

2.5.2.

Mechanism to deal with internal examination related grievances redressal system is transparent, time bound and efficient

2022-2023



VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanamakonda- 506001, (T.S)

2.5.2. MECHANISM TO DEAL WITH INTERNAL EXAMINATION RELATED GRIEVANCES REDRESSAL SYSTEM IS TRANSPARENT, TIME BOUND AND EFFICIENT

Vaagdevi College of Pharmacy ensures complete transparency in the conduct of external and internal examination. The institution adheres to the guidelines of the Kakatiya University Warangal in conducting all the examinations. The detailed information of the examination system pertaining to Choice Based Credit and Grading System, rules for Vaagdevi College of Pharmacy, eligibility criteria for admission to higher classes, rules for grace marks, rules and procedure for providing photocopy of answer-books and provisions to deal with unfair means/examination malpractices is available in the College exam branch. At the beginning of the course, faculty members inform the learners about the various components of the assessment process. The schedule of internal examination are prepared as per the rules and regulations by Pharmacy Council of India, conducting examinations and submitting the results to affiliated Kakatiya University and communicated to the learners well in advance. The marks obtained by the learners in internal assessment tests are included in the external marks and final mark sheet is issued to them. The learners should inward their grievances in writing through applications to examination department. After receiving the application, a learner is given receipt. Examination section forwards the application either to the concerned committee member or the department depending upon the nature of grievance. Generally the period of resolving grievances is 2/3 days to 1 week. Once the grievance is resolved, the learner is informed about the solution, either through mail or about the date when he/she can physically come to the college & collect the required documents.

PROCEDURES FOR INTERNAL GRIEVANCES

1. Name Correction

If the student finds any correction in the fee receipt and registration, student has to submit a request letter to the examination grievance cell and collect an application for name correction. The student has to submit the filled in application along with necessary documents (SSC/Intermediate) to the Examination Branch. Grievance Cell Committee will go through the request made by the student and will be get name corrected. Examination Branch gets the grievance solved in this manner.



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001

Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



2. Internal Marks Correction

If any student finds any mistake in his/her internal marks first he/she has to approach Examination Branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding the issue internal marks correction. The student has to submit the filled in application to the exam section. After receiving the application, the grievance cell committee will verify the marks and will update the status to student.

3. Discrepancy in Internal Marks

If any student finds any discrepancy in internal marks, first the student has to approach Examination Branch and submit a request letter to the examination grievance cell and take the application regarding the discrepancy. The student has to submit the filled in application to the exam section. After receiving the application, the grievance cell committee will verify and will update the status to student.

4. Credits Issue


If the student finds any problems in the credits, the student has to approach the Examination Branch and submit a request letter to the examination grievance cell and take the application regarding the issue, credit problems. The student has to submit the filled in application to the exam section along with the filled in application the student has to submit the documents like all the marks memos with they have. After receiving the application, the grievance cell committee will check all the marks memos and will count the credits. After counting and verification done by the Grievance Cell they will update the status to the student.

5. Attendance Issue

If the student finds any problem in the attendance, he/she has to approach the Examination Branch (like detention and condonation). Student has to submit a request letter to the Examination Grievance Cell and submit the filled-in application to the exam section. After receiving the application, the grievance cell committee will verify the attendance. After verification the committee will update the status to the student.




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001


Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



6. Grievance on Question Paper

In case any student feels that, the question paper is prepared out of syllabus, he/she has to approach the Examination Branch. Then student has to submit the problem in the prescribed form available with Examination Grievance Cell. Subject Experts in the department will be directed to verify the question paper, if the questions are out of syllabus, such marks will be assigned to student if the student attempted such question.

7. Grievance on Evaluation

If the student finds any problem in the evaluation of question paper he/she has to approach the Examination Branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding the issue. A request is raised to department to assign a subject expert from the department to evaluate the answer paper. If marks are not posted/question is not evaluated/ total is mistake, the marks are updated in answer booklet and marks entry sheet also. The status is updated to the student.

8. Distribution and Verification of Answer Scripts


If the student finds any problem in the distribution and verification of answer script, he/she has to approach the Examination branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding the issue. Concerned staff member will be called to examination branch and in presence of staff the answer script will distribute and verified.

9. Lab Internal Marks Correction

If the student finds any problem in the Lab Internal Marks Corrections, he/she has to approach the Examination branch. The student has to submit a request letter to the examination grievance cell and take the application regarding the issue. After verifying the internal marks from concerned staff/department the marks are updated.




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001


Principal
Vaagdevi College of Pharmacy
Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanumakonda- 506001, (T.S)

10. Seminar Internal Marks

Correction If the student finds any problem in the seminar internal marks, he/she has to approach the Examination branch. The student has to submit a request letter to the examination grievance cell and take the application regarding the issue. After verifying the seminar internal marks from concerned staff/department the marks are updated.

11. Project Internal Marks

Correction If the student finds any problem in the project internal marks, he/she has to approach the Examination branch. The student has to submit a request letter to the examination grievance cell and take the application regarding the issue. After verifying the project internal marks from concerned faculty/department the marks will be updated. The status will be updated to the student.

12. Mismatch of Electives

If the student finds any problem in the mismatch of electives, he/she has to approach the Examination Branch. The student has to submit a request letter to the examination grievance cell and take the application regarding the issue. After verifying the electives subjects list from concerned faculty/department the elective subject(s) are updated and status is updated to student.

13. Examination Time Issues

If the students find any problem in the examination time issues, students have to approach the examination branch. The students have to submit a request letter to the Examination Grievance Cell and take the application regarding the issue. The exam time examination grievance cell and take the application regarding the issue. After verifying the internal marks from concerned staff/department the marks are updated. The exam time will be checked based on the students request. If any discrepancies are found the examination times will be altered.




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001


Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



EXAMINATION BRANCH PROCEDURES FOR SEMESTER/YEAR END EXAM GRIEVANCES.

Procedure for Recounting/Challenge of Evaluation/Photo Copy of Answer Script After verifying the results declared by the Examination Branch, if he/she is not satisfied/requires clarification from the Office of the Controller of Examinations, he/she can request for Recounting/Challenge of Evaluation/Photo Copy of Answer Script from the Chief Controller of Examinations/Controller of Examinations by approaching the Office of the Controller of Examinations. Office of the Controller of Examinations will issue the notification regarding Recounting/Challenge of Evaluation/Photo Copy of Answer Script after two days of declaration of the result. Student has to submit a Application Form to the Examination Branch regarding any one of the issue or all the issues like Recounting/Challenge of Evaluation/Photo Copy of Answer Script by paying fee as per college norms. The student has to submit the filled application with enclosed documents like result copy, receipt of stipulated fee, etc., to the Examination Branch on or before the scheduled date. The filled in application will be sent to the Office of the Controller of Examinations after registering in the Examination Branch. The Office of the Controller of Examinations will go through the student request and the Controller of Examinations will appoint an expert not less than Associate Professor Cadre in case of Challenge Evaluation. Neither the student nor his parents/representative shall be permitted to be present during the valuation. However, the Photo copies of the valued answer script shall be given to the student. After challenge valuation, the higher of the original evaluation marks or the challenge valuation marks shall be treated as the final marks. In case of Recounting, the office of the Controller of Examinations will declare the results after verification and final result will be displayed in the website. Original evaluation marks or the challenge valuation marks shall be treated as the final marks. In case of Recounting, the office of the Controller of Examinations will declare the results after verification and final result will be displayed in the website.



[Handwritten Signature]
Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

[Handwritten Signature]
Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



1. Procedure for Name Correction in Hall Ticket

The Student after receiving the Hall Ticket, if he/she found any mistakes in hall ticket, he/she can request for the corrections by approaching the Examination branch Examination branch will identify the correction in the Hall Ticket and compare that hall ticket with the SSC Marks Memo. Student has to submit a request letter to the Examination Grievance Cell and the application regarding name Corrections in the hall tickets. The student has to submit the filled in application and with enclosed the document like SSC marks memo to the Examination Branch. The filled in application will be sent to the Office of the Controller of Examinations. After verification the correction will update.

2. Name correction in Marks Memo/Pass Certificate/Original Degree

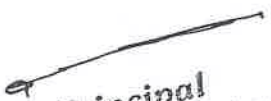
After student receiving the Marks Memo / Pass Certificate/Original Degree, if he / she find any corrections in the above mentioned the student have to submit a application form to the Examination Grievance Cell under Examination Branch. The candidates have to pay fee as per college prescribed for corrections in marks memo and for corrections in Marks Memo/Pass Certificate/Original Degree. Online Payment Receipt should be submitted to the Examination Branch. The filled in application will be sent to the Office of the Controller of Examinations after registering in the Examination Branch. The Controller of Examinations will go through the issue requested by the student and the college will resolve the problem by issuing new Marks Memo/Pass Certificate/Original Degree.

3. Discrepancy in Results/Theory/Practical's after verifying the results declared by the college.

If he/she found any discrepancy in result, students have to submit an application form to the examination Grievance cell regarding any discrepancy in results theory and practical. Grievance Cell Committee will check the result, and it is forwarded to Office of the Controller of Examinations along with documents like seating plan, D- Form and Day wise attendance statement. The Controller of Examinations will go through the issue requested by students and after completion of verification, final result will be declared.




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001


Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanumakonda- 506001, (T.S)

4. Credits Issue

If any students find credits problems, he/she have to approach problem will be resolved.

5. Grievance on Question Paper

If the student finds any problem with question paper, Examination Grievance Committee will collect all the marks memos and they will count all the credits, if they found any mistake in the credits, grievance form will be given to the student. After verification done by the Grievance Committee if will be forwarded to the Office of the Controller of Examinations. The Controller of Examinations will go through the issue requested by students and declare the results after verification. The Controller of Examinations, the students have to approach the Examination Branch. The Examination Grievance cell will have a discussion with the subject expert appointed of the Controller of Examinations and the completion of the discussion, the committee will send the filled in application with the enclose documents like question papers and syllabus copy to the Office of the CE. The Controller of Examinations will resolve the problem after the verification.

6. Transcripts related issues

If the student finds any corrections in Transcripts. The student will approach the Examination branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding any Transcripts related issues by paying fee as prescribed by the college Per Sheet through online. The student has to submit the filled in application with enclose documents like SSC marks Memo, UG/PG Original Degree, Fee receipt Form to the Examination Branch. The filled in application will be sent to the Controller of Examinations after registering in the Examination Branch. The college will go through the issue requested by us after verification they will update in the college website.

7. Student Malpractice

If the student committee any Malpractice during the exam, the student should be sent to the Examination Branch by the Invigilator. The Invigilators have to collect the Answer script with the candidate hall ticket. The student has to collect the application from the Grievance Cell. The Grievance Cell Committee will discuss about the problem, whether they found the slip near by the candidate or not, and action will be taken based upon the (severity) of the problem.



Principal
Vaagdevi College of Pharmacy
Hanamkonda-506001

Vaagdevi College of Pharmacy
Warangal-506001

VAAGDEVI COLLEGE OF PHARMACY
(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanamakonda- 506001, (T.S)

8. Exam Registration Issues

If the student finds any mistake in the registration form. He/She can request for Examination Branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding exam registration issues. The grievance cell committee will check all the credentials, fee receipts and attendance. The filled in application will be sent to the Office of the Controller of Examinations after registering into Examination Branch. The Controller of Examinations will go through the issue requested by us and check the mistake and the correction will be updated.



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



Discrepancy in Results

Discrepancy in Results of Internal examination due to error in evaluation of question resulted in two marks difference for a student named M. Sowmya.


She approached the Examination Branch and submitted a request letter to the Examination Grievance Cell and took the application regarding the issue. A request was raised to department and assigned a subject expert from the department to evaluate the answer paper. As marks for a question was not evaluated, the correction was done in the answer script and the marks were updated in answer booklet and marks entry sheet also. The status was updated to the student.

Discrepancy in Results/Theory/Practical's after verifying the results declared by the University.

A student named Machika Akhila and Tumpila Pavani of Reg no. 117226017 and Reg No. 117226038, found discrepancy in result, and submitted an application form to the examination Grievance cell regarding discrepancy in results of **theory** papers. Grievance Cell Committee checked the result, and it was forwarded to Office of the Controller of Examinations along with documents like seating plan, D- Form and Day wise attendance statement. The Controller of Examinations gone through the issue as requested and after completion of verification, the **Grades were improved**, and the final result was declared by providing revaluation memo.




Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001


Principal
Vaagdevi College of Pharmacy
-Hanamakonda, Warangal-506 001

27794

KAKATIYA UNIVERSITY

WARANGAL - 506 007 (T.S.)
SEMESTER GRADE REPORT
(Choice Based Credit System)

117

Examination : B Pharmacy II SEMESTER NOV 2022
Candidate's Name : MACHIKA AKHILA
Father's Name : SHIVA SHANKAR

Date : 06-01-2023
Roll No. 117226017

PAPER TITLE	CREDITS	GRADE
HUMAN ANATOMY AND PHYSIOLOGY II (Th)	4	C
PHARMACEUTICAL ORGANIC CHEMISTRY I (Th)	4	D
BIOCHEMISTRY I (Th)	4	D
PATHOPHYSIOLOGY (Th)	4	F
COMPUTER APPLICATION IN PHARMACY (Th) *	2	A
ENVIRONMENTAL SCIENCE (Th) *	2	A
HUMAN ANATOMY AND PHYSIOLOGY II (Pt)	2	B
PHARMACEUTICAL ORGANIC CHEMISTRY I (Pt)	2	A
BIOCHEMISTRY I (Pt)	2	A
COMPUTER APPLICATION IN PHARMACY (Pt) *	1	A

Handwritten signature

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



SGPA: 4.44
RESULT: **PROMOTED**

KAKATIYA UNIVERSITY

WARANGAL - 506 009 (T.S.)

SEMESTER GRADE REPORT

(Choice Based Credit System)

P47064

117

Examination : B. Pharmacy II SEMESTER NOV. 2022

Candidate's Name : MACHIKA AKHILA

Father's Name : SHIVA SHANKAR

(REVALUATION)

Date : 16-03-2023

Roll No. : 117226017

PAPER TITLE	CREDITS	GRADE
HUMAN ANATOMY AND PHYSIOLOGY II (Th)	4	C
PHARMACEUTICAL ORGANIC CHEMISTRY I (Th)	4	D
BIOCHEMISTRY I (Th)	4	D
PATHOPHYSIOLOGY (Th)	4	D
COMPUTER APPLICATION IN PHARMACY (Th) *	2	A
ENVIRONMENTAL SCIENCE (Th) *	3	A
HUMAN ANATOMY AND PHYSIOLOGY II (Pt)	2	B
PHARMACEUTICAL ORGANIC CHEMISTRY I (Pt)	2	A
BIOCHEMISTRY I (Pt)	2	A
COMPUTER APPLICATION IN PHARMACY (Pt) *	1	A



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

SGPA : 7.41

RESULT : PASSED

SGPA = Semester Grade Points Average

100 905 506 001
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

SECTION-IN-CHARGE

D. M. Naidu

CONTROLLER OF EXAMINATIONS

117

Examination
Candidate Name
Institute

B. Pharmacy - I SEMESTER NOV 2022
TUMMILA PAVANI
VAAGDEVI COLLEGE

Date
Ref No

08-01-2023
117281301

PAPER TITLE	CREDITS	GRADE
HUMAN ANATOMY AND PHYSIOLOGY II (TH)	4	B
PHARMACEUTICAL ORGANIC CHEMISTRY I (TH)	4	F
BIOCHEMISTRY I (TH)	4	C
PATHOPHYSIOLOGY (TH)	4	F
COMPUTER APPLICATION IN PHARMACY (TH) *	3	D
ENVIRONMENTAL SCIENCE (TH) *	3	D
HUMAN ANATOMY AND PHYSIOLOGY II (PT)	2	B
PHARMACEUTICAL ORGANIC CHEMISTRY I (PT)	2	A
BIOCHEMISTRY I (PT)	2	D
COMPUTER APPLICATION IN PHARMACY (PT) *	1	A



[Signature]
Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

SCM :
RESULT :
PROMOTED

SCPA & Semester Grade Points Average

[Signature]
SECTION IN CHARGE

Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

[Signature]
P.M. Nelloy

CONTROLLER OF EXAMINATIONS

P47065

KAKATIYA UNIVERSITY

HANAMKONDA - 506 009 (T.S.)

SEMESTER GRADE REPORT

(Choice Based Credit System)

117

S. Prathapa JI SEMESTER NOV. 2022

TUNPILA PAYARI

TUPPILA SRINIVAS

(RE-EVALUATION)

16-03-2023

117226029

DATE

Roll No.:

APPERTITLE	CREDITS	GRADE
HUMAN ANATOMY AND PHYSIOLOGY II (TH)	4	C
PHARMACEUTICAL ORGANIC CHEMISTRY I (TR)	4	D
BIOCHEMISTRY I (TH)	4	C
PATHOPHYSIOLOGY (TH)	4	C
COMPUTER APPLICATION IN PHARMACY (TR) *	3	D
ENVIRONMENTAL SCIENCE (TR) *	3	U
HUMAN ANATOMY AND PHYSIOLOGY II (PT)	2	B
PHARMACEUTICAL ORGANIC CHEMISTRY I (PT)	2	A
BIOCHEMISTRY I (PT)	2	D
COMPUTER APPLICATION IN PHARMACY (PT) *	1	A



(Signature)
Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal, TS.

SGPA: 7.97
RESULT: PASSED

SGPA = Semester Grade Points Average

(Signature)
Principal

Vaagdevi College of Pharmacy
Hanamkonda, Warangal, TS.

(Signature)
SECTION-IN-CHARGE

CONTINUED ON NEXT PAGE



VAAGDEVI COLLEGE OF PHARMACY

(Affiliated to Kakatiya University & Approved by AICTE & PCI)

KISHANPURA, HANUMAKONDA - 506 001, Warangal, Telangana.

I / II INTERNAL ASSESSMENT EXAMINATION

SESSIONAL ANSWER BOOKLET

Hall Ticket No. 114206008

Name of the Student: M. Sowmya

Course: B-Pharmacy

Year: IV

Sem: V

Subject: Pharmacological Screening Methods

Marks: 20

Signature of the Invigilator

Signature of the Valuer

I Very short $5 \times 2 = 10M$

- 1) Define Analgesic, Antipyretics, give some examples
- 2) Write a note on ANOVA
- 3) Classify Antiarrhythmics with examples
- 4) List out the screening methods for Antidiabetic drugs
- 5) Write a note on T-test.

II Short $2 \times 5 = 10M$

- 6) List out the screening methods for Anticancer
- 7) Explain screening method of STZ induced diabetes.
- 8) Explain screening method of Hot plate method
- 9) Discuss about any one screening method of Anti Arrhythmic drug

9) Explain in detail about any two screening methods for Anti-inflammatory drugs

10) Describe any two screening methods for

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

