

Examination policy

The motive of the examination policy of the college is to make sure that the process of examination is transparent and organized. To implement the examination policy all the teaching faculty and non teaching staff are involved. The college conducts university exams as well as its own internal mid semester exams (MSTs).

Policy (For Internal Exam)

- The principal is the chief coordinator of examination along with one registrar examination who is responsible for conducting all kinds of MST's in the college.
- Two internal examinations are taken in each semester.
- Duties are assigned to assist the Registrar to conduct examinations.
- Question papers are framed by the respective departments and submitted to the registrar examination in time.
- The duty chart is framed and circulated 7 days before the examination.
- One superintendent along with one deputy superintendent is deputed for each sub examination Centre.
- One invigilator for 40 students is deputed.
- Seating plans of students are prepared and are properly displayed on examination notice boards and on College website too.
- Any kind of malpractices in the examination is totally restricted.
- Grievances if any regarding examinations are addressed by the examination grievances committee.

- The question papers are discussed in class rooms by the concerned teachers and all doubts related to exams are cleared.
- Special tests are conducted for the students who could not take their tests either due to some personal reason or participation in College activities.

Policy (For External Exam)

- The College conducts University exams as per the instruction/guidelines of its parent University under the college Principal as Chief Controller examination.
- The duties of superintendents are assigned by the University and the invigilators and other supporting staff is deputed by the College.
- The College follows all guidelines and instructions strictly issued by the University time to time.
- The College also contributes in the University examination as an evaluation center itself in case of such duties is assigned by the University.



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