



**ANNAMACHARYA COLLEGE OF PHARMACY**  
New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

Examination Branch

**MASTER OF PHARMACY**  
**GUIDELINES FOR THE CONDUCT OF THEORY & PRACTICAL EXAMINATIONS**

**1. Evaluation - Distribution and Weightage of Marks**

The performance of a student in each semester shall be evaluated subject - wise (irrespective of credits assigned), for a maximum of 100 marks for theory and 100 marks for practical, based on Internal Evaluation and End Semester Examination.

1.1. There shall be five units in each of the theory subjects. For the theory subjects 60 marks will be for the End Examination and 40 marks will be for Internal Evaluation.

1.2. Two Internal Examinations shall be conducted for 30 marks each, one in the middle of the Semester and the other immediately after the completion of instruction. Each midterm examination shall be conducted for a total duration of 120 minutes with 3 questions (without choice) each question for 10 marks. Final Internal marks for a total of 30 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other. There shall be an online examination conducted by the college for the remaining 10 marks with 20 objective questions.

1.3. The following pattern shall be followed in the End Examination:

1.3.1. Five questions shall be set from each of the five units with either/or type for 12 marks each.

1.3.2. All the questions have to be answered compulsorily.

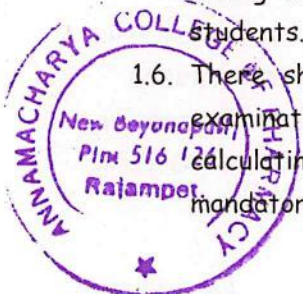
1.3.3. Each question may consist of one, two or more bits.

1.4. For practical subjects, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day-to-day performance.

The internal evaluation based on the day-to-day work-10 marks, record- 10 marks and the remaining 20 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the examiners, with a breakup mark of Procedure-10, Experimentation-25, Results-10, Viva- voce-15.

1.5. There shall be a **Seminars** for internal evaluation of 100 marks. A student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Project Review Committee consisting of Head of the Department, supervisor/mentor and two other faculty members of the department. The student has to secure a minimum of 50% of marks, to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same as and when supplementary examinations are conducted. The seminar shall be conducted anytime during the semester as per the convenience of the Project Review Committee and students. There shall be no external examination for Technical Seminar.

1.6. There shall be **Mandatory Audit courses** for zero credits. There is no external examination for audit courses. However, attendance shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 50% or more in the internal examinations.



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In case, the student fails, a re-examination shall be conducted for failed candidates for 40 marks every six months/semester satisfying the conditions mentioned in item 1 & 2 of the regulations.

- 1.7. There shall be **Comprehensive Viva-Voce** in III semester. This will test the student's learning and understanding during the course of their specialization. The Comprehensive viva-voce will be conducted by the committee consisting of Head of the Department and two faculty members related to the specialization. The Comprehensive Viva-Voce shall be evaluated for 100 marks by the committee. There are no internal marks for the Comprehensive Viva-Voce. A student shall acquire 2 credits assigned to the Comprehensive Viva-voce when he/she secures 50% or more marks for the total of 100 marks. In case, if a student fails in Comprehensive Viva-voce he/she shall reappear as and when IV semester supplementary examinations are conducted.
- 1.8. A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.
- 1.9. In case the candidate does not secure the minimum academic requirement in any of the subjects he/she has to reappear for the Semester Examination either supplementary or regular in that subject or repeat the course when next offered or do any other specified subject as may be required.
- 1.10. The laboratory records and mid semester test papers shall be preserved for a minimum of 3 years in the respective institutions as per the University norms and shall be produced to the Committees of the University as and when the same are asked for.

**2. Credit Transfer Policy**

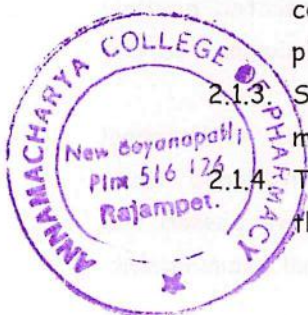
2.1. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to a maximum of 40% of the total courses being offered in a particular Programme in a semester through the Online Learning courses through SWAYAM.

2.1.1. The University shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform.

2.1.2. The online learning courses available on the SWAYAM platform will be considered for credit transfer. SWAYAM course credits are as specified in the platform

2.1.3. Student registration for the MOOCs shall be only through the institution, it is mandatory for the student to share necessary information with the institution

2.1.4. The institution shall select the courses to be permitted for credit transfer through SWAYAM. However, while selecting courses in the online platform







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institution would essentially avoid the courses offered through the curriculum in the offline mode.

- 2.1.5. The institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer in the forthcoming Semester.
- 2.1.6. The institution shall also ensure that the student has to complete the course and produce the course completion certificate as per the academic schedule given for the regular courses in that semester
- 2.1.7. The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.
- 2.1.8. The university shall ensure no overlap of SWAYAM MOOC exams with that of the university examination schedule. In case of delay in SWAYAM results, the university will re-issue the marks sheet for such students.
- 2.1.9. Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.
- 2.1.10. The institution shall submit the following to the examination section of the university:
  - List of students who have passed MOOC courses in the current semester along with the certificates of completion.
  - Undertaking form filled by the students for credit transfer.
- 2.1.11. The university shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state govt.
- 2.2. Students shall also be permitted to take online courses through other MOOC platforms like Coursera, edX etc. as per the guidelines specified in a). Only the courses with evaluation specified in percentage/grades shall be considered. If not specified in the online platform, then following credit equivalence shall be considered:
  - Courses of 8 weeks duration: 2 Credits
  - Courses of 10 weeks duration: 3 Credits
  - Courses of 12 weeks duration: 4 Credits



  
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**CREDITS FOR JOURNAL CLUB / CO-CURRICULAR ACTIVITIES**

The credits assigned for co-curricular activities shall be given by the principals of the colleges and the same shall be submitted to the University.

A Student shall earn 02 credits under the head of co-curricular activities, viz., attending Conference, Scientific Presentations and Other Scholarly Activities.

Following are the guidelines for awarding Credits for Co-curricular Activities

Name of the Activity	Maximum Credits / Activity
Participation in National Level Seminar/ Conference / Workshop / Training programs (related to the specialization of the student)	1
Participation in International Level Seminar / Conference / workshop/ Training programs held outside India (related to the specialization of the student)	2
Academic Award/Research Award from State Level/National Agencies	1
Academic Award/Research Award from International Agencies	2
Research / Review Publication in National Journals (Indexed in Scopus / Web of Science)	1
Research / Review Publication in International Journals with Editorial board outside India (Indexed in Scopus / Web of Science)	2

Note:

- Credit shall be awarded only for the first author. Certificate of attendance and participation in a Conference/Seminar is to be submitted for awarding credit.
- Certificate of attendance and participation in workshops and training programs (Internal or External) is to be submitted for awarding credit. The total duration should be at least one week.
- Participation in any activity shall be permitted only once for acquiring required credits under co-curricular activities.



  
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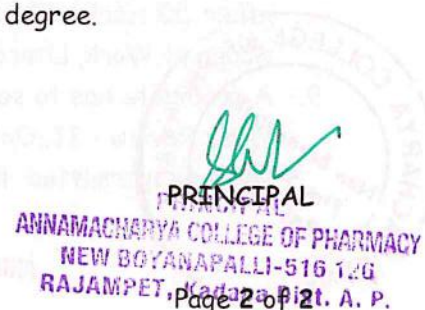
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**GUIDELINES FOR THE SUBMISSION OF PROJECT WORK**

students in Project Work Review - II shall reappear for it as and when supplementary examinations are conducted.

10. The Project Work Review - III in IV semester carries 100 internal marks. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate it for the other 50 marks. The PRC will examine the overall progress of the Project Work and decide whether or not eligible for final submission. A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Review - III. If he fails to obtain the required minimum marks, he has to reappear for Project Work Review - III after a month.
11. For the approval of PRC the candidate shall submit the draft copy of dissertation to the Head of the Department and make an oral presentation before the PRC.
12. After approval from the PRC, the students are required to submit a report showing that the plagiarism is within 30%. The dissertation report will be accepted only when the plagiarism is within 30%, which shall be submitted along with the dissertation report.
13. Research paper related to the Project Work shall be published in conference proceedings/UGC recognized journal. A copy of the published research paper shall be attached to the dissertation.
14. After successful plagiarism check and publication of research paper, three copies of the dissertation certified by the supervisor and HOD shall be submitted to the College. 11.16 The dissertation shall be adjudicated by an external examiner selected by the University. For this, the Principal of the College shall submit a panel of three examiners as submitted by the supervisor concerned and department head for each student. However, the dissertation will be adjudicated by one examiner nominated by the University.
15. If the report of the examiner is not satisfactory, the candidate shall revise and resubmit the dissertation, in the time frame as decided by the PRC. If report of the examiner is unfavorable again, the thesis shall be summarily rejected. The candidate has to reregister for the project and complete the project within the stipulated time after taking the approval from the University
16. If the report of the examiner is satisfactory, the Head of the Department shall coordinate and make arrangements for the conduct of Project Viva voce exam. 11.19 The Project Viva voce examinations shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who has adjudicated the dissertation. For Dissertation Evaluation (Viva voce) in IV Sem. there are external marks of 100 and it is evaluated by external examiner. The candidate has to secure a minimum of 50% marks in Viva voce exam.
17. If he fails to fulfill the requirements as specified, he will reappear for the Project Viva voce examination only after three months. In the reappeared examination also, if he fails to fulfill the requirements, he will not be eligible for the award of the degree.







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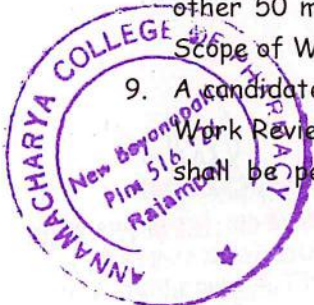
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The Project work shall be initiated at the beginning of the III Semester and the duration of the Project is of two semesters. Evaluation of Project work is for 300 marks with 200 marks for internal evaluation and 100 marks for external evaluation. Internal evaluation of the Project Work - I & Project work - II in III & IV semesters respectively shall be for 100 marks each. External evaluation of final Project work viva voce in IV semester shall be for 100 marks.

A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project Supervisor and one faculty member of the department offering the M.Pharm. programme.

1. A candidate is permitted to register for the Project Work in III Semester after satisfying the attendance requirement in all the subjects, both theory and laboratory (in I & II semesters).
2. A candidate is permitted to submit Project dissertation with the approval of PRC. The candidate has to pass all the theory, practical and other courses before submission of the Thesis.
3. Project work shall be carried out under the supervision of teacher in the parent department concerned.
4. A candidate shall be permitted to work on the project in an industry/research organization on the recommendation of the Head of the Department. In such cases, one of the teachers from the department concerned would be the internal guide and an expert from the industry/ research organization concerned shall act as co-supervisor/ external guide. It is mandatory for the candidate to make full disclosure of all data/results on which they wish to base their dissertation. They cannot claim confidentiality simply because it would come into conflict with the Industry's or R&D laboratory's own interests. A certificate from the external supervisor is to be included in the dissertation.
5. Continuous assessment of Project Work - I and Project Work - II in III & IV semesters respectively will be monitored by the PRC.
6. The candidate shall submit status report by giving seminars in three different phases (two in III semester and one in IV semester) during the project work period. These seminar reports must be approved by the PRC before submission of the Project Thesis.
7. After registration, a candidate must present in Project Work Review - I, in consultation with his Project Supervisor, the title, objective and plan of action of his Project work to the PRC for approval within four weeks from the commencement of III Semester. Only after obtaining the approval of the PRC can the student initiate the project work.
8. The Project Work Review - II in III semester carries internal marks of 100. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate the work for the other 50 marks. The Supervisor and PRC will examine the Problem Definition, Objectives, Scope of Work, Literature Survey in the same domain and progress of the Project Work.
9. A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Review - II. Only after successful completion of Project Work Review - II, candidate shall be permitted for Project Work Review - III in IV Semester. The unsuccessful



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**GRADING OF PERFORMANCES**

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

**Structure of Grading of Academic Performance**

Range in which the marks in the subject fall	Grade	Grade points Assigned
$\geq 90$	S (Superior)	10
$\geq 80 < 90$	A (Excellent)	9
$\geq 70 < 80$	B (Very Good)	8
$\geq 60 < 70$	C (Good)	7
$\geq 50 < 60$	D (Pass)	6
$< 50$	F (Fail)	0
Absent	Ab (Absent)	0

- A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- For noncredit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

**Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$SGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where,  $C_i$  is the number of credits of the  $i^{\text{th}}$  subject and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where " $S_i$ " is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits up to that semester.

- Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters S, A, B, C, D and F.



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