

The institution adheres to the academic calendar for the conduct of internal Evaluation and is monitored by the Examination Cell. The institute adheres to planned dates as per the almanac of the affiliating University.

- At the commencement of each semester, Academic monitoring cell arranges a meeting including of all the HODs to plan the calendar of the teaching-learning and evaluation process. The plan of action is prepared involving the entire faculty and the same is focused on Academic Calendar. As a prolog to this meeting, all the departments would be asked to come out with a tentative plan to be discussed in the Academic Monitoring Cell. The academic schedule approved by the Principal/IQAC would be adhered rigorously as all the staff members are involved in the designing process.
- A handbook of syllabus is provided to every student which provides the details of internal evaluation, rules of examination and promotion.
- The semester curriculum, both theory/practical, text books and reference books for the subject are available in the handbook and also explained by the subject teacher at the starting of semester.
- The University almanac is displayed on the notice board and the same is available in the website which provides tentative dates of internal and University Exams, public holidays, vacation etc.
- Periodical circulars are released by the Principal to supplement the plan of action.
- Institute follows teaching schedule, examination schedule and academic calendar circulated by affiliating University.


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The institution confirms that all the stakeholders are aware of the both internal and external evaluation processes.

Periodic internal evaluation forms the backbone of entire teaching-learning process.

Evaluation takes place at two levels.

1. Internal
2. External

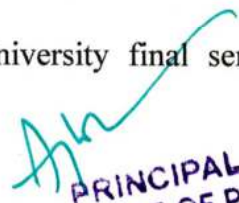
The general rules are published in handbook of the Institute and changes if any are informed through circulars. The Institute follows the guidelines laid down by Affiliating University and PCI regarding evaluation process.

Salient features.

Distribution of marks: The internal and external marks for M.Pharm (PG) and B.Pharm (UG), it is 25 and 75 marks respectively. In each semesters, two internal assessments are conducted for B. Pharm. After assessment of internal assessment theory answer sheets, the subject teacher shows them to the students for transparency. Any query in the allotted marks shall be considered by the teachers and resolved. If not, the student will be presenting to the HOD through Convener – Examination Cell. At the end of the year/semester, average internal marks are displayed on the notice board.

The faculty ensures effective implementation of evaluation reforms of the university and conducts the examination strictly. Question papers and answer scripts, selected records and manuals are well preserved. Students can apply for re-evaluation and re-counting to the University if he/she is not satisfied with the evaluation of final examination.

This process ensures to study regularly and prepare for University final semester-end examination.


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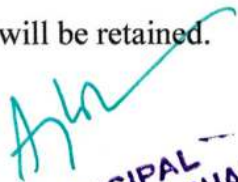
At Institute Level:

A three-stage grievance redressal mechanism is available to redress the grievances of the students with reference to internal examinations.

- **First Stage - At the concerned teacher level:** By providing corrected answer scripts to the students by the teachers, the student can clarify to clear their doubts / grievances, if any.
- **Second Stage - At Convener Examination Cell:** In case the student is not satisfied at state one, he/she can approach the Convener, Examination Cell who intern forward the request to concerned HOD of the department who required to examine the case in detail and make suitable changes if warranted.
- **Third Stage - At the Principal level:** In case the student is aggrieved with the decision even at the Convener Examination Cell / HOD level also, he/ she can appeal writing to the Principal who in turn nominates a Professor / Associate professor other than the concerned teacher to look in to the grievance. The teacher so nominated, in turn, will examine the grievance critically to do justice to the student. The outcome is explained to the student with reasons and that decision is final.

At University level:

The student is entitled to apply for re-valuation / re-counting in theory subjects by paying the prescribed fee through the Principal to the University. The University takes up all such applications and reevaluates the scripts by competent subject teachers. However, if there is no improvement earlier marks will be retained.


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**2.5.1: Mechanism of Internal/ External
Assessment is transparent and the grievance
redressal system is time-bound and efficient**

- A) Internal/External Assessment is transparent**
- B) The grievance redressal system is time-bound and efficient**


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1. Number of grievance regarding internal evaluation – Nil-
2. Number of grievance regarding University Examinations during last five years

S.No	Course & Year	Name of the Student applied for	Students Benefited or not after revaluation
1	B.Pharmacy IV Year II Sem	N.Rajeshwara Chary	Benefitted
2	M.Pharmacy I Year II Sem	D.Shiva Sai Varma	Benefitted
3	B.Pharmacy III Year II Sem	N.Navya	Benefitted
4	B.Pharmacy III Year II Sem	S.G.Bhargava Ramudu	Benefitted
5	M.Pharmacy II Year I Sem	G.Ravinder	Benefitted
6	M.Pharmacy II Year I Sem	M.Priyanka	Not Benefitted
7	B.Pharmacy IV year I Sem	N.Anusha	Not Benefitted
8	B.Pharmacy III Year I Sem	B.Chandrashekar	Not Benefitted
9	B.Pharmacy I Year I Sem	A Anil Kumar	Not Benefitted
10	M.Pharmacy I Year II Sem	P.Bhargavi	Benefitted


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