



Dattakala Shikshan Sanstha's

# Institute of Pharmaceutical Science & Research (For Girls)

Approved by PCI - New Delhi, DTE - Mumbai, Recognized by Govt. of Maharashtra  
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere (Raigad) and M.S.B.T.E., Mumbai  
| DTE Code: 6914 | MSBTE Code: 1891 | PCI ID: 909 | AISHE Code: C-60003 |

**Mr. Rana Suryawanshi**  
Vice – President

**Mrs. Maya Zol**  
Secretary

**Prof. Ramdas M. Zol**  
Founder – President

Date: 11/07/2024

## Examination Cell Committee

Name	Designation	Role	Contact No.
Dr. Shankar Dhobale	Professor	Exam Incharge (Degree)	9890151509
Ms. Reshma Devokate	Assistant Professor	Exam Coordinator (Degree)	7219256641
Dr. Ravi Hole	Professor	Exam Incharge (PG)	8788952441
Ms. Tai Yele	Assistant Professor	Exam Incharge (Diploma)	8483929640
Ms. Ashwini Bansode	Assistant Professor	Exam Coordinator (Diploma)	7066065941

### Functions of Examination Cell

**1. Exam Scheduling:**

- Prepare and publish the timetable for internal, mid-term, and final examinations.
- Coordinate with departments to avoid clashes and ensure smooth scheduling.

**2. Question Paper Management:**

- Collect, review, and securely store question papers from faculty.
- Print and distribute question papers confidentially.

**3. Invigilation Planning:**

- Prepare and communicate the invigilation duty list.
- Ensure proper staff deployment in examination halls.

**4. Exam Conduction:**

- Oversee the actual conduct of exams (arrangements, attendance and discipline).
- Handle malpractice cases as per institutional rules.

**5. Answer Script Handling:**

- Collect, organize, and distribute answer scripts to evaluators.
- Ensure secure storage and record-keeping.

**6. Result Processing:**

- Coordinate with evaluators to collect marks.
- Tabulate, verify, and publish results on time.
- Issue grade sheets or mark sheets.

**7. Revaluation/Rechecking:**

- Handle applications for revaluation, rechecking, or photocopy of answer scripts.
- Coordinate with faculty for re-assessment and update results accordingly.

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## 8. Maintain Examination Records:

- Store past question papers, results, and student records securely.
- Generate reports for accreditation or audits.

## 9. Coordination with University/Board:

- Send necessary reports/data to affiliated universities or boards.
- Follow up with external examiners when required.

## 10. Issuance of Certificates:

- Assist in the preparation of transcripts, provisional certificates, etc.

## 11. Grievance Redressal:

- Address students' issues related to exams, marks, and results.



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Institute of Pharmaceutical  
Science & Research (For Girls)  
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Tal. Daund, Dist. Pune-413130