



Pune District Education Association's
College of Ayurved & Research Centre



(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org

Strategic plan of exam cell

Introduction -

P.D.E.A.'s College of Ayurved and Research Centre, is recognized by NCISM, New Delhi and affiliated to MUHS, Nashik. Our role in the education of Ayurveda is implementation of the curriculum prescribed by these two authorities. Hence along with curriculum delivery and implementation, assessment of the curriculum is also important.

As per the guidelines of UG and PG programme, university conducts final examination at the end of each professional year. For UG programme, internal examinations are allotted for continuous evaluation. The Examination cell conducts internal examinations held by the college at the end of term as prescribed in the curriculum of admitted students of a particular academic year.

Examination cell helps in smooth conduction of internal examinations as per academic calendar. Examination cell cooperates the team allotted by the head of institute for conduction of external examinations.

Aim -

- To conduct internal examinations as per guidelines of NCISM, New Delhi and MUHS, Nashik
- To assist in conduction of external examinations of MUHS, Nashik

Objective -

- To conduct the Internal (Theory & Practical) Examinations for UG programme as per curriculum of admitted students of a particular academic year.
- To prepare Time Table for internal examinations in advance and inform the students about the same.
- To coordinate with concerned departments regarding timely syllabus notice and question paper preparation.
- To monitor proper sitting arrangement.
- To collect all the supporting documents required.





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To redress the grievances/ complaints of the students and staff concerning exam-related issues.

Composition of exam cell:

1. Principal
2. Vice-principal
3. Exam cell in-charge
4. Exam cell Co-ordinator
5. Academic director
6. Academic coordinators of all professional years

Roles and responsibility:

Designation	Responsibility
Principal	- To monitor work of exam cell. - Grievance redressal regarding examinations.
Vice-principal	- To monitor work of exam cell. - Grievance redressal regarding examinations.
Exam cell in-charge	- Policy decisions about organization and improvement regarding internal examinations. - Grievance redressal regarding examinations. - To analyse final year result. - To coordinate with academic director and coordinators.
Exam cell Co-ordinator	- To assist examination cell in-charge. - To maintain documentation for college administration and NAAC record.
Academic director	- To keep vigilance on all UG internal examinations conducted in all academic years. - To prepare internal examination timetables with the help of academic coordinators.





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Academic coordinators of all professional years	- To prepare schedule of termwise timetable of internal examination as per NCISM and MUHS norms. - To preserve internal assessment record (Markshits of all exams) of respective batches.
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Procedure -

Continuous Internal Evaluation:

- The Exam Cell of the College has been established and is responsible for the fair conduction of the internal exams as per the University guidelines.
- It ensures that the internal exams are conducted in a transparent and fair manner for each professional year as per the University guidelines.
- Syllabus for Internal exams is informed to students well in advance by concern departments.
- Proposed dates of internal examinations of I to Final year BAMS are planned by the Exam Cell. The notice of timetable is displayed on notice board before sufficient duration for the information to students.
- Printed answer books are provided to students, to make students familiar with the university examination. The attendance report of the students appearing for the examination is prepared.
- Students may approach the exam cell for any queries regarding the exam.
- After the assessment of answer papers of internal examination by the respective faculty, a copy of the marklist is submitted to the respective academic coordinators. Final internal assessment mark sheet is submitted in the office & one copy should be submitted to Exam cell.
- Each department discusses the paper in the class during lecture and marks are shown to each student, Results are displayed on the notice board. If any discrepancy regarding questions or marks, the issue will be sorted by exam cell.





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- Evaluation of PG, Ph.D. and fellowship student's is done as per MUHS guidelines.

M.U.H.S. university exams

Our institute is an authorized exam centre for university examinations. These exams are conducted twice in a year (Summer & Winter). For this, required infrastructure with adequate number of classrooms & CCTV surveillance facilities are fulfilled as per MUHS norms.

For these examinations, centre observer is appointed completely by MUHS. Centre in charge and Internal Vigilance Squad are appointed by MUHS, which are nominated by the Principal of college. Which are nominated by Institute. Senior and Junior supervisors are appointed at institutional level. Exam cell cooperates and assists the above team in smooth conduction of university exams.

Mechanism to deal with examination-related grievances –

Exam cell will follow guidelines of MUHS to deal with grievances related to internal examinations.

Grievances related to college examination

- Following incidences will be considered as grievances related to internal examinations.

These grievances will be solved by College examination cell.

- Asking questions out of syllabus,
- Damaging answer sheets,
- Improper mark distributions,
- Wrong marking,
- Leaving unassessed answers,
- Unfair means by student and supervisor

- **Method of registration/ filing a complaint:**

The teacher or student has to report the complaints in written form to the exam cell in-charge. The exam cell in-charge informs the other committee members. Meeting of all the members of exam cell will be conducted in seven working days.

After the discussion & grievance redressal, a report of that grievance is prepared & preserved by the exam cell. After taking all necessary action complainant is informed about his complaint redressal.





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Grievances related to university examination

- As our institute works as an exam centre for university exams, Grievance of university exams are handled by the appointed faculty members by the university & institute such as Centre in charge, Junior supervisor, Internal vigilance squad & Centre observer. All these members work as per the SOP provided by the university.
- Grievances raised by the college students regarding marks/grades (Result) of University examinations are forwarded to the university through proper channels in a transparent manner. Further instructions from university are followed by the institute.
- If students are not satisfied with marks they can apply for verification/retotalling of marks of theory, practical & oral, and /or photostate copies of answer books and/or mark slips as per guidelines of M.U.H.S.

Frequency of Meeting:

- Regular meeting is conducted once a year.
- Meetings will be conducted in case of grievance redressal as and when necessary.




Principal
P.D.E.A.S
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



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Exam Cell Committee for The Academic Year 2022-23

No.	Name of the Member	Designation	Mob. No.
1.	Dr. Patil Ragini R(Principal)	Chairman	9422300242
2.	Dr. Bobade Rajkumar B (Vice Principal)	Member	9403928005
3.	Dr. Jadhav Anjali ((Professor & HOD Prasuti & Streeroga Department))	Exam cell In-charge	9284165929
4.	Dr. Singh Satyendrakumar (Associate Professor, Rognidana & Vikriti Vigyan Department)	Exam cell Co-ordinator	8888080218
5.	Dr. Milind Mokashi (Rognidana & Vikriti Vigyan Department)	Academic director	9028688982
6.	Mrs. Dhamdhare Swati (Associate Professor Samhita Department)	Academic coordinator of 4 th Professional BAMS	9767500255
7.	Dr. Jadhav Mayura (Assistant Professor, Panchakarma Department)	Academic observer of 4 th Professional BAMS	7276866831
8.	Dr. Manore Deepali J (Associate Professor SwasthvrittaDept)	Academic coordinator of 3 rd Professional BAMS	9881650526
9.	Dr. Divyashree K. S. (Assistant Professor Samhita Department)	Academic coordinator of 2 nd professional BAMS	9518589780
10	Dr. Bhanage Manisha (Assistant Professor Rachana Sharir Department)	Academic coordinator of 1 st professional BAMS	9130099663

