

Pt. Mohan Lal S.D. College for Women Gurdaspur

EXAMINATION & EVALUATION POLICY



Principal

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Principal
Pt. Mohan Lal S.D. College
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Examination & Evaluation Policy

An Examination Committee, comprising of the Registrar and other teaching and non-teaching staff as members is constituted to handle the issues regarding examination and evaluation. The Examination committee ensures that examinations are conducted on time and also prepares a schedule of examinations and declares the results.

Objective

- To conduct the pre semester examinations as per university pattern to familiarize and prepare students for final semester examinations.
- The Committee assumes responsibility for quality assurance of examinations, maintenance of standards, and ensuring the integrity of the examination process.

Policy:

- The Examination Committee to recommend examination reforms and implement them.
- Examination Committee to establish procedures and instructions for setting of question papers and evaluating the results.
- To instructs class incharges to ensure that the students are aware of the internal assessment evaluation.
- To informs students about the curriculum and the marks scheme designed by the university.
- To prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- The Date sheet of the pre-semester to be displayed on every notice board.

- Students' leave applications on medical grounds and other emergencies will be given due attention.
- Committee to ensure that CCTVs are functioning properly in each room.
- A table marking system for evaluating students' answer-books to be strengthened.
- Each department to prepare a compiled result record and submit the same to the Examination committee.
- The students to use a suggestion box regarding internal examination mechanism.
- To conduct Parent-teacher meeting to familiarise the parents with the academic performance of their wards.