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2.5.2 Mechanism of grievance redressal system is time bound and efficient

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Principal
Indore Institute of Pharmacy,
INDORE (M.P.)







2.5.2. Mechanism to deal with internal examination related grievances is transparent, time – bound and efficient

Internal assessment of students is also based on the guidelines issued by affiliating university and Pharmacy Council of India, New Delhi from time to time. The institution has formulated an Examination Policy that incorporates all the guidelines issued by regulatory authorities from time to time.

An examination committee is formed comprising of a Senior Professor, few faculty members and office staff, which ensures the conduct of internal assessment. The assessment involves conduct of periodic sessional examination, both theory and practical semester; assignment/quizzes, practical record evaluations, field-work reports, project reports, practice school reports. These assessments along with attendance of the students constitute the **continuous assessment** framework.

The examination committee co-ordinates and allocates responsibility of question paper setting, time-table formation, invigilation duty scheduling, recording of examinations, provision of material for conduct of examination, appointment of valuers, timely valuation, display of results on the notice-boards, answer-book discussion with students and resolution of grievance if any on the spot, by the Subject Teacher. All student are to sign, if satisfied on their answer sheet.

Grievances of students if any for the evaluation are addressed by first provision of model answers for the sessional question papers and then addressing of the issue there and then by the allotted subject expert. The subject expert, if satisfied would make necessary changes in evaluation sheet. In lieu of our transparent system, further to this if the student is not satisfied the grievance is put forward to examination committee and HODs for the resolvement of grievance are dealt with and resolved before submission of marks to the RGPV University Exam department/Portal.





Indore Institute of Pharmacy, INDORE (M.P.)







Mechanism of Grievances of students

Students raise the grievances to concerned class HOD

HOD forward all the grievances to Examination Committee

Discussion with members of Examination Committee and analyze the grievance

Recommendation by the grievance committee to controller of examinations

Find the solution and report to the authority necessary action is taken

Retotaling /revaluation/ challenge done Result published and accepted by the student

Grievances is resolved and action taken is recorded

Exam In-charge



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Principal Indore Institute of Pharmacy. INDORE (M.P.)

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0731 - 4010601 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069







Date:04.08.2023

This is inform to all the faculty members that below mention faculties are appointed as the examination committee member w.e.f. 04.08.2023

Examination Committee

Session 2023-2024

S.No.	Name of Committee Member	Designation	Contact No.
1.	Dr. Gurmeet Chhabra	Examination Head	95892-02450
2.	Mr. Gaurav Agrawal	Member	98276-34590
2.	Ms. Neelima Mandloi	Member	95890-31212
3.	Ms. Parul Vaishnav	Member	79760-54389
4.	Ms. Shivangi Patidar	Member	93409-20258
4.	Ms. Ankita Bhadoriya	Member	81208-28806

Exam In-charge

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Principal

Principal

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Date: 10.08.2023

CIRCULAR

This is inform to all the faculty members that below mention faculties are appointed as Class HODs w.e.f. 10.08.2023

Session 2023-2024

S.No.	Name of Class HOD	Class	
1.	Dr. Gurmeet Chhabra	B.Pharmacy 1 st Year & M.Pharmacy (QA) 1 st Year	
2.	Dr. Rupesh Gautam	B.Pharmacy 2 nd Year	
3.	Dr. Pritesh Paliwal	B.Pharmacy 3 rd Year	
4.	Dr. Nadeem Farooqui	B.Pharmacy 4 th Year & M.Pharmac (P'Cuetics) 1 st Year	
5.	Mr. Gaurav Agrawal	D.Pharmacy 2 nd Year	

Exam In-charge



Principal



Indore Institute of Pharmacy. INDORE (M.P.)







Indore Institute of

Ref-No-IIP/23-24/8222

Exam related Girievances

Date: 04-08-2023

Notice

This is inform to all the students of B. Pharm, M. Pharma and D. Pharm, if there is any examination related issues, kindly bring into the respective class HOD so that a necessary action will be taken.

*Note: Enclosure: Mechanism of grievances of students.

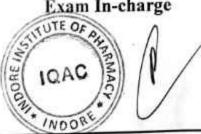
CC: - All HODs.

Academic coordinator.

Syndicate in charge.

Class coordinator.

Exam In-charge



Principal

Indore Institute of Pharmacy, INDORE (M.P.)







Attitude to 18070 (Stand) (Approved by ARTS) New Code) & FCS from Dalbij Sentre: - Order 1905 2015

Internal Exam

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Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



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Grievance Letter













Date: 05-07-2024

Letter

TO WHOMSOEVER IT MAY CONCERN

This is to notify that no examination related grievances were reported during the academic session July-Dec 2023 and Jan-June 2024.

Exam in charge

Principal





Principal Indore Institute of Pharmacy, INDORE (M.P.)