

AZAD COLLEGE OF PHARMACY

(Affiliated by JNTUH Approved by PCI)

Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

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

The institution ensures that all the stakeholders are aware of both internal and external evaluation processes.

Periodic internal evaluation forms the backbone of the entire teaching-learning process.

Evaluation takes place at two levels:

1. Internal 2. External

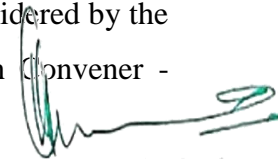
The general rules are published in the handbook of the Institute and changes if any are informed through circulars. The Institute follows the guidelines laid down by Affiliating University and PCI regarding the evaluation process.

Salient features:

Distribution of marks: The internal and external marks for the Pharm D course are 30 and 70 respectively. For B. Pharm (UG), it is 25 and 75 marks respectively.

In each semester, two internal assessments and one compensatory re-sessional exam are conducted for B.Pharm. For Pharm D three internal assessments are conducted and the best two of the three will be taken on average.

After the assessment of the internal assessment theory answer sheets, the subject teacher shows them to the students for transparency. Any discrepancy in the allotted marks is considered by the teacher and resolved. If not, the student will be presenting to the HOD through Convener -


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY

(Affiliated by JNTUH Approved by PCI)

Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Examination Cell. At the end of the year/semester, the average internal marks are displayed on the notice board.

The faculty ensures the effective implementation of evaluation reforms of the university and conducts the examination strictly. Question papers and answer scripts, selected records and manuals are well preserved. Students can apply for reevaluation and recounting to the University if he/she is not satisfied with the evaluation of the final examination.

At the Institute level:

A three-stage grievance redressal mechanism is available to redress the grievances of the students with reference to internal examinations.

First Stage – At the teacher level concerned: By providing corrected answer scripts to the students by the teacher, the student can clarify to clear their doubts/grievances, if any.

Second Stage – At Convener Examination Cell: In case the student is not satisfied at stage one, he/she can approach the Convener, Examination Cell who intern forward the request to the concerned HOD of the department who is required to examine the case in detail and make suitable changes if warranted.

Third Stage – At the Principal level: In case the student is aggrieved with the decision even at the Convener Examination Cell / HOD level also, he/she can appeal in writing to the principal who in turn nominates a Professor / Associate professor other than the concerned teacher to look into the grievance. The teacher so nominated, in turn, will examine the grievance critically to do justice to the student. The outcome is explained to the student with reasons and that decision is final.



PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY

(Affiliated by JNTUH Approved by PCI)

Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

At the University level:

The student is entitled to apply for revaluation / re-counting in theory subjects by paying the prescribed fee through the Principal to the University. The University takes up all such applications and reevaluates the scripts by competent subject teachers. However, if there are no improvement earlier marks will be retained.



PRINCIPAL

**Azad College of Pharmacy
Moinabad, R. R. Dist.**