Kalyani Charitable Trust's

R. G. SAPKAL INSTITUTE OF PHARMACY

D. Pharmacy | B. Pharmacy | ADMLT

Affiliated to • **MSBTE, Mumbai** : MSBTE / D-53/INSTTU CODE/2013/3976 Date: 26 June 2015
• **DBATU, Lonere:** DBATU/Affil/1607/2021/578 Date: 16 July 2021

Approved by • **Govt. of Maharashtra, Mumbai:** No. TEM-2015/(65/15)/ Taanshi-5 Date: 25 May 2015
• **Govt. of Maharashtra, Mumbai:** No. TEM-2021/Sr. No.110/ Taanshi-4 Date: 29 July 2021
• **DTE, Mumbai** No:10/AICTE/Padvika/Navin Sanstha/Manyata/2015/576 Date: 24 June 2015
• **DTE, Mumbai** No:2/NGC/Pharmacy/Approval/(13/2021)/716 Date: 13 August 2021
• **Pharmacy Council of India, New Delhi:** No:02.286/286-PCI Date: 09 Feb. 2018

Accreditation • **NBA** Accredited Diploma Pharmacy Program

SAPKAL KNOWLEDGE HUB

Dr. Ravindra G. Sapkal
Chairman & Managing Director
Kalyani Charitable Trust

DTE CODE : 5427 **PCI, New Delhi : 1087** **MSBTE, Mumbai : 1776**

Ref No.: KCT/RGSIOP/Estt/Committee-EC/2024-25/384 Date: 06/01/2025

Office Order

Objectives:-

- To ensure proper organization of examinations, tutorials and tests including online paper assessment ,moderation, and declaration of the results
- To appoint examiners, moderators and paper- setters form amongst the persons included in the panels prepared by the respective board of studies
- To undertake, exercise and experiment in examination reforms
- To carry out examination reforms by use of modern technology and update the same from time to time
- To circulate the time schedule of examination as per DBATU academic calender and dates of declaration of their result at the beginning of the term and notify the same
- To carry out any other function as may be assigned by the Governing Body.

EXAMINATION COMMITTEE 2024-25

Sr. No.	Name of Member	Designation	Designation inthe Committee
1	Dr.D.G.Phadtare	Principal, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Chairperson
2	Prof. A.D.Rasal	Associate Professor, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Faculty Representative
3	Prof. P. V. Vidhate	Assistant Professor, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Faculty Representative
4	Prof. P. L. Nikam	Assistant Professor, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Faculty Representative
5	Mr.S.S.Mahale	Office Superintendent , KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Non-Teaching Representative

Ref No.: KCT/RGSIOP/Estt/Committee-EC/2024-25/97 Date: 22/07/2024

Office Order

Objectives:-

- To ensure proper organization of examinations, tutorials and tests including moderation, tabulation and declaration of the results
- To appoint examiners, moderators and paper- setters form amongst the persons included in the panels prepared by the respective board of studies
- To undertake, exercise and experiment in examination reforms
- To carry out examination reforms by use of modern technology and update the same from time to time
- To prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same
- To carry out any other function as may be assigned by the Governing Body.

EXAMINATION COMMITTEE 2024-25

Sr. No	Name	Present Designation	Designation
1	Dr. D. G. Phadtare	Principal, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Chairman
2	Mr. M. M. Borade	Lecturer, KCT'S R. G. Sapkal Institute of Pharmacy,Anjaneri- Wadholi, Nashik	Controller
3	Ms. M.M.Rokade	HOD, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Faculty representative
4	Ms. P.M.Kasar	Lecturer, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Faculty representative
5	Ms. P. M. Khandagale	Lecturer, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Evaluation expert
6	Mr. S. S. Mahale	Office Superintendent, KCT'S R. G. Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Nashik	Office Superintendent

Roles and Responsibility:-

- The exam cell is looking after all affairs of external (MSBTE examination) as well as Internal examinations.
- Evolve mechanisms to address student's grievances and display relevant details thereof.
- Preserve full confidentiality at one side to maintain standard & significance of assessment & on other hand maintain full transparency about activities of examination by informing to staff & students.
- Maintain regular contact (telephonically or by checking website) with external examining bodies (MSBTE) so that not to miss any change in schedule, regulations etc.
- Maintain all relevant records in systematic manner which can be inspected by internally & external committees as well as which can be converted into quantitative form as per NBA requirement. Preserve all relevant soft data in computer.
- Forward detailed report of result analysis to the principal after declaration of result. Forward information of major accomplishments (MSBTE ranking, distinctions etc.) to the cell for public relations & publicity for wider media coverage.
- Prepare list of students failed in first year as well YD student's qualified first year & added into second year. This data is required to be filled before commencement of admission process of second year.
- Prepare & forward list of stationary requirement for examination section for approval.
- Forward activity plan of next academic session for incorporation into academic planner.
- Exercise such other powers and perform such other duties as may be prescribed or assigned to him / her, from time to time, by the Head of the Institution.

R.G. SAPKAL INSTITUTE OF PHARMACY Anjaneri Wadholi, Nasnik 422 213

Principal
Dr. D. G. Phadtare
Principal
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