

OBJECTIVES

- To conduct Examination and Assessment related all work as per university notifications and ordinance.
- Arrangement for speedy evaluation and scrutiny of answer scripts of internal examination to help the college publish result in time.
- Measure the achievement and performance levels of the students, the criteria for success and evaluation of final results at the conclusion of each semester.
- Determine both objectively and professionally whether a student satisfies the requirements set by the Examination and Assessment Committee with reference to the knowledge, understanding and skills required to earned a degree.

GOALS

- Help the College maintain a good academic ambience during examinations.
- To ensure honesty and fairness during examinations.
- To recognize personal educational needs and to select and utilize appropriate learning resources.

VISION

To maintain transparency in examination and student related information to avoid any harassment to the students.

MISSION

Collective effort to achieve objectives and goals.

FUNCTIONS

- At the start of session, collection of the data of admitted students in all the classes for current academic session.
- Distribution of the students in their respective batches. Preparation of exam schedule as per the academic calendar of RTMNU after the discussion with academic monitoring committee.
- Display of exam schedule on notice boards for students and faculty.
- Check of Inventory control of the various items required (like main answer sheet and stationary) for the academic session.
- Display of exam notices followed by time table well before commencement of exam, notice for concerned faculty members for submission of question paper in given prescribed format, well in advance before commencement of examination.
- Setting of question papers by examiners in the examination section and maintaining confidentiality of it.
- Submission of question papers to Moderator for moderation of all the subjects where pattern, marking scheme, quality and out of syllabus questions are checked and necessary correction in question papers are suggested.
- Seating charts with due care are prepared and displayed on notice board one day before exam.
- Appointment of invigilators considering various factors like number of students in exam hall. On the day of examination, invigilators are required to collect the necessary things like question papers, answers sheets, roll list and other required material for smooth conduct. All the concerned teachers are required to collect the

answer sheets from exam section and evaluate and submit within time as per exam section notification.

- Evaluated answer sheets are supposed to be shown by teachers to concerned students for their information and any grievances with respect to evaluation before submission to exam section.
- Submission of the evaluated answer sheets to exam section and entry of marks in exam record. Solving grievances, if any, with respect to examination work. Maintenance of all records related to examination.
- Submission of internal marks to the university after due scrutiny of the answer sheets and marks entered in exam record. Ensures the uploading of internal marks in the university web portal before the commencement of end exams.
- Result analysis and preparation of annual report.

Roles and Responsibilities of exam Incharge

- The Exam incharge shall put up notice inviting students to have the exam.
- The Exam incharge shall prepare relevant time tables, duty charts internal exam.
- The Exam incharge shall make the Block and Seating Arrangement and display them on the concerned Notice Board for students and staff.
- Display an overall Supervision Duty List on the Staff Notice
- Result analysis and preparation of annual report.

Roles and Responsibilities of Moderator

- Moderate all questions of the internal examination paper, paying particular attention to clarity and mechanics of language and spellings.
- Ensure that there is a balance between the time allocated for the paper, the complexity or level of difficulty of the questions and marks allocated.
- Ensure error free standard question papers at internal examinations.

Roles and Responsibilities of Squad

- The Squad shall monitor all aspects of the conduct of examinations.
- Ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehavior.
- The Squad Member shall prepare a detailed report of malpractice or misbehavior in exam hall separately and shall handover to exam section for further course of action.

Guidelines For Internal Paper Setting

- a) Question papers setting should be done by subject expert in the examination section three days before the commencement of internal examination and should maintain its confidentiality.
- b) Two different sets of question papers should be prepared by subject experts for concern subject.
- c) Subject expert should cover uniform representation of questions from all the topics of the syllabus.
- d) Question papers should be submitted to Moderator for moderation of all the subjects where pattern, marking scheme, quality and out of syllabus questions are checked and necessary correction in question papers are suggested.
- e) Moderated question paper will be handed over to the examination section by subject expert three days before the commencement of exam.
- f) After validation, required copies of question paper shall be printed and arranged for distribution to the examination halls.
- g) After ensuring error free standard question papers, given to the students at internal examination.
- h) Similar pattern to be followed for non university subjects.

Guidelines for Invigilators

- a) The examination section prepares the duty chart of invigilators and circulate among all staff for their information
- b) Invigilator will collect blank answer sheets, question paper and required stationary items 30 minutes before the scheduled time of the Exam.
- c) The invigilator will allow students to the exam hall 15 minutes before the scheduled time of the Exam.
- d) The invigilators distribute the blank answer sheets to the students. Question paper will be distributed by invigilator 5 minutes before the scheduled time.
- e) After the completion of the exam, invigilator will collect the written answer sheets from the students and submit the same and the unused answer sheets along with signed attendance sheets and marked absentees to the exam section.
- f) Exam section confirm return answer sheets and required material and makes ready the answer sheets subject bundles, question papers and handover to the subject expert for valuation.

Guidelines for Exam Form Filling

- a) Student will be notified for exam form filling soon the university has release notification of it or within week after result declaration.
- b) Student should fill online exam form (regular and Ex-students) on university website.
- c) Student should enter correct programme code, enrollment number, subjects and essential details in exam form carefully.
- d) For filling of exam form, student will require adhar card and all marksheets of previous semester. Same to be attached with hardcopy while submitting to college.
- e) Hard copy of filled exam form should be submitted to concern person of college and will be submitted to university by college.
- f) Exam form should be submitted before due date. In case of filling exam form after due date, fine will be charged as per university ordinance.
- g) Examination fee once paid shall neither be adjusted with any other Exams nor refunded.
- h) Once all the examination form are filled, payment of the same will be paid to university through RTGS.
- i) Acknowledgement receipt received from university is kept in college for future reference.

Guidelines for Internal Submission Process

- a) Subject expert should evaluate answer sheets unbiasedly.
- b) Valuated answer sheets along with attendance sheet should be submitted to the examination section by subject expert seven days after the completion of examination for speedy evaluation.
- c) This speedy evaluation of papers and publication of results (show mean) helps the students in their further progression to studies and also helps those students to spend sufficient time to prepare for the subjects where they secure less marks.
- d) Before submission of answersheets to the exam section, same to be shown to the students for their information.
- e) If any discrepancy (non-valuated answers, wrong total etc.) brought to the notice to the subject teacher by students, rectification must be sorted out in the presence of student at the same time and necessary corrections should be made in the mark sheets (sessional register) with countersign.
- f) Subject expert should display the marks on the notice board before submitting the answer sheets to the examination section for student information.
- g) Sessional marks should be entered in sessional record within seven days after the valuation of answer sheets.

- h) Once the answer sheets, attendance sheets and mark sheets submitted, same will not be given back for any reason.

Guidelines for University Theory Process

- a) Students and staff will be informed about university theory exam soon the university notification regarding examination released.
- b) Notice followed by time-table of university theory examination will be circulated amongst all staff and displayed on student notice board for information to the student.
- c) All the student will be notified for issuing of their hall tickets from the concern person at least three days before the commencement of exam.

Guidelines For Result Declaration Process

- a) Result of internal examination, marks entered on sessional record with average and continuous mode marks of both theory and practical will be shown to the students well before the commencement of University examination. Signature of student as seen shall be taken.
- b) University result will be notified to the student soon the university released it.
- c) It will be also informed to the students that the result is also available on the University's official website rtmnu.in. To download the statement of marks/ score card students would need their examination roll number.
- d) Along with the result declaration notification for recounting and revaluation will be informed.
- e) Based on Principal directions the examination section will publishing results on website of college.
- f) Recounting/Revaluation of answer sheet is applicable for semester end theory examination only.
- g) The application for recounting/revaluation after the last date will not entertained.

Guidelines For Continuous Internal Evaluation

- Two Unit test shall be conducted for the practice of student.
- Unit test shall be conducted before each sessional exam.
- The teachers should evaluate the papers of the Unit Tests within three working days in front of the student only.
- Answersheet of unit test should be given back to student for their reference. Five samples papers of unit test, Attendance sheet with sign of student should be documented.
- Two assignment shall be given to the students before each sessional exam. Five samples of assignment, Attendance sheet with sign of student should be documented.
- Seminars/quiz/open book test/ group discussion shall be conducted for the students to boost confidence and clarity of the topic and the concept.