

Examination Policy

Objectives:-

- To make sure the planning and organization of exams is well organized.
- To safeguard the quality of examination procedures.
- To ensure honesty and fairness during examinations.
- To assist in promoting and maintaining discipline in the institute.

Responsibilities:-

- To carry out examinations, declare results in the stipulated time to the students.
- Keeping record of each and every issues related to the examinations.

Policy:-

- The Principal is the co-ordinator of the examination. The co-ordinator appoints two senior faculty as Dean Examination and two senior members as co- Deans.
- The duties assigned with regard to the conduct of examination are mandatory for all staff members.
- The Examination Committee continues to maintain the processes to support the timely entry of the students for their exams and frames semester –wise examination date sheet as well as assessment deadlines.
- The Question papers will be sent to the respective Head of the Departments at least 20 days prior to the examination.
- The circular of examination guidelines for staff will be circulated before a week of the commencement of examination.
- For each session one superintendent and deputy superintendent will be deputed and they have to report 45 minutes before the examination time.
- The Invigilators will report 30 minutes before the examination and each invigilator will be assigned for 30 students.
- Seating arrangements will be displayed on the notice board and roll numbers are also written on the student seats.
- CCTV surveillance shall be done and data will be preserved for one month.
- Malpractices and violation of the rule shall not be tolerated and disciplinary action will be taken.
- The Co-Deans will hand over the unfair mean cases immediately to the Deans of Examination for disciplinary action.
- Result of students shall be sent to parents as hardcopy and soft copy.
- Special Test [i.e Retest] will be conducted for the students who are unable to give the exam due to genuine reason, and the students who have to give Retest must fill the form with all details with nominal fees.

