

AL SHIFA COLLEGE OF PHARMACY

2.5.2 The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation and ensures that it is robust and transparent.

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.
- The the question papers and corrected answer scripts at random are verified by HOD to ensure the standard examination/evaluation process.
- The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the college notice board.
- The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
- For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.
- To ensure the transparency and curb the mall practices the university follows strict rules and theory examinations are conducted under CCTV surveillance, Mobile jammer and appoints

- The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances at institute level:

- **Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.
- **College Level:** The Institute appoints a Senior Supervisor for smooth conduction of examinations of KUHS. If students are facing any problems, they are solved by the institution Chief superintendent appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university .
- **Redressal of grievances at University level:** The queries related to results, corrections in mark sheets, other certificates issued by university are handled at KUHS examination section after forwarding such quires through the college office. Students are allowed to apply for recounting and copy of answer books by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

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