



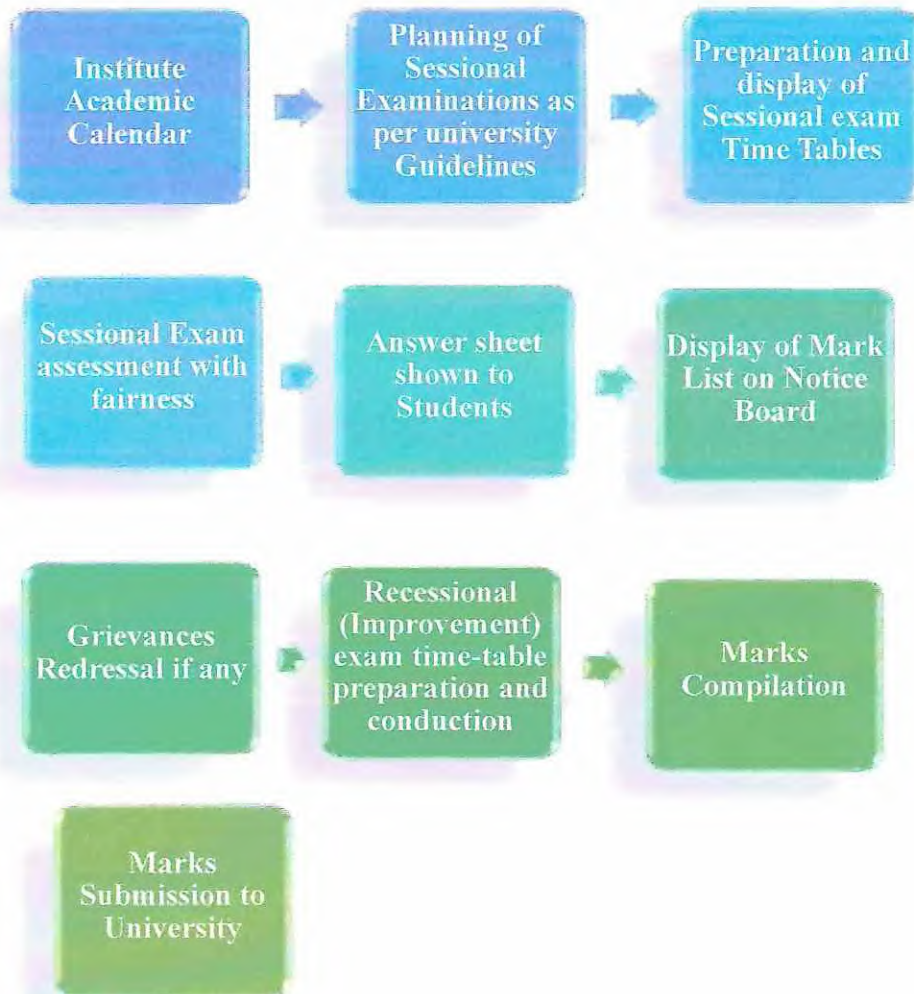
Onkar Bahu-Uddeshiya Vikas Sanstha's

**Prof. Ravindra Nikam College of Pharmacy**

Approved by: PCI; Govt. of Maharashtra; DTE; KBC NMU Jalgaon  
Morane-Gondur Bypass Road, Gondur, Dhule- 424002



**Sessional (Internal) Examination Work flow of Institute**



**Principal**  
Prof. Ravindra Nikam College  
of Pharmacy (B-Pharmacy)  
Gondur, Dhule



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### University Practical Examination Work flow of Institute

- 1 • Arrange University Practical Exams According to the received schedule.
- 2 • Display university timetables to students and staff.
- 3 • Collect the required documents for the university practical exams.
- 4 • Conduct the exam in the presence of assigned external and internal examiners.
- 5 • Upload marks to the University portal using the college login.
- 6 • Confirm marks with staff before the final submission.
- 7 • Submit the marks to the University.



*Principal*  
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**Internal exam rules and Regulations**

Onkar Bahu-Uddeshiye Vikas Sanstha's


**PROF. RAVINDRA NIKAM COLLEGE OF PHARMACY**

**GONDURE, DHULE**

**Sessional Exam Assessment Guideline**

- 1) Please present in Examination Control Room before 10 min of starting time of examination.
- 2) Before you leave, make Sure, that you have following papers –
  - i) Answer sheets
  - ii) Question Paper
  - iii) Student signature Attendance
- 3) Check that no. of students and no. of answer-sheet and question paper are the same.
- 4) Leave control room and present your respective block room for supervision before 5 min. of starting time of examination.
- 5) When you are going to submit your papers check particular information on document as per follows—
  - A) Answer sheet—
    1. Make sure each and every ans. sheet has your sign and date as Exam Supervisor.
    2. Check that your submitting answer sheets count and present students count are same.
  - B) Student signature Attendance-
    1. Fill up attendance by selecting right information OR cut the irrelevant information by cutline.
    2. Write correct Subject name & code on attendance, If you don't know that then copy it from Question Paper.
    3. Write the subject in-charge name on attendance, If you don't know that then don't bother to ask students during supervision.
    4. Check that you write correct date and your supervisor signature on prescribed format.
- 6) Before you submit your papers in exam control room as supervisor, check that you follow all above instruction and follow some professional courtesy.

Exam I/C  
  
(Mr. A. A. Salunkhe)

Principal  
  
(Dr. A. V. Pawar)  
Principal  
Prof. Ravindra Nikam College  
of Pharmacy (B-Pharmacy)  
Gondur, Dhule

PRNCOP, Gondur



Principal  
Prof. Ravindra Nikam College  
of Pharmacy (B-Pharmacy)  
Gondur, Dhule