

CIRCULAR

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

1. Mode of Examinations:

- 1) The Regular Practical Examination of B. Pharm course (Even), July 2021 & M. Pharm courses (Pharmaceutics & Pharmacology streams) Even semester, along with Reappear of Even and Odd semesters of B. Pharm & M. Pharm courses and
- 2) Annual practical 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 mode**.

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

Himachandhary
27/07/2021
Dean, F/o Pharmaceutical Sciences

Standard Operating Procedures for Students for Online Exams (Practical)

I. Pre Exam:

The student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of practical 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 Synopsis/Experiment 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) Date of Examination
 - f) 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. The synopsis and the written experimental section (descriptive mode) will be conducted online by dividing the students in two groups for D. Pharm (1st and 2nd yr) having 30 students each and four groups for each semester of B. Pharm with two groups in each section A and B having 25 students each. The grouping of students will be based on roll numbers.
2. The date & time (group wise) for the written practical part will be notified separately.
3. The student should join the allotted group at the defined time on MS Team.
4. Students will join MS-Teams 10 minutes before the allotted time for the written part of practical examination. Students should sit in a quiet and well-lit room and he/she should be clearly visible on camera.
5. Students failing to keep their camera on will be marked absent in the practical subject.
6. The Synopsis and the Experimental section will be conducted online by posting the questions in the assignment section in respective groups of each classes.
7. The students should attempt in descriptive mode by keeping their Camera on.
8. The student should ensure that he/she and the answer sheet during online practical exam should be visible on the camera.
9. Single PDF file of synopsis and experimental section should be made after proper page numbering on sheets.
10. Students failing to hand in the PDF of the written sheets in assignment section within the notified time will not be allowed to submit later.
11. If the answers match totally with the subject book language/google source/other students answer script, Unfair means case will be registered.

12. The synopsis paper & Experiment will be available on MS Teams at the stipulated time of the day of the exam.
13. 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).
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 synopsis paper and experimental discussion should be attempted in fresh sheets and not more than 04 sheets (one side) or two sheets (both sides) will be allowed.

III. Post Exams:

1. At the end of the written part of practical exam, the student should scan all the sheets (in sequence of page number) 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 (of each allotted group).
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 teacher in charge with cc to Dean, FPS, with in next 05 minutes (of allotted time) stating the reason briefly.
4. Students failing to submit the soft copy of PDF file of practical answer sheet due to whatever reason will not be entertained. No request in this regard should be marked.

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 practical answer sheet shall be treated as cancelled.

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

Eg: 1907202112345.pdf

4. For Oral Viva Voce by External Examiner:

1. All the students of one class/Semester will be grouped with 9 to 10 students. Each group at specified time (schedule will be marked with dates) will join the meeting on MS Team to answer the viva-voce to the External Examiner. All students of each group should keep his/her camera on throughout the practical viva-voce examination.
2. The Practical file (Hard Copy) should be complete and verified by teacher-in-charge. The teacher-in charge will endorse the same before the exam.
3. The online viva-voce will be conducted by External Examiner only.
4. Student will be called only once as per the group for viva-voce. Those not reporting will be marked absent.
5. Students should keep their verified practical files ready to be shown to the external examiner. No excuse in this regard will be entertained.

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