



J.K.K.MUNIRAJAH MEDICAL RESEARCH FOUNDATION'S ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY

Ethirmedu, B.Komarapalayam - 638 183, Namakkal Dist. Tamilnadu. India.

Approved by : Pharmacy Council of India, New Delhi & The Tamilnadu Dr.M.G.R Medical University, Chennai.

Website : www.jkkmmrfpharmacy.edu.in | E-Mail : principal@jkkmmrfpharmacy.edu.in

Ph : 9789456750, 9843035735, 9789456737.

2.5.1. Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient:

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Internal Examination

In the beginning of the academic session, the students are apprised about academic calendar and the same is uploaded on college website and displayed on notice boards at strategic locations. Each course is evaluated in two parts: sessional examination (Internal Assessment test) and External examination. As a part of assessment, three internal tests are conducted for non-semester and two internal tests are conducted for semester pattern. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester/non semester through Institute's Academic Calendar. The internal exam time table is displayed on the notice board a week in advance.

Internal examinations are conducted to award internal marks for students with utmost care, transparency and fairness. Question papers are prepared for internal examinations by respective subject faculty and is approved by HOD and Principal, to maintain quality. Such question papers enable students to face their end-semester examination confidently.

If a student receives improper/alternate subject question paper or any data is missing, it will be immediately intimated to Internal Exam Cell members by Invigilator and correct question paper & extra minutes will be given to students.

If any student claims that the questions are out of portion/wrong question or data is presented in internal assessment test, Exam Cell verifies the same with concerned subject Faculty/HOD and takes corrective action. In case of suspected malpractice in internal examination, Invigilator immediately hands over his/her answer sheets to exam cell and disciplinary action will be taken after inquiry, by giving a fair chance to the student to explain his/her side.

Evaluation

Scheme of evaluation is discussed in classroom with students for presenting answers in internal tests. If students face any discrepancy like total mismatch or no mark/less mark for answered questions/not satisfied with assessment of answer script, the concerned Faculty member would solve it immediately. If the student is still not satisfied with resolution, he/she can take it to the HOD. After every internal test, mentors will monitor and discuss the performance with their mentees and provide guidance.

**Dr. N.SENTHILKUMAR,
PRINCIPAL,**

**JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
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Retests are conducted for Students who remain absent due to genuine reasons. Students can view their Internal Assessment marks which are entered in University Web Portal.

External Examination

1. End semester examination is conducted as per University guidelines.
2. **Discrepancies in question paper** noticed by Student/Faculty are intimated to Exam Cell.
3. Chief superintendent Of Examination represents discrepancies to affiliating University through Principal within 24hours.
4. If any **malpractice** is suspected during University examination it is referred to Examination Cell and is dealt with as per the guidelines given by the University.

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EXTERNAL EXAMINATION

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|-------------------------|---|
| EXAM SCHEDULE | • Exam schedule will be announced by The Tamilnadu Dr MGR Medical University, Chennai. |
| ANSWAER SCRIPT DISPATCH | • un written answer script will be dispatched to our college |
| ELIGIBLE STUDENTS | • Eligible students will apply to write their university exam |
| HALL TICKET | • Students will received hall ticket from university |
| SMOOTH CONDUCT OF EXAMS | • Invigilation duty allotment to the faculty, seating arrangement |
| WRITTEN ANSWER SCRIPT | • According to the university time table exam will be conducted at our college and written answer script will be posted to the university |
| RESULT | • After the evaluation result will be published at university website |

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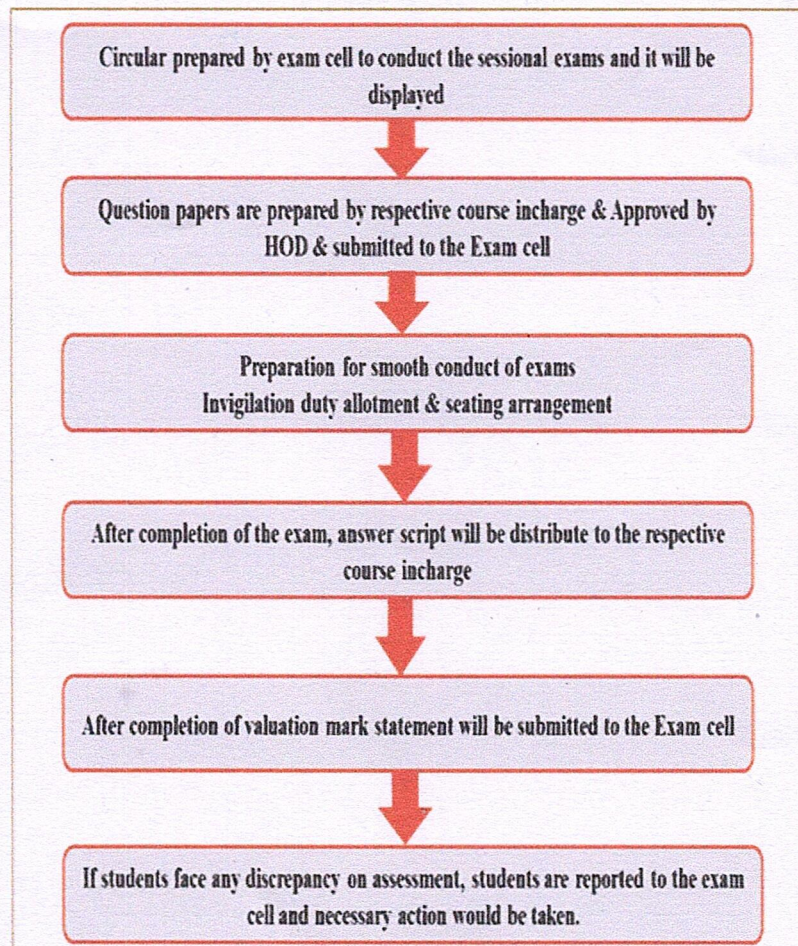
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2.5.1. Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

INTERNAL ASSESSMENT




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