NOTIFICATION

It is notified for information of all concerned, the following Guidelines and SOP's for the forthcoming even semester examinations, July 2021 of various courses under Faculty of Pharmaceutical Sciences, PDMU are notified:

1. Mode of Examinations:

1) The Regular Even semester theory examinations, July 2021 of B. Pharm & M. Pharm courses (Pharmaceutics & Pharmacology streams), along with Reappear of even and odd semesters of B. Pharm & M. Pharm courses and

2) Annual examinations of 1st and 2nd yr D. Pharm, July 2021 along with reappear of 1st and 2nd yr D. Pharm course (supplementary) shall be held in **Online Descriptive Mode.**

a) Students appearing in online examinations shall have to follow the **Standard Operating Procedure (SOP) as per Annexure-I.**

2. Pattern of examinations - Online (Descriptive):

The theory examinations of all Programs shall be of **3 hours' /2'hours duration** as per the respective Scheme of Examinations for Online Mode. However, the D. Pharm students shall be required to attempt any five questions carrying equal marks (5 X 16 = 80 marks). B. Pharm and M. Pharm students shall attempt the all the questions of Section A (Very Short answers) and Section B (Short answers) and Section C (Long answers) as per the internal choice (for 75marks or 50 marks) as per the curriculum.

3. Commencement of Examination:

a. For all even Semester (Regular) and Annual theory examinations (Regular) shall commence from 19th July 2021 (refer to the date sheet, July 2021). Re-appear examinations of even and odd semesters of B. Pharm & M. Pharm course will commence from 27th July, 2021(separate date-sheet attached).

b. Question paper will be available in prescribed time (10:00 AM) in the Assignment section of MS Teams and upload your answer sheets in PDF format in the Assignment section only.
NOTE: FILE SIZE MAXIMUM LIMIT 10MB IN PDF ONLY.
TIMING OF UPLOADING: 10:00 A.M. TO 1:30 P.M.

c. Mention your roll number, module name, module code, semester/year of exam, date of exam and branch/course on the top of A4 size sheet.

d. Practical Examinations for Even semester (Regular) and Annual exams(Regular) of all programs shall be completed upto 18.07.2021. The Reappear Practical examinations of odd & even semesters shall be conducted as per Date Sheet.

    i. The mode of Practical examinations shall be same as theory examinations.

    ii. The **External Examiners** for each Program for a given Semester/Year be arranged by Dean of concerned Faculty for conducting Practical Examinations.

    iii. The SOP's & schedule for Practical Online Examinations (Even Semesters) will be released shortly from Dean, Faculty of Pharmaceutical Sciences.

Controller of Examinations

Standard Operating Procedures for Students for Online Descriptive Exams (Theory)

I.   Pre Exam:

The student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of examination.

2. To install Adobe Scan or Microsoft Office Lens in their smartphone and become familiar with its operation to create a single scanned PDF file from multiple pages (In case where student does not have proper scanner).

3. To learn in advance (before commencement of examination), how to scan the handwritten answer sheets and create a single PDF file of good readable quality.

4. Arrange for ruled (lined) A4 size sheets to write the answers.

5. A) To fill the following detail on the first page of the answer sheets

   a) University Roll No

   b) Unique Exam ID

   c) Class/Semester

   d) Name & code of the Paper

   e) Total No. of pages written by the candidate

   f) Date of Examination

   g) Signature of the student

B) All subsequent pages should have Page No, Roll No, Date and signature on top (above the margin) of each page.

II. During Exam:

1. All the students will be grouped of 25 students. Each group will join a specific meeting link on MS-Team on the day of examination. Each student should keep his/her camera on throughout the examination. For each group an invigilator will be assigned for proctoring duty.

   Note: The groups and Invigilator on specific dates will be notified shortly.

2. Students failing to keep their camera on will be marked absent in the subject.

3. Student should sit in a quiet and well-lit room and he/she should be clearly visible on camera. Student will join the MS-Teams 25 minutes before the start of examination.

4. Attendance will be taken by subject in charge teacher 20 minutes before the start of respective subject Online examination by asking the student to switch on the video (to verify the physical presence of student).

5. The student should show the printout of Admit card (Exam ID) and ID card on the camera and answer the attendance.

6. If student does not make himself/herself visible along with Admit card and ID card, he/she will be marked absent.

7. Half an hour extra time (other than 03hrs/02 exam duration as the case may be as per the curriculum) will be given to hand in the PDF file of answer sheet on MS Teams.

8. Students failing to submit within the notified time will be allowed to mail the PDF file as attachment to Controller of Exams only at coe@pdm.ac.in (within next 10min) and not to Dean/Teacher in charge.

9. Such students failing to upload the PDF file of answer sheet due to whatever reason will take up offline exam in future on notification by the University.

10. If the answers match totally with the subject book language/google source/other students answer script, Unfair means case will be registered.

11. The question paper will be available on MS Teams at the stipulated time of the day of the exam.

12. The answers should be handwritten by the student on A4 size lined/ruled white paper (use of paper for answer sheet other than notified will not be considered for evaluation).

13. Attempt questions Serial No. wise and mark Page No on each page.

14. Name or other personal details should not be written on any sheet. If found so, Unfair Means Case will be registered against the student.

15. Answers should be written in blue/black ink only. Pencil can be used for diagrams/tables/figures.

16. Each question paper should be attempted in maximum 36 pages lined/ruled pages single side or 18 sheets both sides.

III. Post Exams:

1. At the end of the exam, the student should scan the answer sheets and convert all the sheets into a single PDF file.

2. The student should complete all the process and hand in the soft copy of PDF file on MS Teams within the prescribed time (by 1:30 pm, **half an hour** of completion of examination time).

3. In case there is issue with handing in of scanned answer sheet on MS Teams, then the student should mail the file as attachment to coe@pdm.ac.in with in next 10 minutes (by 1:40 pm) stating the reason briefly.

4. Students failing to submit the soft copy of PDF file of answer sheet due to what ever reason will take offline exam in future. No request in this regard will not be entertained.

5. The quality of such PDF files is to be ensured by the student such that the contents are legible and readable. In case the file is not readable, then the attempted answer sheet shall be treated as cancelled.

6. The student must ensure that the overall size of PDF file does not exceed 10 MB. The maximum number of answer sheets attempted should not exceed 36 pages (one side).

7. Save PDF file as ddmmyyyy + Roll No. pdf.

    Eg: 1907202112345.pdf

NOTE: SOP's for Online Practical Examination July 2021 will be released shortly

Specimen Answer-sheet

Page No. -1

    a) University Roll No

    a) Unique Exam ID

    b) Class/Semester

    c) Name & code of the Paper

    d) Total No. of pages written by the candidate

    e) Date of Examination

    f) Signature of the student

Ques. No. 1

Roll No. 12345, Page No. 2, Date: 19-7-2021, Sign_____