

Govt. V.Y.T. PG Autonomous College, Durg



Examination Policy

Internal Quality Assurance Cell (IQAC)

**GOVT. V.Y.T. PG AUTONOMOUS COLLEGE,
DURG (C.G.)**

**Accredited with A+ grade by NAAC
Potential of Excellence (Phase-III) – UGC
Centre of Excellence in Science**



Examination Policy

EXAMINATION POLICY

Objective:

The objective of formulation of examination policy is conduction of the autonomous exam in an effective manner and implementation of examination reforms from time to time.

Salient Features of Examination Policy:

Principal is the chief controller of examination. He appoints controller of examination and deputy controllers for monitoring of examination system and allied processes in an efficient manner.

The controller of examination, along with all the members of examination cell including teaching and administrative staff will be responsible for following examination related matters:

- (a) Paper setting and evaluation of answer sheets.
- (b) Preparation of results and their declaration
- (c) Organizing and conducting meetings of various statutory bodies under autonomy schemes as per the guidelines UGC, such as Finance Committee, Academic Council and Governing Body.
- (d) Revaluation and retotaling of answer sheets.
- (e) Financial matters related to procurement of equipment & material related to examination.
- (f) Decisions regarding unfair means cases.
- (g) Audit of income and expenditure statement of fund generated from the examination fee.
- (h) The principal will constitute following committees on the basis of recommendations of controller of examination.
 - An examination committee consisting of senior members of Science, Arts & Commerce faculties will scrutinize the results before declaration.
 - A grievance redressal committee will be constituted in order to resolve the grievances related to examination.
 - A UFM committee will be constituted for decisions related to unfair means cases.
 - A team of staff members for conducting UG&PG exams, for each shift will be constituted as follows:

Exam Superintendent	- 01
Assistant Superintendents	- 03
 - A committee constituted by the principal will recommend regarding disposing off the used answer sheets. The vendor who buys these answer sheets, has to give an affidavit regarding maintenance of confidentiality.

There is a provision for providing photocopy of the answer sheet to the student, if he/she is not satisfied with the result of revaluation and requests for re-valuation.

Various provisions will be made for exemption provisions of examination fee for meritorious students, and those students who have brought laurels to the institute in the field of sports and cultural activities.

The students who lost their parents due to corona will be exempted from examination fee.



Controller

Autonomous Exam Cell



Principal

Govt. V.Y.T. PG Autonomous College,
Durg (C.G.)

