board.
- Preparation and submission of internal final exam report to Principal office
- Approving and finalizing the dates of internal examinations.
- Approval of examination and question paper pattern.
- Appointment of invigilators.
- Creating guidelines for examiners, Invigillator and students.
- Imposing penalties for fraud and malpractices.
- Inventory control of various materials required for exam section.
- Submission of exam records to university in scheduled time.
- Solving Grievances of students related to examination.




DR. SHJIKUMAR P.S
PRINCIPAL,
THE DALE VIEW COLLEGE OF PHARMACY &
RESEARCH CENTRE, PUNALAI, P.O.,
THIRUVANANTHAPURAM - 695575

WORKING

- Institutional Examination committee comprises of chairman, exam incharge and member.
- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Distribution of the students into batches.
- Display of tentative exam schedule on notice boards for students and faculty.
- Inventory control of the various items required (like main answer sheet and supplements) for the academic session.
- Informing concerned subject incharges for submission of question paper in given prescribed format, well in advance before commencement of examination.
- Appointment of invigilators considering various factors like number of students in exam hall.
- On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, roll list and other required material for smooth conduct.
- All the concerned teachers are required to collect the answer sheets from exam section and evaluate and submit within time as per exam section notification.
- Evaluated answer sheets are supposed to be shown by teachers to concerned students for their information and any grievances with respect to evaluation before submission to exam section.
- Solving grievances, if any, with respect to examination work.
- Appointment of internal Examiners for Practical Exams.
- Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the marks entered in Sessional Register.
- Ensures the uploading of internal marks in the university web portal before the commencement of end exam

CODE OF CONDUCT FOR INVIGILLATOR

- Report exam department 20 minutes before the commencement of the Examination.

- Do not allow the students to appear for the exam without a Uniform and College Id- Card.
- Distribute blank answer papers sheet to the students 10 minutes before the start of the exam
- Do not allow students to exchange any kind of material.
- Do not allow students to communicate among them.
- Verify that correct Question Papers based on the pattern and subject are distributed to the students.
- Do not talk on mobile phones or indulge in any other activity which distracts your attention from invigilation.
- Ensure that students are not disturbed due to any reason during the examination.
- Do not allow the student to leave the exam in the first 30 minutes.
- Ensure that student should fill in all the required information which are mention in the Answer sheet.
- In case of any copy case report immediately to the exam department.
- Receive the answer papers and arrange them serially before submitting them to the Exam Department.

CODE OF CONDUCT FOR NON -TEACHING SUPPORTING STAFF

- The support staff should report thirty minutes before the start of the exam.
- The rooms should be opened 20 minutes before the start of the exam.
- Carry out duty as assigned by the Exam in-charge
- Do not leave the exam venue without intimating and without the permission of the Exam In-charge. ➤ Assist the exam department staff members in the preparation of the blocks. (Shifting and rearranging furniture, cleanliness).
- Promptness in case of urgent exam-based needs.
- They should be present at the respective rooms, venue, or task assigned by the Exam in-charge.
- Even after completion of the exam do not leave without the permission of the Exam In charge.



INSTRUCTIONS TO CANDIDATES

While Entering the Examination Hall Make sure that you do not own any material such as books, notebooks, scribbled notes which may tempt them to copy.

- Do not take with you any answer paper sheet written in or blank while leaving the Examination hall.
- Candidates are requested to see the notice board at their respective places of examination regularly for changes if any notified later in the program.
- Candidates are requested to note the date, day, time, and place of every paper every day.
- All students should note that ID card and College Uniform is Compulsory otherwise not allowed for the Examination.
- The candidate should mention the subject code & register number in the answer sheet.
- Do not speak or communicate in any way with any other candidate in the examination hall while the examination is going on
- Do not disobey any instruction/s issued to you by the Invigilator.
- Do not behave in a rude or disobedient manner.
- Do not carry a mobile or wallet in the examination hall.
- Do not borrow stationery material/calculator from other students better to carry your stencils.

B PHARM AND M PHARM INTERNAL ASSESSMENT (CONDUCTED BY COLLEGE)


- Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s).
- The average marks of two sessional exams shall be computed for internal assessment as per the requirements.
- The candidate must secure 50% marks for internal assessment in theory and practical including viva separately in a particular subject in order to be eligible to appear in the university examination of the subject.
- The internal marks shall be signed by the candidate before transmission to the university
- A student shall have the opportunity to improve his/her performance only once in the sessional exam component of the internal assessment. The re-conduct of

the sessional exam shall be completed before the commencement of next end semester theory examinations.

PHARM D INTERNAL ASSESSMENT (CONDUCTED BY COLLEGE)

- There shall be a minimum of 3 periodic assessments conducted in the college, for each subject (theory, viva and practical) of which one shall be in the KUHS examination pattern (for familiarisation of the KUHS examination pattern).
- Average of the marks of the best two of the periodical assessments shall be taken as internal assessment mark of the candidate.
- There shall be provision for improvement in the sessional examinations for the failed candidates.
- The class average of internal assessment marks of theory and practical in each subject shall not exceed 75% of maximum marks for regular examinations and 80% for supplementary examinations.
- The class average of internal assessment for an examination shall be calculated based on the total number of candidates in a particular batch appearing for that internal assessment examination.
- The internal assessment marks should be intimated to the university along with the attendance.
- The candidate must secure the minimum of 50% marks separately for internal assessment in theory, practical and viva voce in a particular subject and any other additional requirement as per the course regulations in order to be eligible to appear in the University examination for the subject.




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