

EXAMINATION COMMITTEE 2021-22

The Examination Committee is functioning since the College came into existence in the Academic Year 2001-2002. It is constituted with one Senior Superintendent, one Examination in-charge (Assistant Superintendent) and members.

Functions of Examination Cell

- To prepare an Annual Examination calendar for Academic year according to university guidelines
- Plans the Seating arrangement for the Examination.
- Notifies the student and staff about the examination dates and time schedule.
- Takes necessary steps for distribution of answer sheets and confidentiality of question papers.
- Maintains all records pertaining to examination.
- Prepares consolidated marks register along with University and Principal copy.
- Address the grievances of students related to Examination issues. Grievances Addressal during this year 2021-22 44 Grievances received and solved to the satisfaction of students. The Evaluation System
- The Examination Cell asks all the departments to submit the completed internal awards sheets for each subject for PG (Semester system) and practical marks for UG (yearly).
- A minimum of 75% of attendance in a semester/Year is mandatory for eligibility to take the Semester End and Yearly examination.
- Students having less than 75% attendance in a semester are not permitted to appear in the Semester-End examination.
- If a student has 60 % to 75% attendance he/she may be permitted to write the examination at the discretion of the Principal, under the following conditions a) Their prolonged absence is due to illness or other exigencies of life and they have been regular to classes other times. b) In all previous semester, student's average attendance should be 75% or more.
- Back paper examination will be conducted once in a year according to University schedule.
- All Question papers are prepared by the Subject expert nominated by the university. Note- For every 20 students two invigilators are allowed according to university guidelines. One helping invigilator allowed for every 80 students.