



SOP CONDUCTING SESSIONAL EXAMINATION

RIPANS: PHARM DEPT:SOP:03

Document Title:
Standard Operating Procedure Conducting Sessional Examination
Document Number: RIPANS: PHARM DEPT:SOP:03

Originator

Designation
Faculty i/c Examination

Approvals

Designation
Head of Department

Distribution

Designation :
1. Head of Department
2. All Faculties and Staff
3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for conducting sessional examination of B.Pharm and M.Pharm courses.

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HoD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.	Instrument Booking register	Instrument Room
2.	SOP for Instrument	Instrument file inside the Instrument Room

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
3. Sessional examination announcement, exam routine.

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.	Announcement of Sessional Examination	HoD	MZU and Sessional Examination file.
4.	Appointment of staff for exam duty	HoD	Sessional examination File

5.2 Procedure:

- 1) The Head of Department shall declare the date of examination prior to 15 days along with the exam routine.
- 2) The HoD shall conduct the examination cell meeting to discuss various matters regarding the examination prior to examination date.
- 3) All faculties shall prepare the questions with reference to B.Pharm & M.Pharm regulations and submit to HoD via email at hodpharmacy@ripans.ac.in within 5 days prior to the examination as format given in the Annexure-I.

- 4) The lists of students having less than 80% attendance shall be submitted 3 days prior to the examination date as per the format given on Annexure-II.
- 5) Theory examinations shall be conducted in the morning and practical examinations in the afternoon.
- 6) The invigilators on duty shall be in the Examination Hall 5 minutes starting the examination.
- 7) All cell phones, smart watches of students should be collected and kept on the table. The owner shall collect it back after examination.
- 8) Attendances of students should be collecting by getting their signature in the format given in Annexure-III
- 9) All theory answer papers shall be evaluated by the subject teachers and practical shall be evaluated by the concerned Demonstrator. Marks should be submitted within 3 days of the completion of examination. Marks should be reported in the format given on Annexure-IV.
- 10) Sessional examination results shall be declared within 10 days after completion of last exam.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.	Late Announcement of Sessional examination	5	1	5		
2.	Teachers not submitted questions on time	3	1	3		
3.	Not submitting the attendances of students on time.	3	2	3		
4.	Not conduction exam cell meeting	3	1	3		
5.	Not collecting attendances of examinee	4	1	4		
6.	Not submitted evaluated papers by teachers on time	3	3	3		

7. Process Output

S. No	Output Description	User
1.	All formats are kept ready	Teachers , staff and students
2.	Exam results are published on time	Teachers , staff and students

8. Metrics

S. No	Critical Success Factor	Targets
1	Announcement of sessional examination	15 days prior to starting date.
2	Exam cell meetings is conducted	5 days before starting exam.
3	All formats are ready	5 days before exam date
4	Attendances of students	3 days before exam date

5	Results are published on time	10 th Days after examination.
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9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Students attendances	Exam file	i/c Exam cell	5 years
2.	Questions/ results/ evaluated answer scripts	Exam file	i/c exam cell	5 years

***** End *****

ANNEXURE-I

I. B.Pharm: Question paper pattern for theory Sessional examinations

1) Multiple Choice Questions (MCQs) = 10x1 = 10

OR

Objective Type Questions = 05 x 2 = 10

2) Long Answers (Answer 1 out of 2) = 1 x 10 = 10

3) Short Answers (Answer 2 out of 3) = 2 x 5 = 10

Total = 30 marks

Question paper pattern for practical sessional examinations

I. Synopsis = 10

II. Experiments = 25

III. Viva voce = 05

= 40 marks

II. M.Pharm

Sessional exam for theory and practical shall be conducted for 30 marks for theory and shall be computed for 15 marks.

The sessional mark for Discussion/presentation in third and Fourth semester shall be as notified by the Department from time to time.

Question paper pattern for theory Sessional examinations

I. Multiple Choice Questions (MCQs) - 10 marks

2. Long Answers - 10 marks

3. Short Answers -10 marks

Question papers for sessional (practical) shall be as decided by the concern teacher with the marks mentioned above.

ANNEXURE-II:

Class : -----

Subject/ Overall : -----

Sl No.	Exam Roll No.	Name of Students	Total no. of classes conducted	Total no. of classes attended	Percentage of attendance	Remarks

ANNEXURE-III:**Class** : -----**Subject/ Overall** : -----

Sl No.	Exam Roll No.	Name of Students	Signature