2.5.1. MECHANISM OF INTERNAL/EXTERNAL ASSESSMENT IS TRANSPERENT AND THE GRIEVANCES REDRESSAL SYSTEM IS 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 Pharmcy 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 latter 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.





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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.

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.

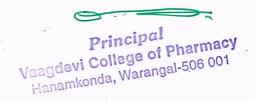
8. Distribution and Verification of Answer Scripts

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.

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.

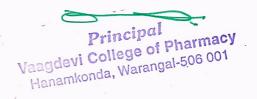
12. Mismatch of Electives

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



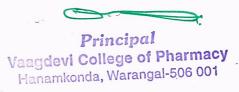


will verify based on the students request. If any discrepancies are found the examination times will be altered.

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.





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. 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.

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.

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.



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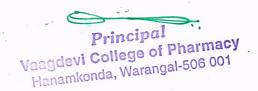
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Credits Issue If any students find credits problems, he / she have to approach Examination Grievance Committee will collect all the marks memos and they will count all the credits, if they found any mistake in the credits, grievance form will be given 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 problem will be resolved. 8. Grievance on Question Paper If the student finds any problem in the Question paper. If he / she requires any clarification from the Office of the Controller of Examinations, the students have to approach the Examination Branch. The student has to submit an application form to the Examination Grievance Cell. 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 resolves the problem after the verification.

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.

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







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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.

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.





Name Correction

The student **Kaparaboina Veena** completed her M. Pharmacy from Vaagdevi College of Pharmacy finds correction in the father's name she paid the fee receipt and registration, submitted a request letter to the examination grievance cell and collected an application for father name correction. The student submitted the filled in application along with necessary documents (SSC/Intermediate) to the Examination Branch of Kakatiya University. Grievance Cell Committee gone through the request made by the student and will be get name corrected. Examination Branch gets the grievance solved in this manner.





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Discrepancy in Results

Discrepancy in Results of Theory examination after verifying the results declared by Kakatiya University to the college found by **Tumpila Pavani** and **Machika** Akhila completed B. Pharmacy II semester discrepancy in results; students submitted an application form to the examination Grievance cell regarding any discrepancy in results theory. Grievance Cell Committee checked 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 gone through the issue requested by students and after completion of verification, final result will be declared by providing revaluation memo.



KAKATIYA UNIVERSITY

P47065

WARANGAL - 506 009 (T.S.)

SEMESTER GRADE REPORT

(Choice Based Credit System) B. Pharmacy II SEMESTER NOV. 2022

TUMPILA PAVANI

Candidate's Name Father's Name

Examination

(REVALUATION) Date

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Principal

PASSED

RESULT: SGPA:

SGPA = Semester Grade Points Average

SECTION-IN-CHARGE

Vesadevi College of Pharmacy

CONTROLLER OF EXAMINATIONS

117

B. Pharmacy II SEMESTER NOV.

2022

TUMPILA SRINIVAS TUMPILA PAVANI

Candidate's Name Father's Name

Examination

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SEMESTER GRADE REPORT (Choice Based Credit System)

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SECTION-IN-CHARGE

CONTROLLER OF EXAMINATIONS



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KAKATIYA UNIVERSITY

SEMESTER GRADE REPORT (Choice Based Credit System)

B. Pharmacy II SEMESTER NOV. 2022

MACHIKA AKHILA SHIVA SHANKAR

Candidate's Name

Examination

Father's Name

P47064

(REVALUATION)
Date 16-03-2023
Roll No.: 117225017

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Principal

PASSED

RESULT:

SGPA:

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SGPA = Semester Grade Points Average

Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

SECTION-IN-CHARGE

CONTROLLER OF EXAMINATIONS

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KAKATIYA UNIVERSITY

WARANGAL - 506 009 (TS.)

SEMESTER GRADE REPORT (Choice Based Credit System)

B Pharmacy II SEMESTER NDV. 2022

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Candidate's Name : MACHILA AKHILA : GHIVA SHANKAR ROLL : SHIVA SHANKAR	06-01-2023	
PAPER TITLE	CHEDITS	GRADE
HUMAN ANATOMY AND PHYSIOLOGY II (Th.)	1	C
PHARMACEUTICAL DROANIC GHEMISTRY I (Th.)	· <) E
BIDCHEMISTRY I (Th)		5 6
PATHOPHYSIOLOGY (Th)		i (L

Candidate's Name

Examination

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坎 COMPUTER APPLICATION IN PHARMACY (Th.) ENVIRONMENTAL SCIENCE (TH) *

HUMAN ANATOMY AND PHYSIOLOGY II (P+)

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PHARMACEUTICAL DRGANIC CHEMISTRY I (Pr.)

BIOCHEMISTRY I (PT)

COMPUTER APPLICATION IN PHARMACY (Pr) :

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Vaagdevi College of Pharmacy Hanamkonda, Warangal-506 001 Principal

CONTROLLER OF EXAMINATIONS

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SECTION-IN-SHARGE

PROMOTED

在教育

RESULT

SGPA

SGPA = Semester Grade Points Average