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PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)
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2.5.2- Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient



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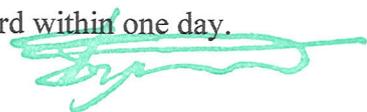
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- An efficient and transparent system is followed in Princeton college of pharmacy in terms of dealing with internal examination-related grievances. The College Academic committee consisting of the principal, and HOD's and senior faculty members prepares the academic calendar in the guideline with JNTUH academic calendar well in advance before the commencement of the class works
- The calendar outlines the semester class works schedules, Assignment submission deadlines, internal examination schedules and external examination schedules. University Academic Calendar: The University officially publishes Academic Calendar for their affiliated institutions for planning and conduct of class works.
- The Academic Calendar Consists of Commencement a Last date for a spell of Instructions, Mid Exam Schedules with submission of Marks to the University, Assignment deadlines, Practical Exam Schedule, End semester Supplementary Exam dates for the forthcoming semester with Holidays.
- College Academic Calendar: The Institute prepares the academic calendar in line with the University Academic calendar consisting of all academic events including co-curricular and extracurricular activities.
- The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. For the Conduct of Academics, each year is being divided into two semesters of 16 weeks (Each semester having 90 instructional days plus 6 days for mid-exams or a total of 16 weeks for the conduct of Instructions including mid-exams) and 3 weeks for the conduct of end semester examinations.
- After completion of 45 Instructional days, The Mid I Examinations are conducted and after completion of 90 working days, the Mid II are conducted as per the given schedule. Once the mid-exams are conducted immediately, the solution of the test along with the question wise marking scheme is displayed on the notice board within one day.




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- This way the test maintains transparency and uniformity in the assessment of the internal tests.
- The faculty evaluates the papers within three days of the conduction of the test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.
- At the end of the semester, the average marks of both the unit-test marks are displayed to the students for verification and cross-verify their marks Details. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.
- Assignments are evaluates based on the rubric which is also shared with the students. The rubric consists of criteria timely submission, clarity, neatness etc.
- The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and resolving grievances is any the experiment performed in the lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty



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