

EXAMINATION POLICY

**K. K. WAGH COLLEGE OF PHARMACY
HIRABAIHARIDAS VIDYANAGARI
PANCHAVATI
NASHIK422003**



Examination policies are based on the rules and regulations of the Dr. Babasaheb Ambedkar Technological University. All the work in Examination section is governed by DBATU & monitored by the Head of the Institute (Principal). All the university procedures related to examination are mostly through the online system. Following are the policies related to various activities of the examination.

- 1. Eligibility:** Admissions to First Year Pharmacy, Direct Second Year Pharmacy courses are completed based on government rules and regulations & by Directorate of Technical Education, Maharashtra (Government quota and Institute Level quota). Once admission process is finished by Directorate of Technical Education, important process to be completed as per DBATU norms is to verify the eligibility of every newly admitted student for particular course in Institute. It is online process. Students are instructed for filling enrolment forms as and when notification is received from DBATU. Student has to fill university enrolment form online along with required documents. College will approve the enrolment form and student will receive the PRN, which is necessary for filling all online forms of the University.

Following are Courses and Qualifications required for enrolment given by DBATU Lonere.

Table1: Courses & Eligibility Criteria

Sr.No.	Name of Course	Qualifications required for Eligibility
1	Bachelor's Degree First Year Pharmacy	(a) As decided by admission authority Maharashtra state from time to time. (b) Diploma holders who have passed the Diploma course in Pharmacy with minimum of 50% marks affiliated to MSBTE.

2	<p>Bachelor's Degree Direct Second Year Pharmacy</p>	<p>(a) The candidate should have passed 50% marks for open category & 45 % marks for Reserved Category with condition Passed, SSC Diploma course in Pharmacy of the Maharashtra State Board of Technical Education(MSBTE).Or</p> <p>(b) Any other recognized Diploma Equivalent to the Diploma awarded by the Maharashtra State Board of Technical Education (MSBTE) & AICTE approved With English as a medium of instruction at Diploma level.</p> <p>(c) Out of State: Any other state / Territory Diploma equivalent to MSBTE, approved by AICTE, English as a medium of Instruction out of state of the Diploma Passed in First class of Dr. Babasaheb Ambedkar Technological University, Lonere (BATU). Or any other AICTE approved institution which has been granted academic Autonomy by the Government of Maharashtra and University in the State of Maharashtra.</p>
---	---	--

2. Examination Form Process:-To appear for examination, every registered student has to fill the examination form. Examination form filling process of DBATU is an online process. College informs students as & when the process starts.

- a. Exam form filling schedule:-**Examination section prepares notice and circulates it to all students. Mentor/Class co-ordinator guides students to fill the required information in exam form. College Examination Officer verifies it and if there are any problems in form filling, they inform the same to Students immediately and examination section forwards the problems to university by mail to exam support, which then solves the problems and informs to exam section regarding status of problem. Examination section then informs concerned students to complete his/her examination form filling.
- b. Examination form fees payment:** - Exam form fees are to be paid online. If any problem occurs in examination form payment system then it is solved by College Examination Officer by contacting Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU).
- c. Approval of examination forms:** Online filled exam forms are approved by College Examination Officer. Examination section once again informs students to submit their examination forms (Those who have not submitted till last date.)
- d. Examination forms after late fees:** - Students who fail to fill examination form before last date of late fees, have to report to university for examination form filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees.

3. Time Table: -Time table is mailed to the college by university well in advance and same is shared with the students by exam department. Exam department prints out the hall tickets from college login and same is signed by principal to distribute to the students. In the mean period, University appoints the district coordinator who schedules the practical exam schedule in coordination with College examination Officer which is then informed to all subjects in charge.

4. Sessional and End Semester Theory & Practical Examination: -

There are two internal sessional exams of 15 marks for theory and 10 marks for practical and End semester exams of 75 marks for theory and 35 marks for practical. **Unfair Means during Examination:-** Unfair means cases caught by flying squad/Senior supervisor are reported to the university with student's original answer book, copy material and student's malpractice form. Intimation is sent to the student regarding date and venue of unfair means committee hearing by University. Student faces committee and he/she will abide the decision of committee and after hearing within one month, his/her result is declared.

5. Dispatch Center for answer sheets is designated by DBATU, Lonere: Dispatch of answer sheets to various Regional centers designated by DBATU will be carried out as follows:

- i. Answer-books should be placed in a cloth bag and sealed with wax. Metal seal of the institute should be affixed on the wax.
- ii. The sealed papers should be dispatched to CAPC centre through the vehicle provided by the institute.
- iii. The sealed paper should be accompanied with 1 dispatch officer, 1 or 2 peons (as per need).

The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category there of

Sr. No.	Nature of Malpractice	Quantum Punishment
01	Possession of Copying Material	Annulment of the performance of the student at the University/College/Institution examination in full (Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the Punishment prescribed thereat.
02	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
03	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination (Both The Students)
04	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations (Both The Students)
05	Mutual Mass Copying	Exclusion of the student from University Or College or Institution examination for two additional examinations.
06	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii)Smuggling in of written answer book based on the question paper set at the examination. (iii) Smuggling- in of written answer-book and forging signature of the Jr. Supervisor there on	Exclusion of the Student from University or College or Institution examination for two (i) three (ii) four (iii)additional examinations.

07	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from University Or College or Institution examination for four additional examinations.
08	Interfering with or counterfeiting of University/ College/ Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
09	Answer book main or supplement written Outside the examination hall or any other insertion in the answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.
10	Insertion of currency notes/ to bribe or attempting to bribe any of the person connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note: This money shall be credited to the Income of Examination Branch)
11	Using obscene language/Violence threat At the examination centre by a student at	Exclusion of the student from University Or College or Institution examination for
	The University/College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners.	four additional examinations.
12	(a) Impersonation at the University/College/Institution examination. (b) Impersonation by the student of University/College/Institution student at S.S.C/H.S.C/any other examinations.	(a) Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is the student of University or College or Institution). (b) Exclusion of the impersonator from University or College or Institution examination for five additional Examinations.

13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or-College or Institution Examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
14	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the Student at the University or College or Institution examination in full.
15	All other malpractices not covered in therefore said categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student formal practice used at examination and he/she is caught again formal practices used at the examinations, in this even the/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or Subsequent examination.	
17	Practical/Dissertation/Project Report Examination Student involved in malpractices	
	At Practical/Dissertation Project Report examinations shall be dealt with as per the Punishment provided for the theory examination.	
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. *(Note: The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examination unless Malpractice used thereat.)	

6. **Result analysis/Institute Toppers:-**PDF file of results is at College login provided by DBATU. Result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, ATKKT, etc. Result analysis is carried out for each subject of different classes. Result analysis is then forwarded to the administrative office (Principal office). List of first 3 toppers who secures distinction is prepared for every class and sent to account section for the Institute topper awards. Statement of marks of students is received from DBATU generally, after 30 days of declaration of results and then it is distributed to students.
7. **Photocopy and revaluation:-** After declaration of university results, if students are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by DBATU. This process is again online. Student use their registered user ID and password to apply for photocopy and revaluation and fees are paid to university directly. After applying for photocopy/revaluation & paying fees, university sends photocopy of answer book to students login. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student has to submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with documents showing change in result. University then replace student's statement of marks and give new mark statement to exam section, which is then given to concerned student.
8. **Grievances Redressal System:-**Grievances redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:
 - a)The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.
 - b)The Grievances that can be addressed by submitting documentary evidences along with student's application to University, which includes results reserved due to backlog/eligibility, subject absentee, name correction, etc. related grievances.

Institute Transfer: Student who wishes to transfer Institute from parent institute to aspiring institute. All such students have to submit No Objection Certificate of parent institute and aspiring institute with valid application to regional Directorate of technical education office. All such students are abiding with rules of DTE.

9. **Convocation:** -Applying for Degree Certificate (Convocation) is necessary for students after declaration of final year result. Convocation at University level. During the convocation, degree certificates are issued to the passed out students. Remaining degree will be received by Institute from the university and circulated to the students.