

ADITYA

PHARMACY COLLEGE

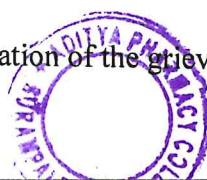
Approved by AICTE & PCI – NEW DELHI, Affiliated to JNTU KAKINADA
(Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)

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

Response:

- JNTUK publishes the mid-semester and semester-end exam dates on the University portal's calendar of events.
- The Institutional Examination Committee checks the University portal on a regular basis and posts the examination schedules on the college notice board for the convenience of staff and students.
- When the site is open, students' names are entered and enrolled, and they are requested to register for exams.
- The university is in charge of preparing the hall-tickets that are distributed to the students.
- By maintaining constant attention and proficiency, the College, in collaboration with the Examination Committee, promotes a stress-free and peaceful examination process.
- Examina ble grievances are handled by the Examination Committee. The Institutional Examination Committee maintains a student's grievance register in which the student registers grievances such as hall ticket errors, name/marks entry corrections, and so on. The complaint is delivered in person to JNTUK University by the examination committee clerk. The case is eventually closed and entered into the grievance register.
- If any grievances are discovered, the committee's Chairman ensures that they are handled efficiently and within a reasonable time frame. In the event that a mistake or error in the hall tickets is discovered, the Examination Committee consults the University Registrar to resolve the matter.
- **Internal assessment:**
 - Following the completion of midterm exams, the subject teacher evaluates the answer scripts, which are then shown to the students and discussed. If a student has a question, the teacher will answer it right away.
 - If a student misses a mid-term examination due to illness or with the permission of the Principal, re-examination is conducted according to the rules, provided the student submits an application to the Principal through the Institutional Examination Committee along with the required documents.
 - Pharm D students begin Clinical Training classes in their second year, and their project work is examined by external examiners designated by the university at the end of their fifth year.
- **External assessment:**
 - When the valuation is completed, the results of the JNTUK examination are declared and posted on the website. They're also up on the college bulletin board. Any discrepancy in the result sheet will be investigated and reported to the JNTUK Registrar.
 - If they are unhappy with their grades, failure students can request a reassessment. They must file a request for revaluation.
 - The Examination Committee follows up on the complaint by submitting a letter to the Registrar of JNTUK, together with supporting documentation, for further action.
 - The University acknowledgement for grievance is maintained for each letter, and the issue is remedied as soon as possible.
 - The Examination Committee prioritizes the investigation of the grievance.



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