

Hans Raj Mahila Maha Vidyalaya, Jalandhar

Examination Policy

Our Aim: The underlying principle of this examination policy is to make sure that planning and organization of examination is well-organized. It will ensure the functioning of an efficient examination system with clear guidelines for all relevant staff. It is the responsibility of faculty and staff involved in the examination process of the college to read, understand and implement this policy.

Our Policy:

- The Principal will be Coordinator of Examination. The Coordinator will appoint one senior faculty as Dean Examination and two senior faculty members as Co-Deans.
- An Examination Committee will be formulated with representation from all the faculties.
- The duties assigned with reference to the conduct of examination will be mandatory for all faculty and staff members.
- The Dean Examination and Examination Committee will maintain systems and processes to support the timely conduct of examination in accordance with academic calendar. It will also frame semester-wise examination date-sheet and assessment deadlines.
- The examination system will be decentralized within three centres viz. Humanities, Science and Commerce.
- The question papers will be sent as soft copy through an e-mail to Dean, Examination at least 1 month prior to the examination.
- The duty chart will be circulated 7 days before examination.
- The examination will be conducted in two sessions- Morning (9.00 am to 12.00 noon) and Evening (1.30 pm to 4.30 pm).
- All faculty members with teaching experience 10 years or more will be assigned the responsibility of superintendent for maximum of two sessions.
- One superintendent and deputy superintendent/s will be deputed for each session and they will have to report 45 minutes before the commencement of examination.
- One invigilator for 30 students will be appointed and they will report 30 minutes before the examination.
- Sitting plans of students will be displayed on examination notice board and roll numbers are also written on student seats.
- CCTV surveillance for all types of examination shall be done and data will be preserved for three months.
- Malpractices in the examination shall not be tolerated and violation of the rule will be taken seriously for suitable disciplinary action. Any such case should be immediately reported to Dean Examination for further necessary action.
- The examiner memo form shall be filled by Examination superintendent, mentioning date of examination and date of submission of awards.

- The award entry portal of the college shall open on the first day of examination and close after one week from the date of last examination.
- Grievances, if any, regarding examinations are to be addressed to the Principal via Dean, Examination.
- The answer sheets shall be handed over to students after submission of awards in award entry portal.
- The question papers shall be discussed in class rooms by the concerned teachers and, any doubts will be cleared in class room itself.
- Model answer sheets will be discussed for reference of students.
- Attendance and result of students shall be sent to parents as soft and hard copy.
- Special test will be conducted for the students who couldn't qualify the examination.
- Examination leave will be pre-sanctioned by the Dean Examination in consultation with the concerned Faculty Incharge.

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