



# Nimra College of Pharmacy

Estd By : Nimra Educational Society (A Muslim Minority Society)  
Approved by Pharmacy Council of India (PCI), New Delhi.  
Affiliated to JNTU, Kakinada, Permitted by Govt. of A.P.  
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## 2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

The Examination Cell in NCP guarantees the quality of the internal examination and the marks allotted to the candidate. For this purpose, the Administration gives certain tasks and powers to the Examination Committee.

**Constitution** - Principal, Exam Incharge, HoDs and Faculty representative

**Responsibilities related to grievances resolving:** To determine in an objective and expert manner whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the Program and Examination Regulations, for obtaining internal marks. Mid exam answer scripts are distributed to the students as regard to total checking and for clarifications if any. The marks awarded for the mid exams which constitute the internal assessment component are displayed on the examination section notice board by cross checking the statement of marks as submitted by the respective faculty member of the department.

The exam incharge takes care of grievances related to internal evaluation. The redressal of grievances regarding evaluation in both internal and university examinations are through the following process:

### At Institution level:

The internal marks are displayed on department notice boards. The faculty gives the corrected answer scripts to the students for verification. If any discrepancy is noticed, the faculty concerned may rectify and necessary corrections may be made. If a student is not satisfied with the marks awarded even after modification by the teacher, the student may present the same to the HoD concerned. All such representations are taken positively and reassessment may be made if necessary. Whole process is done well before the internal marks are uploaded to university. In addition, the exam cell will also entertain the appeal filed by the students.

1. For filing any grievance or any program related grievance shall make an application first to exam cell head.
2. The Head, after verifying the facts, will try to redress the grievance within a reasonable time, preferably within a week of the receipt of application of the student.
3. If the student is not satisfied with the decision of the exam cell, he/she can submit an appeal to the Principal within a week from the date of the receipt of the reply from the exam cell.



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4. The Principal, after verifying the facts after discussion with the head of the committee, shall either endorse the decision of the exam cell or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.

Students are evaluated overall on the basis of internal assessment and performance in the final examination.

**At University level:** The student is entitled to apply for recounting/revaluation in theory subjects within 15 days of declaration of results by paying the prescribed fee to the University. The University will process all such applications, consider for revaluation/recounting and declare the result.

  
IQAC COORDINATOR

  
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