

## **EXAMINATION COMMITTEE 2021-22**

The Examination Committee is functioning since the College came into existence in the Academic Year 2001-2002. It is constituted with one Senior Superintendent, one Examination in-charge (Assistant Superintendent) and members.

### **Member of Examination Committee 2021-22**

1-Dr. D.C. Nainwal (Principal)- Central Superintendent

2- Dr. R.S. Rawat –Examination In-charge

3-Dr. Vandana Gaur –Member

4-Dr. Anil Bhatt- Member

5-Dr. Noor Hasan-Member

**Note-** *Incase of transfer of members of Examination Committee another member is nominated by the Principal.*

### **Supporting Staff**

1- Mr Naveen Kumar

2- Mr Rameshwer

3- Mr Brijmohan

4- Mrs Shobha

5- Mrs Mamta

The Examination Cell is equipped with 2 Computer and 2 Printers

### **Functions of Examination Cell**

- To prepare an Annual Examination calendar for Academic year according to university guidelines
- Plans the Seating arrangement for the Examination.
- Notifies the student and staff about the examination dates and time schedule.
- Takes necessary steps for distribution of answer sheets and confidentiality of question papers.
- Maintains all records pertaining to examination.

- Prepares consolidated marks register along with University and Principal copy.
- Address the grievances of students related to Examination issues.

### **Grievances Addressal during this year 2021-22**

44 Grievances received and solved to the satisfaction of students.

### **The Evaluation System**

- The ratio of external and internal assessment is 80:20 for PG Semester system.
- UG Examination system is running on yearly/Annual basis from 2019-20.
- The Examination Cell asks all the departments to submit the completed internal awards sheets for each subject for PG (Semester system) and practical marks for UG (yearly).
- A minimum of 75% of attendance in a semester/Year is mandatory for eligibility to take the Semester End and Yearly examination.
- Students having less than 75% attendance in a semester are not permitted to appear in the Semester-End examination.
- If a student has 60 % to 75% attendance he/she may be permitted to write the examination at the discretion of the Principal, under the following conditions-
  - a) Their prolonged absence is due to illness or other exigencies of life and they have been regular to classes other times.
  - b) In all previous semester, student's average attendance should be 75% or more.
    - Back paper examination will be conducted once in a year according to University schedule.
    - All Question papers are prepared by the Subject expert nominated by the university.

**Note-** *For every 20 students two invigilators are allowed according to university guidelines. One helping invigilator allowed for every 80 students.*

