

IQAC GOVT. DEGREE COLLEGE MENDHAR

Mechanism of Examination: Policy Document

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Objective

This document, a collaborative effort by the Examination Committee, Administration and Internal Quality Assurance Cell (IQAC), outlines a comprehensive, transparent and robust mechanism for conducting internal and external examinations, including a time-bound grievance redressal procedure. The postulates of the policy document are as under:

- 1. Procedure for Internal Assessments /Mid-Term Examination**
- 2. Procedure for External Examination (Regular/PVT)**
- 3. Procedure for Redressal of Examination-related grievances**

1. Procedure for Internal Assessments /Mid-Term Examination

The college shall adopt the centralized mechanism for the conduct of Internal Assessments /Mid-Term Examination so that schedule of internal examination remains crystal clear and well known to every student. This will help the students and staff in better planning of the academics. Main features of centralized examination are as under:

a) Preparation of Centralized Date Sheet

The tentative time schedule for conduct of internal assessment shall be notified/published at the beginning of every academic session. As per scheduled time the College Examination Committee shall prepare and publish the **centralized date sheet** for the conduct of all courses internal/mid-semester test for even as well as odd semester separately in consultation with the overall in-charge (Principal). The date sheet prepared by the committee shall be circulated among all the groups of college for spreading the information to the students in general and faculty in particular.

b) Setting up and Random Selection of Question Papers

The college examination committee shall establish a control room for the conduct of examination. The convener of examination shall collect minimum 3 sets of question papers from all the departments for each course and shall keep the same under personal lock and key till the completion of examination, and one question paper out of three will be randomly selected for each examination and the same shall be reproduced as per the requirement.

c) Allotment of Centers and Appointment of Supervisory Staff

Depending upon the seating capacity student shall be allotted centers indicating their Roll. Nos and Room Nos. The overall in-charge/Principal shall appoint the centre-wise supervisory staff in consultation with the Examination Committee. The appointment of supervisory and ministerial staff (from teaching and non-teaching staff of the college) shall be made on the roster basis for the smooth conduct of examination. The staff appointed shall be in accordance with the university guidelines to ensure the transparency and fairness in the examination.

d) Display of Seating Arrangement:

The seating arrangements shall be prepared by the Assistant Superintendents as per the direction of Superintendents of the hall and display it on the notice board outside the respective examination halls, just half and before the commencement of examination. The seating arrangement shall be prepared in duplicate by the Assistant superintendent for every examination day and shall not be same for every day.

e) Supply of examination stationery and question papers.

Printed question papers shall be provided to the staff on duty before the commencement of the examination by the examination committee. The answer sheets shall be printed with S.No and shall be supplied after maintaining the due record of supply and receipt. They shall be supplied on daily basis depending upon the strength of students in each center.

f) Evaluation of Internal Assessment

The Head of the Department of every subject will be designated as the head examiner for all courses and he will appoint the examiner out of the departmental faculty for the evaluation of the particular course. The Head of the department will re-evaluate ten percent of the answer books of each course and allow the faculty to display the award roll on notice board.

2. Procedure for External Examination (Regular/PVT)

Schedule of external examination, publication of date sheet and allotment of center, supply of answer sheets and question papers is all made at the level of University. However, the appointment of staff and conduct of examination shall remain in the hands of institution. The college shall ensure the sanctity of examination in following manner:

a) Communication of Examination Related Schedule

- College shall display and circulate the external examination schedule including the date of filling up of examination form and date sheet among the students as notified by the university.

b) Appointment of supervisory staff and their duties.

- The college administration shall appoint the supervisory staff from teaching and non-teaching staff as per the instruction of the controller of examination for the

conduct of examination and shall communicate the same to Controller of Examination University of Jammu well before the commencement of examination.

- College shall ensure that no member of staff shall be appointed in a center in which his close blood relation is the examinee.
- Superintendent and assistant superintendent shall issue the duty slip to each supervisor depending upon the strength on the day and date of examination.
- The assistant superintendent shall prepare and display the seating plan before the commencement of each examination after randomization of university roll nos.

c) Ensuring the Sanctity

- The Superintendent shall adopt a foolproof system for frisking of students before entering in the examination hall to rule out and discourage the candidates from bringing the copying materials/ and other electronic gadgets in the examination hall. The college administration shall communicate the rules and regulations for the conduct of examination, including guidelines related to permitted items etc to the examinees. These rules and regulations of the university shall be displayed/circulated in many common places/location in the college campus.
- The superintendent of the hall shall assign the specific rows to the supervisory staff for proper monitoring of the examinees during the examination and he/she will be responsible for smooth conduct of examination.
- The staff appointed in the examination shall be on the rotation basis and fully responsible for any lapse/ unfair means or any other irregularity observed in the examination.
- The overall in-charge shall visit the examination centers every day and observe the discrepancy if any and take action for making the system more efficient and transparent.
- In order to avoid the involvement of any outsider and dealing with any miscreant the college shall ensure the deployment of police personals on the day of examination.
- Examination schedule shall also be communicated to the post office with a request to ensure the deployment of staff for receiving the sealed answer scripts envelop on the due date and time.
- The superintendent shall dispatch the answer Books through speed post to either Controller of Examination or Nodal evaluation center through the postal service in the presence of all the staff engaged in the examination on the same day.

3. Procedure for Redressal of Examination-related grievances

a) Internal Examination

Display of Award Rolls and absentees

A notice shall be given to the absentees for proving their ground of absenteeism.

For ensuring the transparency the evaluated award will be displayed on the departmental notice board so that students can see their awards. The student who will not be satisfied with the evaluated awards shall approach the HOD for redressal. The HOD will himself reevaluate the evaluated answer book and then show it to the students for clarification. If the students shall not get satisfied, he/she may take his/her grievance to the head of the institution.

Retest/improvement test

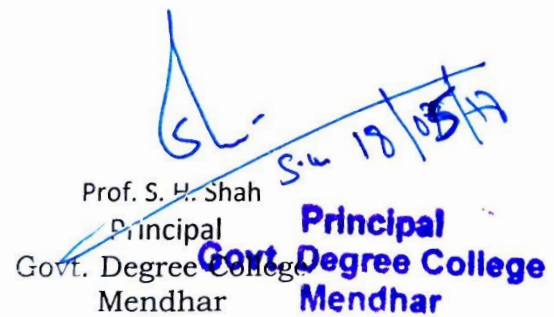
If the student so desires, he/she may be given a chance for improvement also. Similarly, the absentees shall also be given a chance for reappearing on genuine grounds.

b) External Examination

After the declaration of result if any grievance is received from the student for rectification in the awards, it shall be taken in written from the examinee and shall be communicated to the university by the Head of Institution along with the supporting document taken from the concerned committee/ department.



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