



BENGAL SCHOOL OF TECHNOLOGY

Approved by Pharmacy Council of India, New Delhi

Affiliated to: Maulana Abul Kalam Azad University of Technology (MAKAUT) (Formerly known as West Bengal University of Technology) & West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD)

Accredited by NAAC with "A" Grade, Accredited by NBA for B. Pharm

Sugandha, Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly-712 102, West Bengal

Estd: 2006

BST Examination Committee

Date: 17.01.2025

An Institutional level Examination Committee is constituted with the following members:

Serial No.	Name	Designation	Status
1	Dr. P. Suresh	Principal	Chairman
2	Dr. Dharmajit Pattanayak	Associate Professor	OIC
3	Dr. Sudip Kar	Associate Professor	Member
4	Dr. Sasmita Dash	Associate Professor	Member
5	Dr. Saumya Das	Associate Professor	Member Secretary

The BST Examination Committee is a statutory committee monitoring all the examination related activities of the Institution through the examination cell. The committee meets twice in a semester or more as per the exigencies.

Roles and Responsibilities:

- The committee prepares the academic calendar which includes date of commencement of classes, date of continuous assessments in theory and practical, dates of uploading of marks in the University portal, etc.
- Issue guidelines and monitors the pattern of question paper for continuous assessment examinations with a focus on Bloom's Taxonomy
- Prepares the plan for arranging examination logistics
- Tag the faculty member(s) for each subject for uploading of marks in the portal
- Conduct of examination system under CCTV surveillance
- Prepare guidelines for the smooth planning of practice school
- Prepare guidelines for structure of the project work report, for UG and for the thesis work of PG programmes
- Monitors CO & PO mapping and other examination documentation
- Regular monitoring of University examination system and keep the institution updated about the current requirements/Notices/Guidelines/Instructions issued by the University from time to time and comply the same successfully.
- Monitor the Digital Evaluation system of the University by the tagged faculty
- Monitor the process of Registration of the UG and PG students under the affiliating University and follow-up of the same.
- Monitor the process of Enrolment of the UG and PG students under the affiliating University and follow-up of the same
- Monitor the process of Examination form fill-up for UG and PG for submission to the University.
- Monitor the process of Registration, Enrolment, Examination Form Fill-up in respect of D. Pharm students under the purview of State Council (WBSCTEVE&SD).
- Conduct the Theory examination for the odd and even semester of MAKAUT at the college center under CCTV surveillance and make it accessible by the University authorities, as per notification issued by the examining authorities.
- Receive the marksheets and certificates of the candidates for the examination held by MAKAUT from the examination authorities of MAKAUT for distribution to the students.
- Monitor the process of Digital Evaluation of University manuscripts by tagged faculty for timely completion of digital evaluation.
- Prepare result analysis and present the same in graphical representation for a quick review.



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- Issue notification for commencement of examination and setting of question paper for the continuous examination of Theory and Practical by the faculty.
- Plan for making proper siting arrangements in accordance to the norms in the examination hall(s).
- Prepare guidelines and format for submission of lesson plan by the faculty
- Any other examination related activities as may be assigned by the authorities.