

Govt. Auto. Girls P.G. College of Excellence, Sagar (M.P.)

शासकीय स्वशासी कन्या स्नातकोत्तर उत्कृष्टता महाविद्यालय, सागर (म.प्र.)



EXAMINATION POLICY

परीक्षा नीति

This college was given autonomous status by the
University Grants Commission in 2003

Objective

The objective of the formulation of examination policy is to conduct the university examination in an effective manner and implement the necessary reforms from time to time by the exam cell of autonomous department.

Salient features of the examination policy

The principal plays the role of Chief Controller of Examinations for the smooth conduct of examination and examination related activities of the college. The principal selects the Controller of Examination and Assistant Controllers of Examination.

The following examination related functions are carried out in the Examination cell with the help of the Controller of Examination and Assistant Controllers of Examination along with the other staff:

- Organizing the meetings of the Finance Committee, Academic Council and Executive Council (Under autonomous scheme, as per the guidelines of UGC)
- Framing of question papers.
- Moderation of question papers is done by the senior professors of outside the college).
- Conducting of examination.
- Evaluation of answer books.
- Preparation of the examination results.
- Re-evaluation/retotaling of answer sheets.
- There is no provision for re-evaluation/retotaling for internal assessment/continuous evaluation examinations.
- Resolution of UFM related cases.
- Execution of financial provisions related to examination.
- Audit of the income and expenditure details of the amount received from the examination fee.
- Examinations are conducted by senior professors of various faculties of Arts/Science/Commerce/Home Science) for undergraduate and postgraduate examinations.

Centre Superintendent - Principal (All Shifts)

Examination Superintendent - 01 (Per Shift)

Assistant Superintendent - 1 (Per 250 Students)

Support Staff - As required

- The Result Committee is constituted to declare the examination results.

- Grievance Redressal Committee is formed for redressal of examination related grievances
- UFM Committee is also formed which reviews the cases related to UFM.
- In case the students are dissatisfied with the examination results, as per rules, the students are given the photocopies of answer sheets.

Declaration of Examination Result

After evaluation of answer sheets, the result is prepared by the Controller of Examination and Assistant Controllers of Examination on the basis of the marks scored by the students. The responsibility of declaring the results lies with the college.

The college is affiliated to Maharaja Chhatrasal Bundelkhand University, Chhatarpur. Therefore, the result of the examination (TR & Mark Sheets) is countersigned by the Registrar of the University.

The Bachelor's and Master's degrees are awarded by the University.

Gracing Policy

After proper examination of examination results, the students can be given maximum 3 grace points in two subjects at graduation level.

Practical Examination

If a student is not able to appear for the main practical examination (in specific circumstances) the student is allowed to give re-examination by charging extra fees to take the practical examination.

Practical Examination (for each prescribed subject) is for 100 marks.

Provision for students with special abilities/differently abled students

- The Visually impaired/low vision/physically challenged are given facilities like provision for extra time/writer/special room after submission of proper certificate.

Examination Process

- Undergraduate and postgraduate traditional courses along with BBA, BCA, B.Lib and M.Lib classes are conducted in the college. The courses taught are fully approved by the Central Board of Study, Bhopal. They are also passed by the Board of Studies of the College, Academic Committee and then by the Executive Council of the college.
- All undergraduate classes are run under the New Education Policy 2020 (NEP 2020) under which the undergraduate course is of three/four years.

- Post Graduate courses are of 2 years. They consists of four semesters. Two semester examinations are conducted in the months of December and June every year.
- Undergraduate Classes are conducted with one Major, one Minor, one Elective and one Vocational Subject based on New Education Policy.
- In the annual system, the session is planned for 180 days, the implementation of which is ensured as per the instructions of the government.
- More than 75% attendance is compulsory in classroom for a student. There is no eligibility to appear in the examination if the attendance is low.
- It is mandatory for all students to enroll in the university along with admission. The examination result of the student is not declared without enrollment.
- The question papers in graduation examinations are formed on the basis of the 70+30 marks pattern. This means annual examination of 70 marks and internal assessment of 30 marks. The students have to give four internal evaluations (each of 10 marks) and the total of best of three (30 marks) are taken for the examination results.
- The student has to earn at least 20 credits out of 40 in the graduation examination. Only then she will be eligible for promotion to the next class. A student needs minimum 35 marks to pass in a subject. In case she scores less than this, she will fail in that subject and she will get two chances to take the examination of this subject. Only if the student passes in all the subjects, she is eligible for admission in the next class.
- Information about the selected mode for the internal assessment test is communicated on time.
- In postgraduate classes, it is mandatory to give a continuous and comprehensive evaluation (one) under the semester system. The division of marks is 40+10, 40 marks for theory exam and 10 marks for CCE.
- The practical examinations are also scheduled according to the time table.
- If the student fails in two subjects in the semester examination, she is eligible for ATKT (Allow to Keep Term) and will be eligible for admission in the next semester. If she gets ATKT in more than two subjects, then she is declared as failed.
- ATKT exam is not conducted separately. The ATKT of first/third semester has to be given along with the main examination of the first/.third semester and the ATKT of second/fourth semester has to be given along with the main examination of the second/fourth semester.

- In case the students miss their internal assessment/CCE or semester examination due to their representation in special activities of the college like NCC/NSS/Youth Festival and sports, their special examination is conducted with ATKT/Annual Supplementary examination. No separate examination is conducted but special examination is written in place of ATKT/Supplementary in the mark list.
- The marks of the answer sheets evaluated by the examiners are final. The students are given the opportunity to see the answer sheets only under the special provision of Right to Information.
- After the declaration of the results, Re-evaluation at graduation level and retotaling of answer sheets of semester examination can be done. The student should apply within 15 days of the date mentioned in the mark sheet.
- It is mandatory to deposit the examination fee before the examination within the stipulated period.
- The entire time table related to the examination is according to the academic calendar of the department Higher Education, Govt. of Madhya Pradesh.
- Information related to the examination is pasted in the college notice board along with the notice board of the Autonomous Cell as well as on college website.
- Information related to the Time Table is updated on the college website also from time to time.
- All the rules are strictly followed in the examination hall. Bringing mobile phones in the examination hall is strictly prohibited.
- Examination fee is taken by MP Online (Joint Venture of TCS and Govt. of M.P.). Every financial work is done in a cashless mode.
- After fee submission the students gets admit card along with fee receipt. And her attestation form comes on college portal on which students sign on each date of examination.
- All instructions are printed in the admit card. The given instructions are strictly followed.

We always wish a bright future for our students.