

General Instructions to conduct the Sessional/Internal examinations

1. Two sessional examinations will be held on a regular basis, with the weightage of the assessments determined by the curriculum of HPTU, Hamirpur, and PCI [Framed under Regulations 6, 7, and 8 of the Bachelor of Pharmacy (B. Pharm.) course regulations 2014], which took effect in the Academic Year 2016-17 for theory and practical subjects (courses)].
2. Improvement of internal assessment (third sessional examination) will be applicable to students who have failed the previous two sessional examinations or who want to improve their performance but only once in the sessional examination component of the internal assessment, which will be conducted after the first and second sessional examination assessment results. The conduct of all the Sessional examination must finish before beginning of end- semester theory examinations of the HPTU/HPTSB.

Pattern of Question Paper:

1. For all subjects, the question paper pattern must be consistent. Multiple instructors for the same subject have to submit questions paper on their mutual consent only, delay or any kind of discrepancies will not be entertained by the examination committee.
2. The first and second sessional examination will be conducted on about periodically completion of the syllabus independently/as per directions receive from HPTU for degree and HPTSB for diploma. The question paper for the sessional examination will be as per PCI/HPTU/HPTSB directions.

M. Pharm.

1. According to the course requirements, the average of two sessional examinations will be calculated for internal evaluation. The theoretical portion of the sessional examination will be held for 30 marks, which will be computed for 15 marks. Similarly, the practical sessional examination will be held for 30 marks and will be computed for 30 marks. According to the Academic schedule of college/HPTU, two Sessional exams will be held for each theory/practical course.

The following is the question paper scheme for the theory and practical Sessional exams of M. Pharm. (All Branch)

Question paper pattern for theory Sessional examinations:

I. Objective/Very Short Type Questions (5 x 2) = 05 x 2 = 10	
(Answer all the questions)	
II. Long Answers (Answer 1 out of 2)	= 1 x 10 = 10
III. Short Answers (Answer 2 out of 3)	= 2 x 5 = 10

	Total = 30 marks

Question paper pattern for practical sessional examinations:

- I. Synopsis = 05
- II. Experiments = 20
- III. Viva voce = 05

Total = 30 marks



DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DIST. KANGRA (H.P.)

B. Pharm.

2. According to the course requirements, the average of two sessional examinations will be calculated for internal evaluation. The theoretical portion of the sessional examination will be held for 30 marks, which will be computed for 15 marks. Similarly, the practical sessional examination will be held for 40 marks and will be computed for 10 marks. According to the Academic schedule of college/HPTU, two Sessional exams will be held for each theory/practical course.

The following is the question paper scheme for the theory and practical Sessional exams of B. Pharm.

Question paper pattern for theory Sessional examinations for subjects having University examination:

I. Multiple Choice Questions (MCQs) = $10 \times 1 = 10$

OR

*Objective Type Questions (5×2) = $05 \times 2 = 10$
(Answer all the questions)

II. Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$

III. Short Answers (Answer 2 out of 3) = $2 \times 5 = 10$

Total = 30 marks

*Objective type questions, should consist of one-mark questions such as fill-in-the-blank, examples, expanding abbreviations, MCQ, drawing structure, IUPAC name, replies in one line, match the pair, and so on.

For subjects having Non University Examination:

I. Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$

II. Short Answers (Answer 4 out of 6) = $4 \times 5 = 20$

Total = 30 marks

Question paper pattern for practical sessional examinations:

I. Synopsis = 10

II. Experiments = 25

III. Viva voce = 05

Total = 40 marks

B. Pharm. (Practice) Bridge Course

3. According to the course requirements, the average of two sessional examinations will be calculated for internal evaluation. The theoretical portion of the sessional examination will be held for 40 marks, which will be computed for 40 marks. According to the Academic schedule of college/HPTU, two Sessional exams will be held for each theory course.

Following is the question paper scheme for theory Sessional exams of B. Pharm. (Practice)

I. Multiple Choice Questions (MCQs) = $10 \times 1 = 10$

OR

*Objective Type Questions (5×2) = $05 \times 2 = 10$
(Answer all the questions)

II. Short Answers (Answer 3 out of 4) = $3 \times 3 = 09$

III. Long Answers (Answer 3 out of 4) = $3 \times 07 = 21$

Total = 40 marks



Amol
DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI

D. Pharm.

4. According to the course requirements, the average of two sessional examinations will be calculated for internal evaluation. The theoretical portion of the sessional examination will be held for 40 marks, which will be computed for 20 marks. Similarly, the practical sessional examination will be held for 80 marks and will be computed for 10 marks. According to the Academic schedule of college/HPTSB, two Sessional exams will be held for each theory/practical course.

The following is the question paper scheme for theory sessional exams of D. Pharm.

I. Long Answers (Answer 3 out of 4)	3 x 5 = 15
II. Short Answers (Answer 5 out of 6)	5 x 3 = 15
III. Objective type Answers (Answer all 10 out of 10)	10 x 1 = 10
(Multiple Choice Questions / Fill-in the Blanks / One word OR one Sentence questions)	-----
	Total = 40 marks

The following is the question paper scheme for practical sessional exams of D. Pharm.

I. Synopsis	= 10
II. Experiments	= 50*
III. Viva voce	= 10
IV. Practical Record Maintenance	= 10

	Total = 80 marks

* The marks for the **experiments** shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

Internal practical assessment: The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination = 10 marks

Assignment marks (Average of three) = 5 marks*

Field Visit Report marks (Average for the reports) = 5 marks^{\$}


Total = 20 marks

***, \$ Only for the courses given with both assignments and field visit/s**

Note:

- A. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
- B. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.




DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)

5. **Before submitting a sessional question paper to the examination committee, subject teacher must get approval/review from the HOD of the concerned subject.**
6. **Subject teachers must submit the question paper to the examination committee at least one week before to the start of the examination, between working hours (4:30-5:00 PM), and if they seem unable to submit within the same time, they must arrange for a substitution through their own. Subject teachers must maintain adequate confidentiality and print the requisite number of question papers prior to submission.**

Invigilation duty in sessional Examination:

1. **All faculty members will be required to participate in examinations. In the event of an emergency, it is the individual's obligation to subcontract the examination duty to some other faculty member with the Principal's approval. After rejoining from leave, the faculty member must resume his or her revised duties. Disobedience or contempt for examination work/duty will result in significant disciplinary action.**
2. For the smooth conduct of the examination, the Invigilator should be proactive and shall report to exam center room at least 20 minute before the beginning of examination he/she will be responsible for collects of answer books and stationary material essential for smooth conduct of examination. After the test is over, all of the invigilator's stationery must be returned to the examination control room.
3. Students must be present in the examination hall for at least 10 minutes prior to the start of the examination in case if he or she fails to do so, student will not be allow to appear in the examination without permission from the Dean Academic/Principal.
4. The invigilator must verify that all students are in college uniform along with ID card for the examination and that they are only permitted to bring stationery with them, such as a ballpoint pen and a pencil/eraser.
5. Before the question paper is distributed, the Invigilator will remind all students that cell phones, MP3 players, smart watches, and other electronic devices must be switched off and put away, not carried in pockets. If any assistance material is discovered at or near the desk that is not clearly approved, it may be considered an effort to cheat/malpractice, and the appropriate action will be taken.
6. Cases of **malpractices** during sessional examinations will be investigated by examination committee **and members consisting of the invigilator and the subject's HOD.** The appropriate action will be taken against the defaulter in accordance with the institution's and university's norms and regulations for examination administration.
7. **Before attestation during the examination, the invigilator must confirm that the student has filled in all information on the first page of the sessional ANSWER SHEET precisely and neatly. No sessional Answer scripts will be allowed if any credential is left blank, for which the invigilator must provide a written explanation to the principal.**

The examination hall should maintain complete silence throughout the examination, and the interchange of pens, pencils, erasers, and other items is not permitted.



[Handwritten signature]

**DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)**

Evaluation of sessional examination:

1. Before beginning the evaluation, the evaluator must ensure that the student has completed all information on the front page of the sessional ANSWER SHEET correctly and neatly, and that the invigilator has verified the same. If any credential is left unfilled, the respective evaluator must report to the examination committee in writing, which will be forwarded to the Dean Academic and Principal for further action against the invigilator.
2. The examiner/subject teachers have to collect sessional answer script from examination center between working hours (4:30-5:00 PM) and must provide the evaluated answer papers within 07 calendar days after completion of sessional examination, following the conclusion of the sessional examination in order to announce the results of the sessional examination quickly and for analysis of the findings, failing which required action will be taken. To ensure marks obtain in examination the subject teacher must show the answer script to students and get their signature on the sessional answer script before submitting the answer booklets. On the sessional answer script, the evaluator must sign along with his or her name.
3. On the front page of the Answer scripts, the evaluator must fill in all of the required credentials, as well as individual question wise marks, grand total marks, and grand total marks in words.
4. The sessional examination awards (marks) must be supplied in a standard format that has been duly attested, together with the sessional question paper. Practical sessional examination awards (marks) must be provided, together with the sessional attendance sheet. Before the start of each even/odd semester, the standard format will be sent once to each subject teacher/evaluator through e-mail. To minimize any future discrepancies, no hand written awards will be accepted.
5. Internal evaluation marks consisting of best of two sessional tests will be reported to the University, and the deadline for submission will be determined by HPTU notifications prior to the start of semester examinations.
6. Each faculty member must preserve a copy of the sessional award for future academic purposes. To maintain the secrecy without written approval from the Principal and/or Dean Academic, the award and its related paperwork will not be issued/ shown to any faculty member after they have been submitted to the examination committee.
7. Because this is a time-bound task, all faculty members must comply with the examination committee's announcements time to time. No more reminders will be given for the same statement.
8. As per time bound directions of HPTU all subject teachers must fill the internal marks in the university ERP portal through their ID and submit the hard copy to examination committee.
9. For the smooth execution of examination, examination committee is recommended to rigorously observe the above-mentioned norms and regulations; any form of neglect will be reported to the undersigned authority.



A handwritten signature in green ink, appearing to be 'P. Singh', written over the printed name 'Principal'.

Principal

DIRECTOR CUM PRINCIPAL
LAUREATE INSTITUTE
OF PHARMACY, KATHOG,
TEH. JAWALAMUKHI
DISTT. KANGRA (H.P.)