



Swami Swatantranand Memorial College, Dinanagar

(Affiliated to G.N.D.U Amritsar / Accredited with 'A' Grade by NAAC)

Examination and Evaluation Policy

Exams play an important role in determining students' academic performance and future career choices. They are an integral part of assessing the skills and knowledge attained by students as a result of studying a particular subject. This policy outlines the basic principles and rules supporting examinations at the college as per the expectations of both students and staff. It aims to cover various types of assessment to assess various abilities of students such as application and presentation skills, analysis, evaluation, and so on with ultimate approval from the College Examination Committee.

Our Examination Committee:

The Examination Committee of SSM has always been an asset of the Institution. It is the highest administrative body of the college that works with Supreme degree of devotion and allegiance to fulfil its mission to carry out its duties with efficiency throughout the year in accordance with the guidelines established by Guru Nanak Dev University, Amritsar. The primary responsibilities of the committee are to conduct house tests, prepare date sheets, prepare results on time and organize parent teacher meeting. Apart from this, the committee takes full charge of smooth conduct of university examinations as per the allotted schedule by university.

Objectives of Examination Committee:

- To ensure smooth planning, management and efficient conduct of the Internal & External examination.
- To have a robust and streamlined mechanism of Continuous Internal Evaluation.
- To ensure the operation of an efficient examination system with clearly defined roles.
- To have a transparent and effective mechanism to address any examination related grievances of the students.

Duties of Examination Committee (EC):

We have single central examination committee for the conduct of examinations. The committee is constituted by the IQAC of the College .The composition and tenure of the committee is decided by the IQAC. The Committee is headed by the Examination In-charge and has the responsibility to fulfil the following responsibilities.

- To implement the end semester examination calendar.
- To prepare guidelines and time-lines for effective and uniform conduct of the Continuous Internal Examination.
- To prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the College.
- To get the examination schedule & duty chart prepared for the entire programme and send the copy of the same to all Heads of the Department.
- To display Sitting plans of students on notice boards.
- To arrange for strict vigilance during the conduct of examinations in order to avoid use of unfair means/ malpractices.

- To collect Question Papers, Answer Scripts, Attendance Sheets etc. from the examination office before the start of every exam on their date and time of duty.
- To ensure correct distribution of Question Papers and Answer Scripts (as per instructions), proper entry of student details into the Attendance sheets, entry of Invigilators signature on every Answer Script after verification of student details, distribution of Extra Answer sheets, collection of Completed Answer Scripts, segregation of Collected Answer Scripts paper wise and Arrangement of all Answer Scripts according to Roll Number and their return to the exams office.
- After the completion of the exam, to complete the documentation process and mark the duty for the evaluation of the answer books.
- To deal with the complaints related to the conduct of examinations.
- To take appropriate disciplinary actions in the concerned matter.

Examination Rules:

- Candidates are to bring their Examination Admit Card and College Identity card to be allowed to appear for any examination.
- Candidates are to keep all their belongings outside the examination hall or in designated spaces. Invigilators are not responsible for the loss of any belongings of the candidates.
- Absolute silence should be maintained in the examination hall.
- Candidates are not allowed to enter the examination hall after 30 minutes of the commencement of the examinations except with special permission from the examination in-charge in case of unavoidable circumstances
- Sharing of examination paraphernalia inside the examination hall is strictly prohibited.
- At the start of their examination, candidates are provided with the necessary materials for answering the examination questions. Candidates

are required to answer their examination in accordance with the instructions given to them.

- Tearing out pages or parts of answer books provided for the examination is a punishable offence.
- No paper except that supplied by the invigilator should be used during the examination and all rough work should be done on the same.
- Any verbal or nonverbal communication with other candidates inside the examination hall will be treated as a punishable malpractice.
- Candidates found guilty of using unfair means in the examination hall will be punished as per policy norms.
- Candidates are to sign the attendance sheet during every examination.
- Candidates can leave the examination hall only during the last 30 minutes of the examination time.
- Candidates are not allowed to leave their desk without permission from the invigilator.
- Candidates with medical issues are provided separate seating arrangements with permission from the examination in-charge
- Candidates with physical disabilities are provided appropriate seating arrangements either in their assigned examination Halls or separately.