



# INSTITUTE OF PHARMACY, SITAPUR

Resora, Sitapur – (U.P.) – 261001

(Running under Sitapur Shiksha Sansthan (Sitapur) Trust)

(Approved by PCI, New Delhi, Affiliated to Dr. A.P.J. A.K. Technical University, Lucknow & BTEUP, Lucknow)

Ref. No.: I.O.P./Memo/2024-25

Date: 15.07.2024.

## CONSTITUTION OF THE EXAMINATION COMMITTEE

In pursuance of the provisions of the Academic Council / Board of Management, and to ensure the smooth, fair, and transparent conduct of all examinations (Internal, Sessional, External Theory, and Practical), the following body is hereby constituted as the **Examination Committee** for the academic year 2024-25.

### 1. Composition of the Committee

S. No.	Committee Members	Designation	Role in Committee	Signature
1	Dr. S.P. Mishra	Director	Chairman	
2	Mr. Divyam Tiwari	Assistant Professor	Exam incharge	
3	Mrs. Sanatan Verma	Assistant Professor	Member	
4	Mr. Rajat Singh	Assistant Professor	Member	

### 2. Tenure

The Committee shall be constituted for **one academic year** (or until a new committee is notified). Members may be reconstituted or replaced by a subsequent office order.

## **OVERALL RESPONSIBILITIES OF THE EXAMINATION COMMITTEE**

The Committee shall be responsible for the entire lifecycle of examinations. Key responsibilities are grouped below:

### A. Planning & Scheduling

- Prepare and publish the annual/sessional examination calendar.
- Finalise dates, shifts, and subject sequences for all theory and practical exams.
- Ensure no overlapping of examinations for students from multiple departments.

### B. Question Paper Setting & Moderation

- Appoint paper setters and moderators from internal and (if required) external faculty.
- Ensure quality, coverage of syllabus, and appropriate difficulty level.
- Maintain strict confidentiality and security of question papers.
- Set deadlines for submission, moderation, and printing.



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## C. Seating & Hall Arrangement (Sitting Plan)

- Design and approve roll-number-wise seating plans.
- Ensure adequate spacing (minimum 0.6 metres between candidates).
- Provide separate arrangements for candidates with special needs / scribes.
- Display master seating charts at hall entrances.

## D. Conduct of Examinations

- Appoint invigilators.
- Arrange for smooth distribution and collection of answer sheets.
- Ensure compliance with anti-malpractice measures (CCTV, frisking, etc.).
- Manage late-entry and absentee records.

## E. Practical Examinations (Internal & External)

- Coordinate with departments for lab allocation, equipment readiness, and consumables.
- Liaise with external examiners (invitation, travel, accommodation, honorarium).
- Arrange work-station spacing and batch-wise schedules.
- Ensure secure storage and evaluation of practical answer sheets/records.

## F. Evaluation & Result Processing

- Supervise centralized or distributed evaluation (theory answer scripts).
- Maintain secrecy of evaluators' identities where applicable.
- Oversee tabulation, moderation of marks, and result publication.
- Address revaluation, scrutiny, and photocopy requests.

## G. Security & Confidentiality

- Implement secure storage for question papers, answer sheets, and graded work.
- Control access to examination materials (only authorised personnel).
- Monitor and report any breach of confidentiality or malpractice.

## H. Grievance Redressal

- Receive and resolve student complaints regarding examination conduct, seating, or evaluation.
- Recommend remedial or disciplinary action as per rules.



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## I. Reporting & Continuous Improvement

Submit a post-examination report to the Academic Council after each major exam.

Review and recommend improvements to examination policies, infrastructure, and processes.

(Dr. S.P. Mishra)

Chairman

Examination Committee

Institute of Pharmacy, Sitapur

Institute of Pharmacy

Resora Sitapur