

## Introduction

For the evaluation & overall development of students, examination plays a very important role. This is the way through which a student can be judged for its abilities as and intelligence throughout the year.

At the start of a session, the committee of the autonomous cell will be formed which includes all the members of Academic Cell, Printing Cell and Finance Committee. This is in accordance of UGC guidelines.

## Role & Responsibilities

The chief controller Examination shall be responsible for making all arrangements necessary for conduction of examinations fill the declaration of results. It shall be her responsibilities as follows:-

- To prepare and announce in advance the annual/ semester calendar of examinations.
- To get Examiner Panel lists from chairman Board of Studies of respective departments in coordination with Confidential In-Charge.
- To ensure timely setting and printing of question papers for Semester Exams / Annual Examination and to ensure error free question papers.
- To arrange for printing of question papers (printing, counting, bundling, packing and sealing) and ensuring date wise arrangement of sealed packets.
- To collect and maintain performance records of the candidates at the examinations (Practical, External as well as Internal CCE) and to ensure that they are properly assessed, and to process the results.
- To arrange for the timely publication of results of Examination.
- To Postpone or cancel examinations, in part or in whole if the need arises.
- To take disciplinary action under the superintendence's, direction and guidance of the Principal, wherever necessary against the candidates, paper setters, examiners, moderators, or any other person connected with examination and found guilty of malpractices in relation to the examinations.
- To review from time to time, the result of college examination and forward reports it to the Principal.
- The controller shall exercise such other powers and perform other duties as may be prescribed or assigned to her from time to time by the Principal.
- Framing of financial norms for examination related matters. (In consultation with Principal of the college).
- Issuing of answer sheet (main supplementary and practical) to the exam superintendent.
- Making arrangement for exercise documents to resend to the Paper Setter, Evaluator,

Practical and External Examiners.

-To arrange special facility for disable students as per the instruction given by Parent University,

## Divyangjan Policy

The amanuensis and visually challenged person be given additional time of 20 minutes per hour (Subject to maximum of one hour) for writing the examination on production of medical certificate from chief medical officer.

To appoint an amanuensis to write down the dictation pertaining to answer to questions at the examination on behalf of an examinee who is unable to write herself. On account of serve short sightedness or sudden illness or fracture in writing hand provided that such as an amanuensis shall be a girl possessing qualification of at least one class examination lower than the examinee concerned.

## Methods followed for Examination

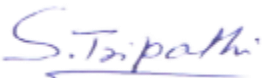
A comprehensive mechanism of Evaluation and assessment is managed through CCE conducted through traditional and non-traditional mode. Various areas of Examination such as exam registration through filling of Examination forms, uploading or displaying Time-table, Result Declaration facilitate smooth conduct of examination process.

Semester system is followed one Internal Examination per semester and yearly examination follows N.E.P-2020 with four internal examination, out of which 3 best are chosen. Credit Based Grade sheets are provided in Under Graduate Degree Programme as per Ordinance 14 B provided by M.P. Higher Education. Students can register for Examinations and pay fee online.

## Rules and Regulations followed during Examination

Hall ticket duly verified by an authorized person is mandatory to appear for an examination. Use of mobile phones by staff or students inside the examination hall is strictly prohibited.

Students are not permitted to leave the examination hall until and unless they submit their answer sheets. Any attempts to copy, cheat or disturb fellow students during examination will not be tolerated and disciplinary action will be taken against the guilty.



**Controller**

**Autonomous Cell**



**Principal**

**PRINCIPAL**  
Sri Sathya Sai College  
For Women, Bhopal (M.P.)