



TRIMURTI SHIKSHAN PRASARAK MANDAL'S

TRIMURTHI INSTITUTE OF PHARMACY

Approved by AICTE New Delhi, DTE & Government of Maharashtra
Affiliated to MSBTE Mumbai

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

The internal examination assessment process within the educational institution encompasses a comprehensive framework aimed at ensuring the effective evaluation of students' academic progress. The process involves various stakeholders and follows structured steps to maintain fairness, transparency, and academic integrity.

At the outset, the responsibility for conducting sessional exams and improvement exams lies with the Exam In charge, who oversees the planning and execution of these assessments. These exams, adhering to the PCI pattern, are crucial components of the academic plan, each carrying a weightage of 30 marks. Additionally, continuous assessment tests tailored for students following the 2017 pattern are conducted by the Exam In charge in collaboration with the faculty, ensuring ongoing evaluation of students' performance.

Preparation for the exams entails meticulous planning, including the development of timetables and seating arrangements by the Exam In charge. The identification of invigilators, entrusted to maintain the integrity of the examination process, is also a crucial aspect.

Subject teachers play a pivotal role in setting question papers and answer keys, aligning them with the curriculum's objectives and standards. The Exam In charge then oversees the development of the requisite number of question paper copies, ensuring parity with the number of students appearing for the tests. Distribution of question papers and the subsequent conduct of exams are supervised by designated personnel to uphold fairness and discipline.



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Following the exams, the collection of answer sheets is undertaken by supervisors, who then hand them over to the Exam In charge for evaluation. This evaluation is conducted by the concerned faculty members, who meticulously assess the answers and prepare a comprehensive list of marks obtained by each student.

Subsequently, the results are displayed on the notice board by faculty members, ensuring transparency and accessibility for all stakeholders. The communication of academic performance, including test results and attendance, to parents is facilitated by the Class In charge, subject to prior permission from the Principal.

In parallel, the submission of mark lists for theory and practical exams is undertaken by faculty members, who meticulously calculate the best/average marks based on the performance in two sessionals. This ensures a holistic evaluation of students' academic achievements over the semester or academic year.

Addressing instances of absenteeism and failure is integral to the assessment process, with faculty members marking absentees and providing necessary support, such as assignments and improvement exams, to facilitate academic progress.

Furthermore, faculty members engage in internal examination result analysis to glean insights into students' performance trends, informing future teaching strategies and interventions.

The assessment scheme encompasses both continuous and sessional modes, with criteria for theory and practical subjects delineated to ensure comprehensive evaluation. Guidelines for the allotment of marks for attendance and the provision of sessional exams cater to the diverse needs of students, fostering an inclusive learning environment.



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In conclusion, the internal examination assessment process underscores the institution's commitment to academic excellence, accountability, and student-centricity. Through meticulous planning, diligent execution, and continuous evaluation, the process aims to nurture holistic development and academic success among students.



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