
Standard Operating Procedure for Annual/End Semester Examination

- I. Display SPPU schedule for online filling and last date of acceptance of examination forms for Annual/ End semester examination.
- II. Confirm all students including Backlog/Year down students had filled and submitted examination forms.
- III. Display the time table for annual/end semester practical and theory examination.
- IV. Download hall tickets and college summary from SPPU website.
- V. Issue the hall tickets to students, prepare the batches for practical.
- VI. Arrange the halls for theory examination. Prepare seating arrangement, display at the entry of the hall and allocate the seat numbers accordingly to manage the seating of students for theory examination.
- VII. Conduct the Practical/theory examination as per the scheduled time table.
- VIII. After completion of practical examination of each course upload marks on SPPU website, seal the answer papers in cloth bag and submit to examination department.
- IX. After completion of theory examination of each course collect the answer papers seal in cloth bag and dispatch the same to CAP centre.

Shri Gajanan Maharaj Shikshan Prasarak Mandal's

Shradchandra Pawar College of Pharmacy

Tal. Junnar, Dist. Pune, Dumbarwadi (Otur), Pune-412409.

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