

Policy for Examination

1. ABOUT THE POLICY

This examination policy has been formed in order to implement the various procedures for planning, smooth conducting, and accurate evaluation of examinations as well as to ensure the operation of an efficient examination system with clear guidelines for all the stakeholders.

2. VISION

To regulate the fair and effective examination system.

3. MISSION

To improve the qualitative and quantitative efficiency of students.

4. OBJECTIVES

- (i) To implement university guidelines for conducting and evaluating examinations.
- (ii) To ensure transparency and time-bound preparation of internal assessment.
- (iii) To enhance pass percentage of students.
- (iv) To cater the needs of differently abled students during examinations.
- (v) To deal with discrepancies faced during examinations.
- (vi) To guide the students who failed/missed the examinations.
- (vii) To prepare the students for competitive examinations.

5. STRATEGIES AND ACTION PLANS

Objective (i): In pursuance of operationalisation of curricula, the faculty of the institution is in an active networking with the university as far as the duties of examination conduct, inspection and evaluation are concerned. As per guidelines of GNDU, students of different UG and PG Courses are required to have a minimum attendance of 75% for appearing in final examinations. The students who fail to fulfill the minimum attendance of 75% can be given condonation of 10% by the Principal of the college to enable them for appearing in the final examination. The evaluation process adopted by the institution is in full consonance with the University guidelines.

Objective (ii): Wherever necessary, slow-learners and those having compartments in the previous examination are encouraged to discuss the topics with respective teachers during the practical classes/ vacant periods depending upon the availability of the time. The teachers provide easy to

follow study material and reference books to these students. The senior students are also motivated to help the slow learners.

Objective (iii): During the examination, the blind students are provided a writer on their behalf and their seats are arranged in a separate room under supervision of a separate assistant superintendent. The differently abled students appearing in the final examination are allowed exclusive access and parking facilities in the examination centers. The comfortable seating arrangement is ensured for these students.

Objective (iv): Whenever there are flaws in the university question papers, students make a written representation regarding syllabus/pattern of question papers to the respective departments which is duly forwarded by the Principal to the Board of Studies for necessary action. Students having grievances related to Roll No. not received, DMC/ degree Certificate not received, result related inquiry, revaluation result inquiry, fees related inquiry, correction in form, wrong subject, problem in examination form, submission of documents and any other examination related issue can e-mail their inquiries to Examination Branch.

Objective (v): In many cases, the students fail to fulfill conditions to appear in final examinations due to one or the other reason, pertaining to illness, domestic problems and financial constraints. In order to address such cases, the college guides the students as per university rules.

Objective (vi): The teachers of the various departments provide useful information for preparing various competitive examinations particularly the UGC-NET and SLET. The PG students are informed about the deadlines and other information concerning the UGC-NET. The institution also extends internet and INFLIBNET facility to the UG/PG students preparing for competitive examinations.

6. MONITORING AUTHORITY

Examination Board: The Examination Board of the institution keeps a track of the University reforms and ensures that the stakeholders are timely informed and updated about the new reforms, guidelines and instructions on how to calculate internal assessment on basis of performance in class tests, assignments and attendance. The Board also discharges examination supervision duties as Superintendent/ Deputy Superintendent/Supervisor. In order to evaluate the outcome of teaching-learning process, the Examination Board of the college prepares Result Statements for all the UG and PG programmes.

CAREER COUNSELLING AND PLACEMENT CELL

In the dynamic landscape of today's job market, the significance of career guidance and placement cells in colleges across India becomes too important. These cells serve as crucial bridges between academia and industry, and in facilitating the transition of students from the realms of education to the professional world. Career guidance is the cornerstone of these cells. They provide personalized counseling sessions to help students identify their strengths, interests, and career aspirations. Through various assessment tools and one-on-one interactions, students are guided towards suitable career paths aligned with their skills and ambitions. Moreover, workshops, seminars, and guest lectures are organized to impart industry insights and career development strategies.

The Career counselling and placement cell of the college functions with the objective of providing guidance and assistance for the students to achieve their career goals and secure their career. It provides awareness about higher studies, self employment and job opportunities. The cell provides skill based support and guidance to the students so as to prepare them for getting placement in reputed firms. It also helps students to build self confidence and prepare them to compete in current market situations/ demands. The CC & P cell plays a crucial role in helping undergraduate students to locate job opportunities by keeping in touch with reputed firms/ organization and industrial establishment and administrative setup of govt. departments. The placement cell operates round the year to facilitate communications and contacts between employment offering firms /companies / PSUs etc. and the college students. Career guidance and counselling helps individuals in acquiring the knowledge, skills, and experience necessary to identify options, explore alternatives and succeed in society. Entrepreneur development has also taken prominence in all such interactions under the banner of CC & P cell.

Main Objectives

1. Skill Enhancement: Recognizing the importance of skill development, career guidance and placement cells offer training programs to enhance students' employability. These programs cover a wide array of skills including communication, problem-solving, leadership, and technical expertise, catering to the diverse needs of students across disciplines. Mock interviews, group discussions, and resume building workshops are also conducted to equip students with the necessary tools for success in the competitive job market.

2. Industry Connect: Building strong ties with industries is pivotal for ensuring successful placements. Career guidance and placement cells serve as intermediaries, fostering collaborations with companies through campus recruitment drives, internships, and industry-academia partnerships. These engagements provide students with invaluable exposure to real-world challenges, networking opportunities, and potential employment prospects.

3. Placement Assistance: One of the primary objectives of these cells is to facilitate placements for students nearing the completion of their academic journey. They act as liaisons between students and recruiters, coordinating placement drives, job fairs, and campus interviews. Career guidance and placement cells also provide guidance on resume writing, interview preparation, and career advancement, empowering students to make informed decisions and secure promising job opportunities.

4. Continuous Support: Career guidance and placement cells offer continuous support to students even after graduation. Alumni networking events, skill enhancement programs, and career counseling services.

Striking Features- Counselling/ Guiding & Preparing Students For

- Choosing subjects combination as per market demands and as per their academic performance and interest of the students.
- Communication Skills
- Personality development of students
- To organize employment opportunities in campus
- Short terms courses.