

EXAMINATION POLICY
Govt. Degree College (Men) Srikakulam

Introduction

Govt. Degree College (Men), Srikakulam is an affiliated College of the DR. BR Ambedkar University Srikakulam and is governed in principle by the acts and ordinances of the affiliating University for conduct of its examinations. The College offers different Undergraduate and Post Graduate degrees and courses as per the curriculum approved by APSCHE. The College also follows a semester system of examination as per the academic calendar prescribed by APSCHE. These examinations are conducted and managed by the College through a well-defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 25% weightage to Continuous Internal Evaluation and 75% weightage to External Evaluation based on End Semester examinations conducted by DR.BRAU. The College is committed to ensuring that the process of management and administration of the examination is effective and efficient.

This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the institution. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation.

The examination policy will be reviewed every year by a committee formed by the principal for the purpose and any changes as and when felt necessary will be incorporated after due consultation with all the stakeholders.

The purpose of this examination policy is:

- To ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
- To have a robust and streamlined mechanism of Continuous Internal Assessment. To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
- To have a transparent and effective mechanism to address any examination related grievances of the students.

Examination responsibilities

PRINCIPAL:

- Has overall responsibility for the college as an examination center.
- Has authority to decide on any incidence of malpractice as and when reported. Has authority to advise and settle any grievance related to examinations.

EXAMINATION COMMITTEES:

Central Examination Committee

There is a single central examination committee for the conduct of UG examinations. The committee is constituted by the IQAC of the College from among the permanent teaching faculty of the College. The composition and tenure of the committee is decided by the IQAC. The Committee is headed by the Examination In-charge and:

- a) Oversees the implementation of end semester examination calendar.
- b) Prepares guidelines and time-lines for effective and uniform conduct of the Continuous Internal Evaluation process.
- c) Communicates regularly with staff and students concerning imminent deadlines and events.
- d) Communicates through the Principal with the affiliating University in all matter relating to examinations. Receives, checks and stores and securely transports all examination related material as per guidelines.
- e) Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

HEADS OF DEPARTMENTS:

- a) Implementation of the institutional policy for continuous internal assessment.
- b) Maintaining necessary attendance and performance records of students for continuous internal evaluation.
- c) Providing instructions to departmental faculty for setting and moderation of question papers for continuous internal evaluation.
- d) Compilation of internal Evaluation marks at the end of each semester.
- e) Effective distribution of evaluation related duties among departmental faculty.

INVIGILATORS

- Collection of Question Papers, Answer Scripts, Attendance Sheets etc. from the examination office before the start of every exam on their date and time of duty.
- Ensuring correct distribution of Question Papers and Answer Scripts(as per instructions), proper entry of student details into the Attendance sheets, entry of Invigilators signature on every Answer Script after verification of student details, distribution of Extra Answer sheets, collection of Completed Answer Scripts, segregation of Collected Answer Scripts paper wise and Arrangement of all Answer Scripts according to Roll Number and their return to the exams office.
- Ensuring proper conduct of the examination in the Halls and strict implementation of the University and institutional rules and regulations for conduct of examinations.

OFFICE STAFF

- Providing necessary support for effective implementation of the examination policy.
- Undertaking steps for proper maintenance of records and other responsibilities as and when assigned by the examination committee or the Principal.

Modes / Methods of Evaluation

The Evaluation for each semester is composed of **internal and external** components. The Internal Component is handled by the Examination Committee in the form of a two mid semester sessional test and by departments in the form of Internal tests, assignments, seminars, fieldwork etc. The external Evaluation is based on the end semester examination conducted by DR.BRAU..

EXTERNAL COMPONENT : End Semester Examinations

The end semester external examination is conducted as per the schedule prescribed by the affiliating University.

As and when the schedule of the examination is published, the examination committee of the College makes all necessary arrangements for conducting the examinations as per the prescribed schedule.

Evaluation and scrutiny of the answer scripts is managed by DR.BRAU with the involvement of teachers from different affiliated and private colleges.

The schedule of the End semester practical/theory examinations conducted by DR.BRAU is tentatively from middle of 4th month till the middle of 5th month.

Students are usually given one week preparation holidays before the commencement of the End Semester Examination.

Examination Rules

The following are the rules and regulations adhered to by the College for the smooth conduct of the examinations:

1. Candidates are to bring their Examination Admit Card and College Identity card to be allowed to appear for any examination.
2. Candidates are to keep all their belongings outside the examination hall or in designated spaces. Invigilators are not responsible for the loss of any belongings of the candidates.
3. ~~Candidates are to carry with them only what is permitted as per the~~ requirement of the examination.
4. Candidates are not permitted to keep any electronic devices on their person during examinations. Electronic devices include (but are not limited to) mobile telephones, music players and smart watches.
5. Candidates are not to bring any food and drink into the examination venue, with the exception of water in a transparent bottle.
6. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations.

7. Absolute silence should be maintained in the examination hall.
8. Candidate are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances.
9. Sharing of examination paraphernalia inside the examination hall is strictly prohibited.
10. At the start of their examination, candidates are provided with the necessary materials on which to answer the examination questions. Candidates are required to answer their examination in accordance with the instructions on the front of the examination paper, and in accordance with any instructions announced by the Invigilator.
11. Tearing out pages or parts of answer books provided for the examination is a punishable offence.
12. No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on the same.
13. Any verbal or nonverbal communication with other candidates inside the examination hall will be treated as a punishable malpractice.
14. Candidates found guilty of using unfair means in the examination hall will be reported to the University which may result in the student being barred for a period of 3 years from appearing in examinations in the future, be suspended or be expelled from the University.
15. Any candidate requiring assistance during the examination are to raise their arm and wait for an invigilator to attend to them.
16. Candidates are to sign the attendance sheet during every examination. 17. Candidates can leave the examination hall only during the last 30 minutes of the examination time.
17. Candidates are not allowed to leave their desk without permission from the invigilator.
18. Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge.
19. Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.
20. Candidates with vision impairment are allowed to either bring their own scribes or allotted a scribe by the Principal as per the rules of the University.
21. Candidates who are unable to appear for the internal Evaluations due to genuine reasons are given alternative arrangement by the concerned department after verification of the facts.
22. Minimum percentage of attendance required for eligibility to appear for the End Semester University examination is as per the acts and ordinances prescribed by NEHU. For internal Evaluation, the decision of the Department in consultation with the Principal of the College will be final.

Publication of Marks

End Semester Examinations

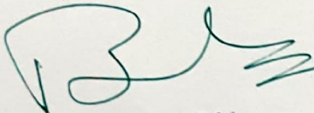
The declaration of Results and publication of Marksheets of the end semester examinations is done by the university after evaluation and scrutiny of the answer scripts.

Grievances for End Semester Examinations

For grievances related to the external DR.BRAU examinations, the grievance redressal policy as mandated by DR.BRAU is followed.

Sincerely,

Principal


PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM.

