
Standard Operating Procedure for Internal Examination

- I. Prepare the tentative schedule of Internal and External Theory and Practical examination by referring SPPU schedule of examination at the commencement of semester and display on the notice board.
- II. Affix course wise pattern of Internal Continuous Assessment for each individual course for Credit Pattern System.
- III. Prepare the time table for internal Continuous Assessment of theory and practical and display it.
- IV. Conduct the Internal Continuous Assessment as per time table.
- V. Prepare the time table for Theory and Practical Sessional Examination and display it on the notice Board.
- VI. Arrange the hall for examination. Allocate the roll numbers to arrange the seating of students for theory examination.
- VII. Conduct the theory sessional examination as per the scheduled time table and practical sessional examination as per batch wise according to academic practical schedule.
- VIII. Deliver the answer papers to respective subject teacher for an assessment.
- IX. Collect the assessed answer papers of internal continuous assessment and sessional along with filled mark sheet.
- X. Enter the internal marks of each course / subject in the mother register and get signed by students before commencement of the end semester examination.

Shri Gajanan Maharaj Shikshan Prasarak Mandal's

Shradchandra Pawar College of Pharmacy

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

Standard Operating Procedure for Internal Examination

Shri Gajanan Maharaj Shikshan Prasarak Mandal's

Shradchandra Pawar College of Pharmacy

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

Standard Operating Procedure for Internal Examination