AMRUTVAHINI®
Since 1978

Amrutvahini Sheti & Shikshan Vikas Sanstha's

Amrutvahini College of Pharmacy, Amrutnagar, P.O. Sangamner

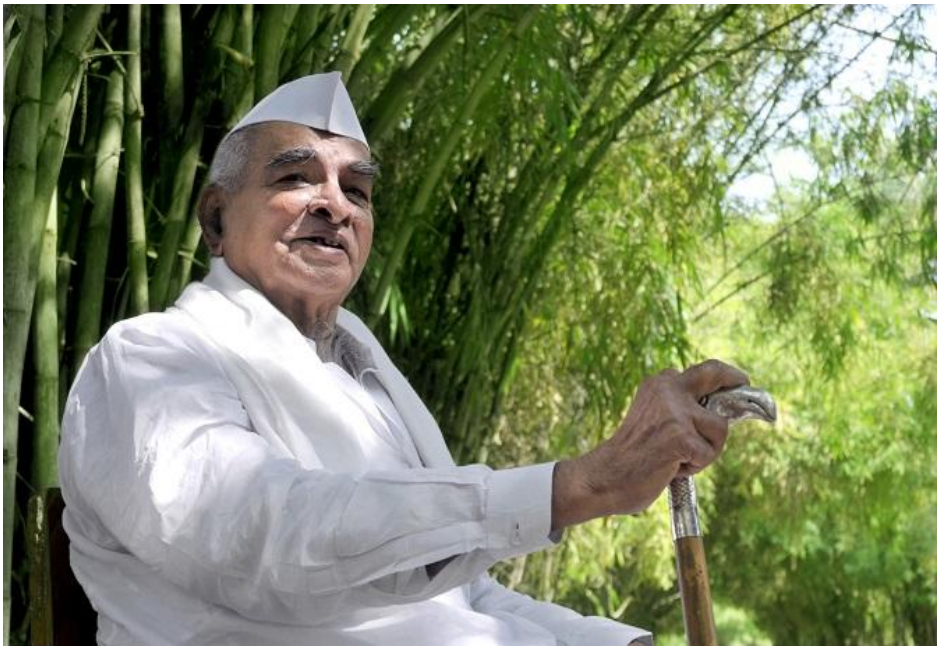
(An Autonomous College Affiliated to Savitribai Phule Pune University, Pune)

Policy for Examination and Evaluation of

Undergraduate and Postgraduate Program

Hon'ble Late Shri. Bhausaheb Santuji Thorat

Founder, Amrutvahini Sheti and Shikshan Vikas Sanstha's, Amrutnagar, Sangamner.



Our Source of Strength & Inspiration

The concept of non-aided engineering college was put forth by Padmabhushan. Shri. Vasantdada Patil in 1983. The vision, untiring efforts, multidimensional thinking of a humble farmer, freedom fighter, social worker and doyen of co-operative movement Sahakarmaharshi Shri. Bhausaheb Santuji Thorat alias Dada laid the foundation of "Amrutvahini Sheti & Shikshan Vikas Sanstha" in 1983 at Sangamner. An altruistic vision and aspire of Dada was to start & propagate the higher technical education to the students of rural area and put the name of Sangamner on the national map for one of the best educational meadow. A very energetic, poised and quantum multi jumping in this direction which proved to be a paragon of childhood to managerial education was the establishment of an institution.

Today it became a "Banyan Tree" for everyone who deserves and seeks for its peaceful bloom.

Dada says, "Since 1983 more than 10000 students have completed successfully their childhood to engineering / managerial education under the shade of Amrutvahini and are settled all over India right from Kanyakumari to Jammu-Kashmir; & in abroad and whenever they meet & tell me their success story, my heart fills with joy along with tears in my eyes."

VISION

Our college will be recognized as socially cautious centre of excellence in innovative education through its contribution in training, scholarly research in pharmacy profession and services to society.

MISSION

For translation of our vision into reality college striving to:

M1: Provide value based student centric and sustained quality pharmaceutical education.

M2: Foster advanced and innovative research that benefits pharmaceutical industry and community.

M3: Encourage and strengthen leadership, competitiveness, ethical reasoning and intellectual curiosity.

PREFACE

Amrutvahini College of Pharmacy (AVCOP) established in 2004 by Amrutvahini Sheti & Shikshan Vikas Sanstha's at Amrutnagar, Sangamner. Amrutvahini College of Pharmacy is the milestone of Pharmacy profession in rural area. The college is a center of excellence at all levels in the field of pharmaceutical sciences consigned to create self-disciplined physically fit mentally robust & morally strong professionals with high degree of integrity & diverse knowledge. Our students are not only superior in the field of education but also capable to meet challenges of every advancing technology in modern pharmaceuticals & globalization for benefit of society in healthcare profession.

AVCOP is recognized for its rigor in academics and dedicated faculty, successful alumnae being its outcome. AVCOP has a strong relationship with the industry and is recognized for providing quality recruits for the industry. Due to its association with prestigious international universities, students are exposed to international standards of education.

The organizational structure of AVCOP aims for accountability and transparency in the system. The college administration receives periodic inputs for improvement from various feedback mechanisms from different stakeholders. AVCOP believes in imparting quality education and providing good governance. Hence, it goes through periodic quality audit of academics and governance conducted by premier national accreditation agency, the National Assessment and Accreditation Council (NAAC).

AVCOP has more than 21+ years of experience in imparting quality technical education and has made its mark in the field of technical education and industry. It has a well- balanced, responsive and sustained governing body. The committed and experienced faculty guide the students to reach their potential and achieve success. It is essential for AVCOP to continue this march towards excellence. This is possible by driving academic policies on its own which enables AVCOP to provide academic freedom to the faculty in designing and teaching courses. This in turn inculcates learning methods in students by providing academic flexibility and professional practice. Therefore, the logical step is for the institute to embrace autonomy.

AVCOP currently offers undergraduate programme, three postgraduate programmes and a Ph.D. Programme. These programmes aim at developing fundamentals and introducing students to recent trends in their respective branches. They also offer flexibility in learning along with introducing the multidisciplinary domains. In short, these programmes prepare students for the ever changing world of technology. The courses in social sciences, soft skills, arts and sports ensure all-round development of the students.

AVCOP strives to develop the ability to think and learn in its students. It teaches the students to collaborate and work in teams and mould themselves into good human beings with social and professional values.

This copy of the ordinance provides comprehensive information about the rules and regulations for B. Pharmacy and M.Pharmacy degree programmes at AVCOP. This ordinance will serve as a guide and bring transparency to our system. We encourage our students to become our partners in this academic journey.

Dr. M. J. Chavan
Principal

Examination Policy

❖ Preamble

The Autonomous Examination Cell is established to ensure the effective planning, execution, and monitoring of all examination-related activities with integrity, transparency, and accountability. Examinations are a vital component of the academic process, aimed at assessing student's knowledge, skills, and competencies in a fair and unbiased manner. As an autonomous institution, the Examination Cell functions independently while adhering to the guidelines laid down by the University Grants Commission (UGC), Pharmacy Council of India (PCI), and other regulatory bodies.

The primary objectives of the Examination Cell are:

1. To maintain the confidentiality and security of all examination processes, including question paper setting, evaluation, and result declaration.
2. To implement a reliable and transparent evaluation system that promotes merit and fairness.
3. To conduct examinations efficiently, following standardized procedures and timelines.
4. To foster continuous improvement in examination practices through the integration of digital tools and quality assurance mechanisms.
5. To uphold the academic integrity of the institution by preventing malpractices and ensuring adherence to ethical standards.

This preamble serves as a guiding framework for the smooth conduct of examinations, aligning assessment practices with the college mission of delivering quality education and holistic student development.

❖ Necessity

A well-defined policy is essential for a college to ensure smooth functioning, transparency, and quality in all academic and administrative activities. It helps maintain academic excellence by guiding curriculum design, teaching methods, and evaluation processes aligned with industry needs and global standards while promoting outcome-based education. Policies ensure regulatory compliance with bodies like UGC, PCI, and NAAC and establish accountability through clear rules for examinations, grading, and governance. They define the roles of governing bodies, streamline decision-making, and maintain financial transparency for sustainable growth. Additionally, policies foster research, innovation, and collaborations, safeguard student welfare through grievance redressal and support systems, and enable fair and efficient examination reforms. By providing a strategic framework, they help the college adapt to changing educational trends, strengthen its reputation, and achieve long-term institutional growth and sustainability.

❖ Purpose

The College strives to maintain sanctity of the examination process by strictly abiding the rules

and regulations of the regulatory authorities.

- **Objectives**

1. To make all the stakeholders aware about the examination process followed by the College.
2. To maintain transparency and fairness in the examination process.
3. To coordinate the examination activities with curricular, co-curricular, and extra-curricular activities.
4. To secure the rights of the students and sensitively address their grievances.

- **Scope**

The Examination Department is responsible for the planning, organization, and execution of all assessments within the College. Its core functions include scheduling examinations, securing and distributing question papers, conducting exams, processing results, and issuing certificates and transcripts. The department ensures compliance with academic policies, maintains assessment integrity, and provides related student services such as re-evaluation and supplementary exams.

- **Rules and Regulations**

As an autonomous institution the College has framed rules and regulation by strictly abiding the examination guidelines framed by Savitribai Phule Pune University, Pune (SPPU), and Pharmacy Council of India (PCI), New Delhi.

- **Eligibility**

First Year B. Pharmacy: Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B /P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

B. Pharmacy lateral entry (to third semester): A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

First Year M. Pharmacy: Passed B. Pharmacy Degree examination of an Indian University established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4years of B.Pharmacy).

❖ **Organizational Structure of Examination Department**

The Examination Department ensures smooth planning, conduct, and evaluation of examinations while maintaining confidentiality and accuracy.

The structure is as follows:

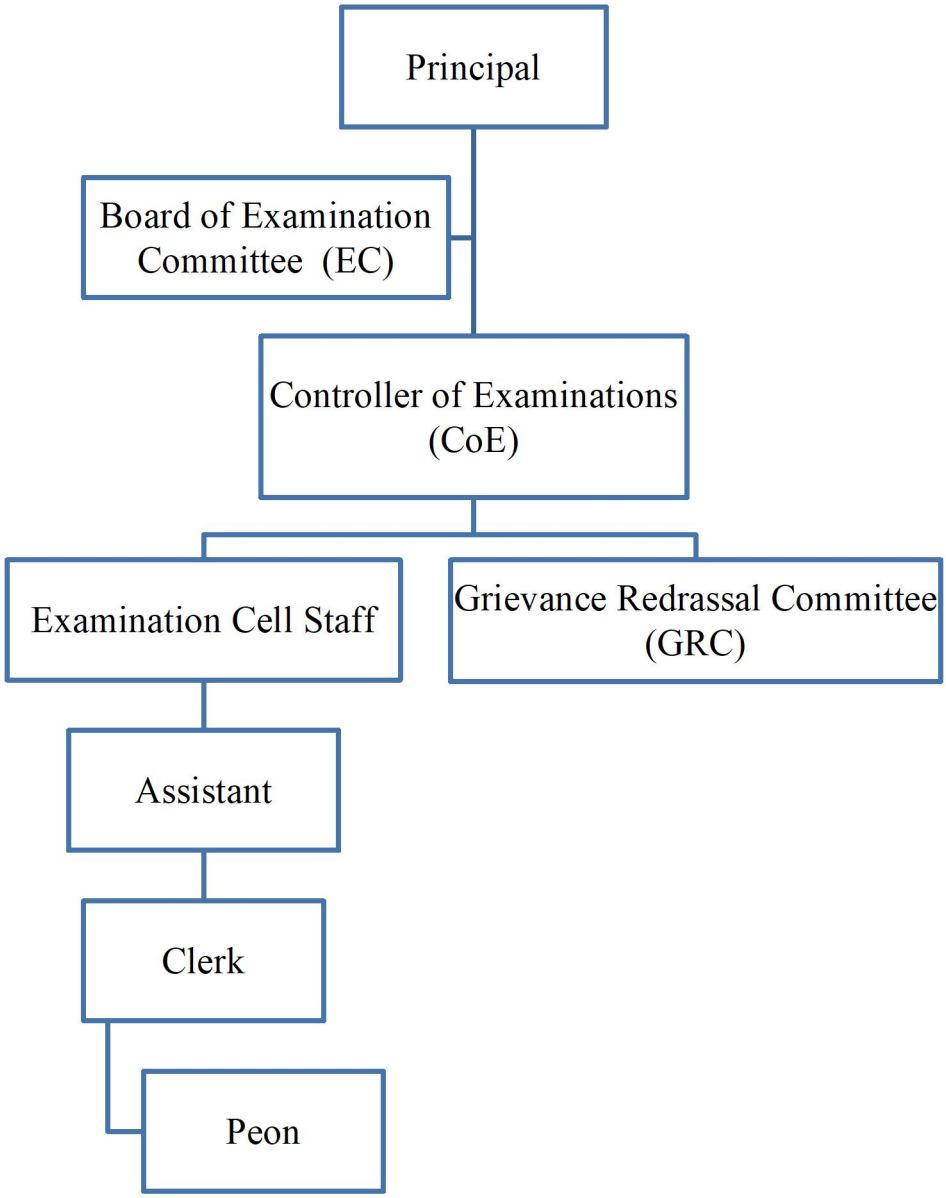


Figure 1 Organizational Structure of Examination Department

❖ **Outcome-Based Education (OBE) Assessment Framework**

The College has adopted OBE-based assessment framework which ensures that assessments are designed, implemented, and evaluated in a way that accurately measures the attainment of Course Outcomes (COs) and Program Outcomes (POs).

It provides a structured method to:

- Design learning outcomes as per Bloom's Taxonomy
- Design assessments with learning outcomes,
- Evaluate student performance based on those outcomes, and
- Use data to drive continuous improvement.

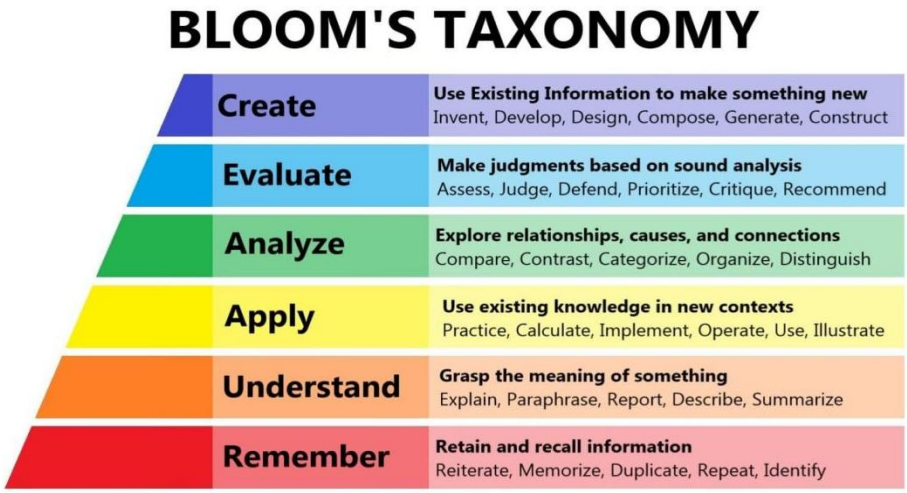


Figure 6 Bloom's Taxonomy Cognitive Levels and Action Verbs to design outcomes and assessments.

Key Components of OBE-based assessment framework

1. Define Learning Outcomes

- Identify clear **Course Outcomes (COs)** and link them to **Program Outcomes (POs)**.
- Ensure outcomes are measurable and student-centered.

2. Design Assessments

- Develop assessment tasks/questions aligned to specific COs.
- Include a variety of cognitive levels (e.g., Remember, Understand, Apply, Analyze).
- Assign marks/weightage to each question according to CO importance.

3. Map Questions to Outcomes

- Each assessment item should be mapped to one or more COs.

4. Rubrics and Evaluation Criteria

- Develop **clear rubrics** for subjective questions, projects, and presentations.
- Rubrics should describe the performance criteria at different levels (e.g., Excellent, Good, Average, Poor).
- Ensure consistency in grading across evaluators.

5. Calculate Outcome Attainment

CO attainment is typically calculated based on student performance in assessments that are

mapped to each Course Outcome (CO).

$$\text{CO Attainment (\%)} = \frac{(\text{CO Attainment Level})}{(3)} \text{X100}$$

6. Program Outcome (PO) Mapping and Attainment

COs are mapped to broader **Program Outcomes**. This allows to measure how individual courses contribute to overall program success.

7. Feedback & Improvement

- Share results with faculty for curriculum enhancement.
- Update assessments and teaching methods based on attainment data.
- Compile attainment data in assessment reports and use data as follows
  - Identify gaps in learning,
  - Revise teaching strategies,
  - Redesign assessments,
  - Improve course content.

Cycle of Continuous Improvement

Assessment → Evaluation → Feedback → Curriculum Refinement

❖ **Grievance Redressal**

To address grievance of students regarding examination process the College has developed a robust and fair Grievance Redressal System. A Grievance Redressal Committee (GRC) has been constituted to ensure a fair, transparent, and timely redressal of student grievances-such as evaluation errors, result discrepancies, or procedural concern.

The Grievance Redressal Committee (GRC) shall remain present on a date; time & place fixed for the meeting by CoE and shall investigate the grievances of the students regarding the evaluation of answer books/improper posting/entry of marks in the software.

1. The CoE shall place all grievance cases before the GRC for investigation. The GRC shall scrutinize these grievances
2. Grievances shall be verified from the original records available with office of CoE.
3. For the cases of under evaluation GRC should suggest name of examiner from the panel/ external expert for evaluation. As per guidelines GRC should recommend the change or no change in marks

   After verification GRC shall put their re-commendatory remark on each grievance case and submit the same along with consolidated report, to EC.

Table 1 Timeline for Grievance Redressal

Type of Grievance	Initial Submission Deadline	Redressal Timeline	Appeal Resolution Timeline	Total Timeline
Evaluation (marks, totalling, bias)	Within 7 working days of result declaration	Within 5 working days of receipt	3 working days after appeal	8 Working Days
Question Paper	Within 2 working days of exam	Within 4 working days	3 working days	7 Working Days
Exam Conduction	Within 3 working days of exam	Within 5 working days	3 working days	8 Working Days
Unfair Means	Within 3 working days of decision	Within 5 working days	3 working days	8 Working Days
Result	Anytime during result period	Within 4 working days	3 working days	7 Working Days
Revaluation/Re-totalling	Within 7 working days of result declaration	Within 5 working days of request	3 working days	8 Working Days
Practical Exam	Within 3 working days of exam	Within 5 working days	3 working days	8 Working Days

❖ **Unfair Means/Malpractices**

The College is committed to maintain the highest standards of academic integrity. Any form of malpractice or use of unfair means during examinations, such as cheating, impersonation, possession of unauthorized materials, or tampering with records is strictly prohibited. Such acts will result in disciplinary action, which may include cancellation of the exam, suspension, or expulsion, as determined by the Examination Committee. All cases will be handled with fairness, confidentiality, and in accordance with due process.

❖ **Confidentiality and Data Security**

The College is committed to maintain the confidentiality and security of all examination-related data, including question papers, answer scripts, evaluation records, and student results. Access to such information is strictly limited to authorized personnel. Any unauthorized access, sharing, or tampering with examination data is a serious violation and will lead to disciplinary and legal action. All processes shall comply with institutional guidelines to ensure fairness, transparency, and data protection.

❖ **Quality Control of Exam System:**

Maintaining quality control of an examination system is essential to ensure fairness, accuracy, transparency, and credibility. Regular audits are essential to identify gaps, enhance transparency,

and continuously improve the examination system. Internal audits are conducted by the examination cell after every exam cycle to carefully review all processes, including question paper management, exam conduct, evaluation quality, and result processing. This helps in identifying operational issues and implementing corrective measures promptly. In addition, an external audit is carried out annually by a regulatory body like IQAC to ensure compliance with institutional policies, accreditation standards, and government regulations. These audits collectively ensure that the examination system remains reliable, fair, and aligned with best practices.

ANNEXURE

❖ **Assessment Schemes**

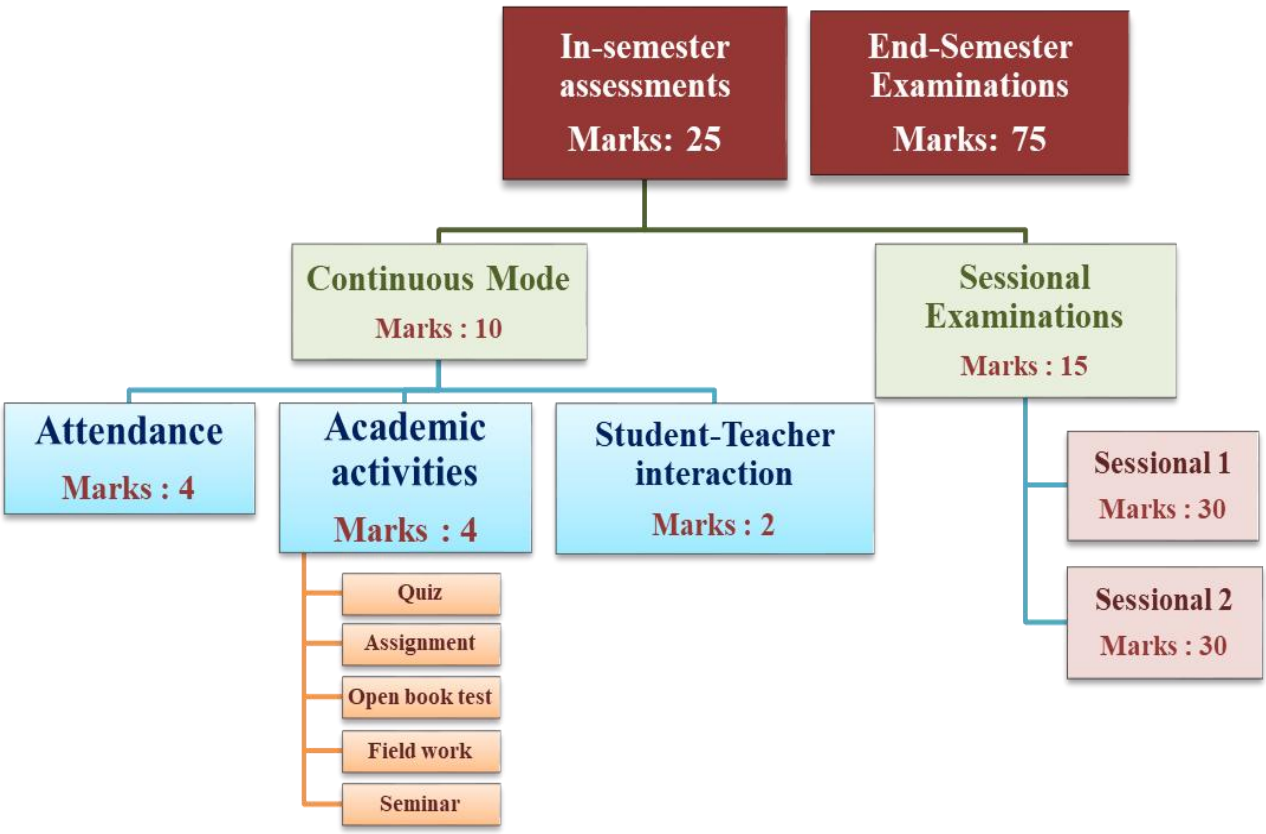


Figure 2 Marking scheme for B. Pharmacy In-Semester and End-Semester Theory Assessments

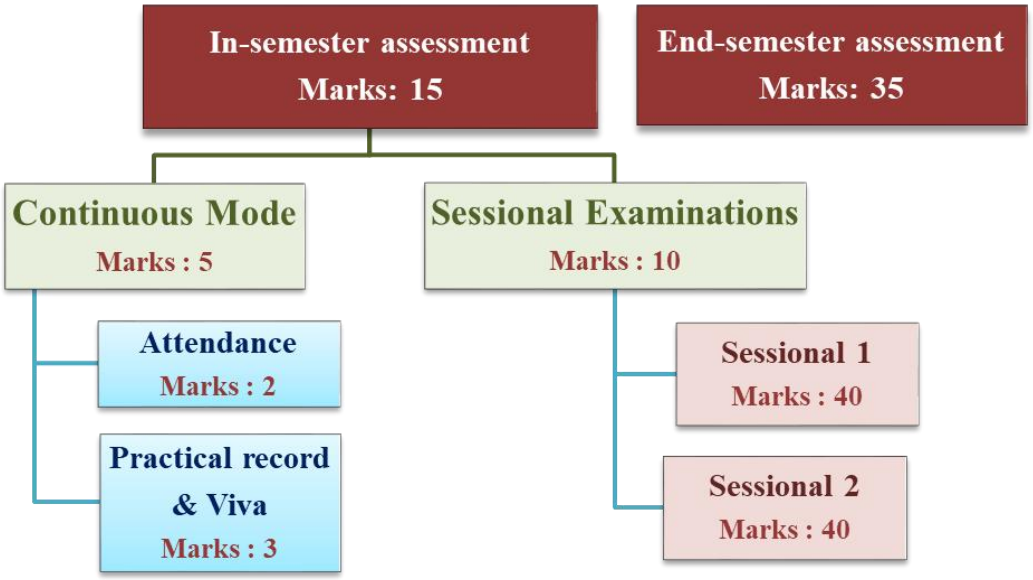


Figure 3 Marking scheme for B. Pharmacy In-Semester and End-Semester Practical Assessments

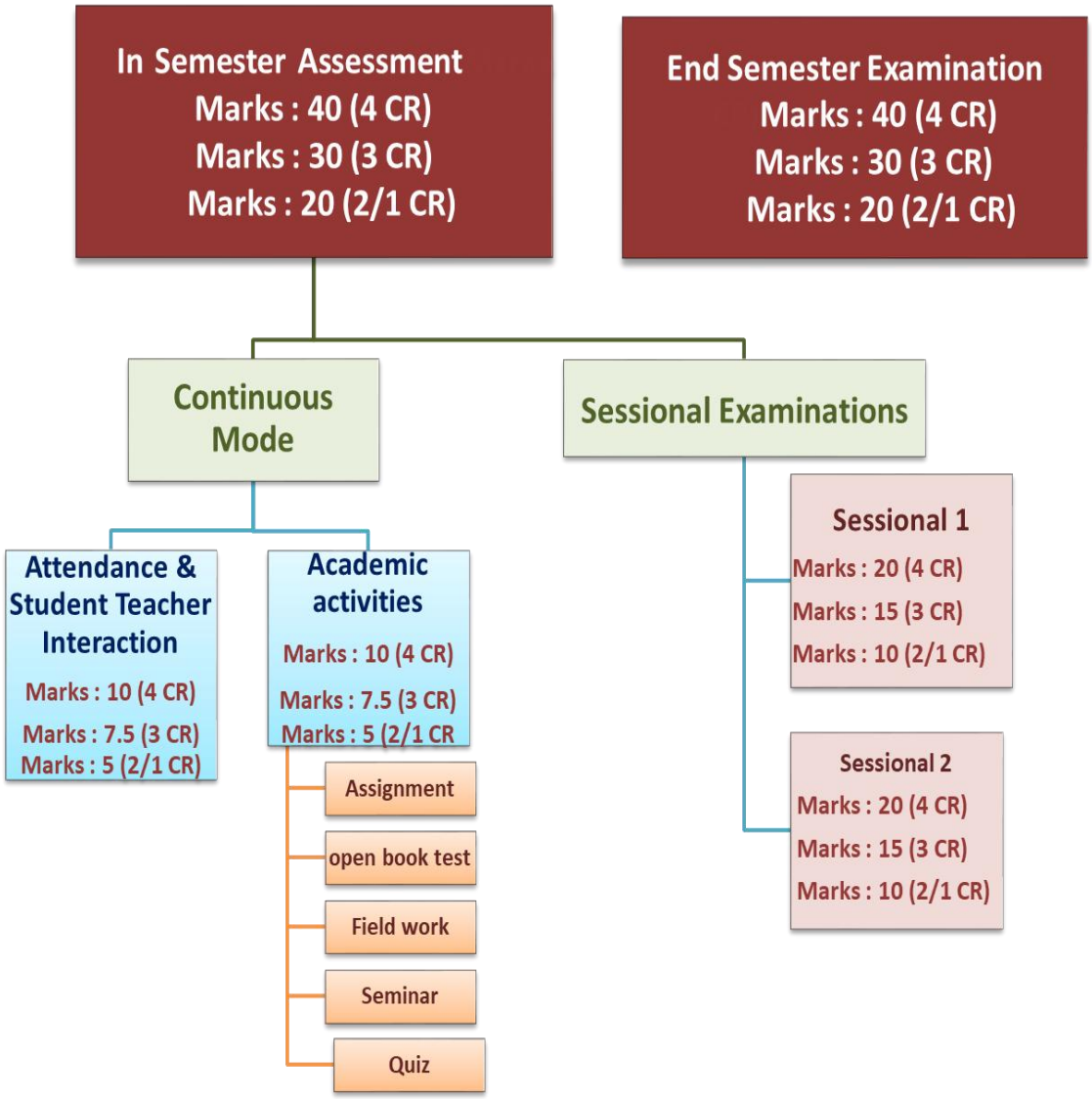


Figure 2 Marking scheme for B. Pharmacy In-Semester and End-Semester Theory Assessments (As per NEP 2026)

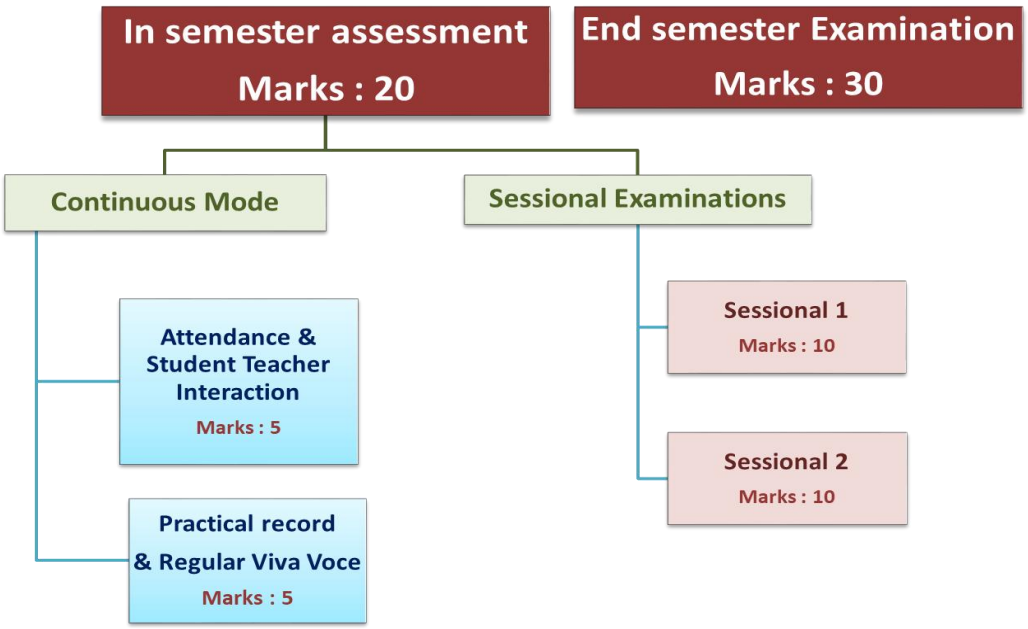


Figure 3 Marking scheme for B. Pharmacy In-Semester and End-Semester Practical Assessments (As per NEP 2026)

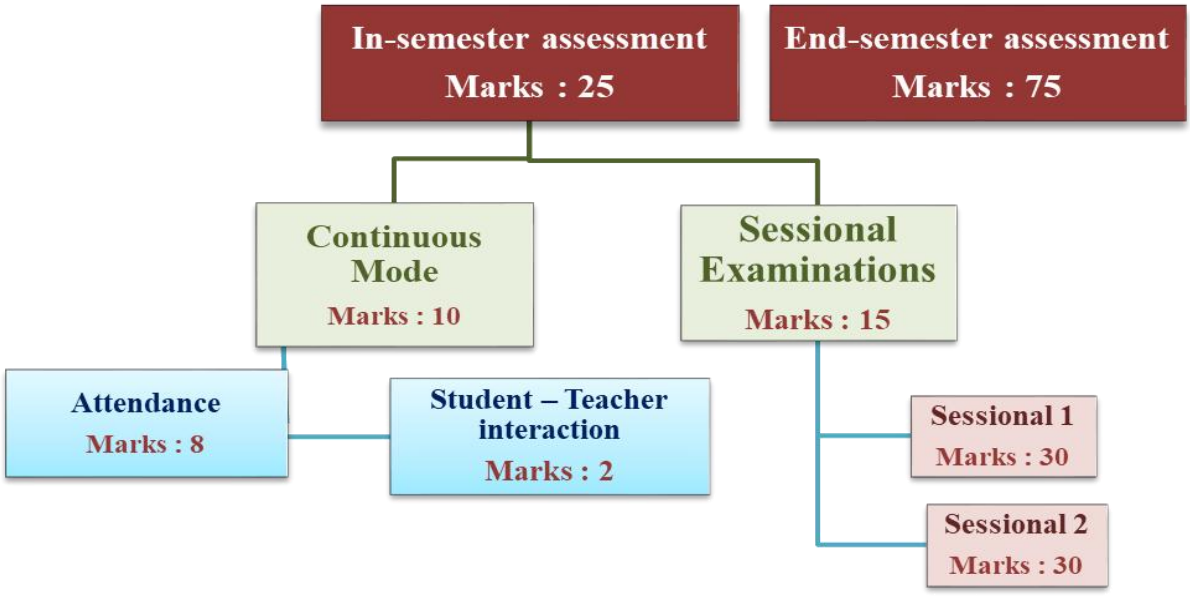


Figure 4. Marking scheme for M. Pharmacy In-Semester and End-Semester Theory Assessments

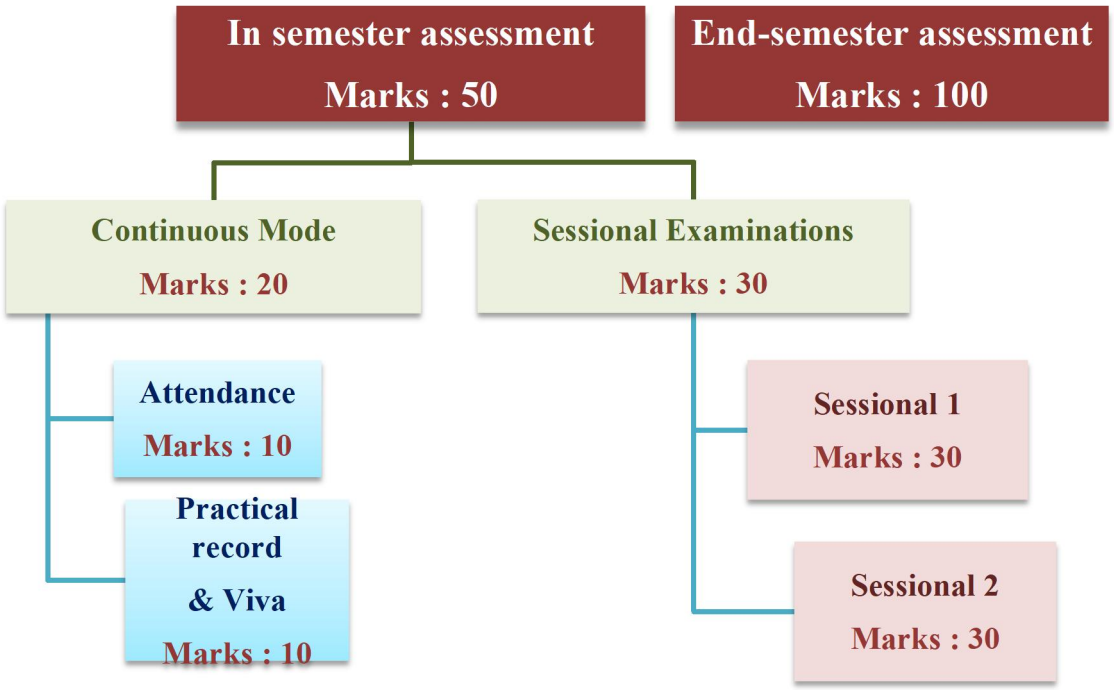


Figure 5. Marking scheme for M. Pharmacy In-Semester and End-Semester Practical Assessments