

EXAM MANUAL

Exam Procedures- Annual system is adopted in Under graduation courses and semester system is adopted in Post graduation courses, PGDCA and DCA. In Postgraduate level Credit system was introduced in the year 2016-17. Bar code and QR code was introduced in Mark sheets at Under and Post graduate level.

The syllabus adopted at Undergraduate level is similar to University syllabus and approved by Central Board of Studies under Co-ordination committee headed by Honourable Governor and Chancellor of All state Universities. In Post graduation level syllabus is framed by the Board of Studies of the college. If any change is recommended by the members of Board of Studies, it is further put up before Academic Council for Approval and finally forwarded to Governing body meeting for approval.

Evaluation/examination pattern

At present Examination pattern of Under graduation and Post graduation is similar to the affiliating University. Examinations are conducted as per the rules laid in ordinance 5 and 6 of Pt. Ravishankar Shukla University. In 2015, pattern of Question papers were changed. Three segments A, B and C section containing Objective type, Short answer type and Long answer type questions respectively. In 2016, Credit system was introduced in Post graduate level. The setting of Question papers are both internal as well as external and ratio 1:1 at P.G. level and 3:1 at U.G. level is followed. A panel of the 03 Examiners for Theory and Practical examination is made by Head and 1 senior faculty member. This panel is put up before the Principal to make final selection. Evaluation is done partly external and partly internal.

At Postgraduate level 20% marks are internal where the assessment is done on the basis of the performance of students in the Seminar and/or Unit tests. Project work is assigned to students in place of Theory paper in Department of Physics and Geology. Students submit project report, which is evaluated by External examiner.

At under graduate level passing mark is 33%, while at Post graduate level, it is 36%. Grading system is adopted in Post graduation and PGDCA. Following is the method of awarding grades.

Marks(%)	90 and above	80-89	70-79	60-69	48-59	36-47	20-35	Below 20
GP/GR	10/O	9/A	8/B	7/C	6/D	5/E	4/F	-/FL

While declaring the Results no Moderation is done. This is similar to the University. If a student fails to qualify main examination, there is a provision for Supplementary examinations in one paper at Under graduate level. At Post graduate level, a provision of ATKT (Allow to keep term) for maximum of three theory papers. Re-evaluation is available for Undergraduate classes. For practical examinations there is a provision of One Internal examiner and one External examiner. Question banks have been set up for all the fourteen subjects. The Question bank contains Long answer type, short answer type, objective type, fill in the blanks type and multiple answer type questions.

Credit system was introduced in the year 2016. Theory and practical's in Post graduation have 4 and 2 credit points respectively.

Processes Integrating IT- 100% automation of entire division and implementation of Examination Management System is done. Various stages of examination like Student Registration, Exam form, Course Details, Examination fee collection, Roll Number Allotment Hall Ticket Issue, Result Processing System and Marsheet Generation are all automated through IT.

Continuous Internal Assessment system- College is conducting quarterly and Half yearly examinations for Under graduate students to evaluate their performance. Sessional tests are conducted in post graduate courses.