



Divine College of Pharmacy

Recognized by Department of Health Medical & Family Welfare, Patna
Approved by Bihar University of Health Sciences, Patna, Bihar
Affiliated to Pharmacy Council of India New Delhi PCI Code : 4509

Ref. No.....

Date:.....

DIVINE COLLEGE OF PHARMACY, ZIRADEI, SIWAN (BIHAR)

EXAMINATION COMMITTEE GUIDELINES

(Academic Session: 2026–2027)

1. Preamble

In accordance with the norms and regulations of the Pharmacy Council of India and the affiliating university, the College hereby constitutes the Examination Committee to ensure smooth, fair, transparent, and disciplined conduct of all internal and university examinations.

2. Constitution of Examination Committee

The Examination Committee for the academic session 2026–2027 shall consist of the following members:

Sl. No.	Name	Designation	Role in Committee
1	Dr. Shambaditya Goswami	Principal	Chairman
2	Md Mannan Ansari	Senior Faculty	Examination Coordinator
3	Sudama Prasad	Lab Technician	Technical & Lab Examination Support
4	Shashi Kumar	Administrative Staff	Documentation & Records
5	Deepak Kumar	Staff Member	Student Data & University Coordination

3. Objectives of the Committee

- To conduct examinations in a fair, transparent, and disciplined manner
- To ensure strict compliance with PCI and university regulations
- To maintain confidentiality and integrity of examination processes
- To prevent malpractice and ensure ethical conduct
- To ensure timely declaration of results

4. Detailed Roles & Responsibilities

4.1 Chairman (Principal)

- Overall supervision and control of examination system
- Approval of examination schedules and policies
- Ensuring compliance with PCI and university norms
- Final authority in disciplinary matters

4.2 Examination Coordinator

- Preparation of examination timetable
- Coordination among departments, staff, and administration
- Ensuring proper conduct of examinations
- Monitoring invigilation and reporting issues

4.3 Technical & Laboratory Support

- Arrangement of laboratory equipment and materials
- Smooth conduct of practical examinations
- Technical support during exams

4.4 Documentation & Record In-Charge

- Maintenance of confidential records
- Preparation of reports and official documents
- Safe handling of question papers and answer sheets

4.5 Student Data & University Coordination

- Management of student exam forms and records
- Communication with affiliating university
- Submission of marks, attendance, and reports

5. Examination Process (Step-by-Step)

5.1 Pre-Examination Activities

- Preparation of academic calendar
- Framing and approval of exam timetable
- Issuance of official examination notice
- Collection and secure storage of question papers
- Preparation of seating arrangement
- Assignment of invigilation duties

5.2 During Examination

- Verification of student identity (Admit Card mandatory)
- Strict invigilation by assigned staff
- Prohibition of mobile phones and electronic devices
- Maintenance of discipline inside examination hall
- Immediate reporting of any unfair means

5.3 Post-Examination Activities

- Collection and sealing of answer sheets
- Safe custody of evaluated copies
- Preparation of marks registers
- Submission of marks to university
- Result preparation and declaration

6. Confidentiality & Security Guidelines

- Question papers must be kept in sealed and secure custody
- No unauthorized access to exam materials
- Examination records must be handled confidentially
- CCTV monitoring (if available) should be ensured

7. Malpractice & Disciplinary Action

- Strict action against unfair practices
- Use of unfair means will lead to cancellation of exam
- Cases to be reported to Chairman immediately
- Disciplinary action as per university rules

8. Internal Assessment System

- Continuous evaluation through sessional exams, assignments, and practicals
- Proper record of internal marks
- Transparent marking system
- Timely submission to university

9. Record Maintenance (Mandatory Documents)

- Attendance sheets
- Seating plans
- Invigilation duty charts

- Question paper records
- Marks registers
- Result records
- Official correspondence files

10. Committee Meetings

- Pre-examination meeting (mandatory)
- Post-examination review meeting
- Emergency meetings (if required)
- Proper recording of minutes of meetings

11. General Instructions for Students

- Students must carry Admit Card in every exam
- Entry after 30 minutes of exam start is not allowed
- No unfair means or misconduct allowed
- Maintain discipline and silence

12. General Instructions for Staff

- Staff must report on time for invigilation duty
- Follow instructions of Examination Coordinator
- Maintain confidentiality and discipline
- Report any irregularity immediately

The Examination Committee shall function with full responsibility, transparency, and integrity to maintain high academic standards and ensure smooth conduct of examinations in the institution.


Principal

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Ziradei, Siwan, Bihar 841245

PRINCIPAL
DIVINE COLLEGE OF PHARMACY,
SIWAN, BIHAR