



SWAMI SWATANTRANAND MEMORIAL COLLEGE DINANAGAR

A MULTI FACULTY POST-GRADUATE CO-EDUCATIONAL INSTITUTION: ACCREDITED WITH
'A' GRADE BY NAAC

Examination-Calendar (2023-24)

ODD-SEMESTER

A student's academic progress is examined through one or more of the following methods as decided by the Examination Committee. All teachers are hereby informed to follow the Continuous Internal Evaluation (CIE) schedule for the academic year 2023-2024.

JUNE- 2023

- Evaluation of Answer- sheets of Final Exam by the staff on duty as per the direction of Guru Nanak Dev University, Amritsar.

JULY- 2023

- Constitution of the College Examination Committee.
- Meeting of the Examination Committee with the Principal.
- Preparation of Examination Calendar.
- Final approval of the Calendar by Principal.

AUGUST- 2023

- Meeting of the Examination Committee with all the HODs ...first week of August.

- Display of Examination Calendar in various Departmental Groups and College Notice-boards.
- **First Unit –Tests of all the Classes.**
- **Declaration of result in the class.**

SEPTEMBER – 2023

- Departmental Meeting regarding **result-analysis of the first unit test.**
- **Bifurcation of students in Slow and Advance Learners.**
- **Remedial Classes** for slow learners.
- **Special Classes** for Advance Learners.
- **Surprise Test/ Class Test...throughout the session.**
- **Second Unit- Tests of all classes...last week of September.**
- Declaration of result in the class.

OCTOBER– 2023

- Departmental Meeting regarding students' response in second Unit test after Remedial and Special classes.
- Class-tests and Surprise –tests of different classes.
- Special Sessions by Mentors for resolving Students Issues and Queries.
- **Parent Teacher Meeting...last week of October.**
- Display of Date-sheet for MST.
- Collection of three sets of question papers of all the subjects from all departments.

NOVEMBER– 2023

- Mid-Semester-Exam of all Classes in the first week of November.
- Evaluation of Answer-Sheets within ten days.

- Display of mark lists on the College Notice –boards.
- Special Sessions for resolving Students Issues and Queries.
- Meeting of all the heads with the **Grievance and Redressal Committee** regarding certain grievances of students.

DECEMBER– 2023

- Final Exams of all the classes as per the direction of Guru Nanak Dev University, Amritsar.
- Evaluation of Answer- sheets of Final Exam by the staff on duty as per the direction of Guru Nanak Dev University, Amritsar.

EVEN-SEMESTER

JANUARY– 2024

- **Meeting of Examination Committee with the Principal** to discuss the schedule of the coming session.
- Maintenance of Examination record of the last semester.

FEBRUARY-2024

- **First Unit- Tests** of all classes.
- **Declaration of result** in the class.
- **Display of mark lists** on the College Notice –boards.
- **Continuation of Remedial and Special Classes** as per examination policy.

MARCH-2024

- **Surprise Test/ Class Test...throughout the session.**

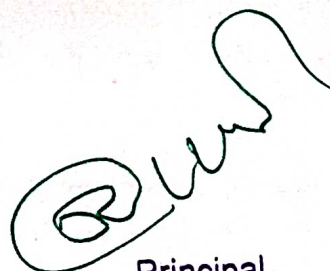
- **Second Unit- Tests of all classes** in the third week of March.
- Display of mark lists on the College Notice –boards.
- **Students Projects and Presentations** throughout the session.
- **Departmental Meeting** to overview the 100% syllabus to be covered for Final Exam.

APRIL-2024

- **Departmental Meeting** regarding setting of question papers for the upcoming MST.
- **Group Discussions, Debate, Quiz, Declaration UG&PG...** throughout the session.
- **MST of all classes for Even Semester...first week of April.**
- Evaluation of Answer-Sheets.
- **Result Analysis of MST** by the Department to strengthen the improvement steps taken by the department for the better results.

MAY-2024

- Final Exams of all the classes as per the direction of Guru Nanak Dev University, Amritsar.
- Evaluation of Answer- sheets of Final Exam by the staff on duty as per the direction of Guru Nanak Dev University, Amritsar.



Principal
Swami Swatantranand
Memorial College
Dinanagar