

EXAMINATION POLICY

I. MERIT CRITERIA:

The students of the college had been the part of the merit prepared by the Punjabi University Patiala in the past. However, after getting the autonomous status, the students of college are excluded by the University. It is the right and in the interest of the students that the merit list shall be prepared and students must be given the benefit. From Session 2024-25 onwards the following shall be the rules/procedure for the same:

A. A merit list of five students who have secured the highest consolidated marks in odd and even semester exams shall be prepared.

B. 1. The student securing first position shall be given Roll of Honour.

2. The Student securing second position shall be given College Colour.

3. The remaining three students shall be presented with merit certificates.

4. The COLLEGE MEDALS shall be conferred in the following manner:

Gold- Student securing highest consolidated marks in the degree program.

Silver- Student securing 2nd highest consolidated marks in the degree program

Bronze- Student securing 3rd highest consolidated marks in the degree program

C. This rule shall be followed only if the class strength is 15 or more than 15.

D. In case class strength is less than 15 than only first two positions shall be shown in the merit list and rule B1 & B2 shall be followed.

E. No Award would be awarded in such program where the duration of the program is less than one year.

F. Only such candidates who fulfill other allied conditions and pass the examination, without gap, in the first scheduled attempt shall be entitled for the award. Medal and Merit Certificate will be awarded to the student who passes examination as a whole, having no compartments.

G. For determining merit, marks in an additional/optional subject are not to be counted.

H. When two or more candidates are bracketed together, the benefit shall be given to one of the candidates who scores maximum marks in her major subjects.

I. The merit list shall be prepared after the re-evaluation/re-checking results.

J. For the conferment of College Medals and merit position, first division is mandatory.

II. Conduct of Special Chance Examination

The Principal can provide Golden Chance (with special chance fee of Rs 10,000) to students who have not been able to clear his/her examination even after two attempts of reappear examination. The Principal can provide chance (with fine of 500 Rs.) to the students who have not appeared in the practical examination on the scheduled date.

III. Re-evaluation/Re-Checking: There shall be provision for revaluation on payment of fee for papers evaluated by single evaluation system. The application has to be submitted to the office of the Controller of Examinations within fourteen days of the publication of the semester results. A different examiner shall value the paper if marks increase/decrease by 10% and average of the two will be the final mark. Any candidate (UG & PG) can apply for revaluation of marks on payment of fee.

Rajinder

Surinder

Vet

Neeru Singh

There shall be provision for Re-checking of answer sheet on payment of special fee of Rs500, where a student can see her answer sheet in the presence of committee formed by Academic Council.

IV. RE-APPEAR EXAMINATION SCHEDULE

Reappear exams can be conducted one month after the declaration of results in each semester.

V. Special Test Policy:

College may offer special examination dates for students who are unable to attend regular exams due to participation in national or international sports events including national level camps of NCC.

VI. Paper setting:

General Conditions for Appointment of Question Paper Setters

1. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.

2. The Principal can approve appointments of Question Paper Setters waiving the above requirements in exceptional cases and her action shall be reported to the Academic Council.

VII. General Conditions for Appointment of Evaluators:

1. Ordinarily, a person with a minimum teaching experience of two years in a College or University Department is eligible for first appointment as Evaluators. However; this may be waived off by the Academic Council in special cases.

2. For selecting new Evaluators, the first preference shall be given to those who have two years or more of teaching experience and who have not been appointed so far as an evaluator.

3. No person above the age of 60 shall be appointed or allowed to continue as an Evaluator. However, this can be waived off by the Academic Council in special cases.

VIII. Grace marks Policy:

The grace marks shall be allowed according to the rules and regulations of 'Award of Grace Marks'. The award of Grace Marks is subject to the following conditions:

a) Up to 1% of the total Marks of Part-I, Part-II and Part-III examination for UG courses of Three year degree; or Part-I, Part-II, Part-III and Part-IV examination for UG courses of four year degree shall be added to the secured aggregate to award a higher division, to a candidate.

b) Up to 1% of the total Marks of Part-I and Part-II examination for PG courses shall be added to the aggregate of Part-I and Part-II examinations to award a higher division; or 55% so that the student become eligible for various entrance exams.

c) Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written papers of the examination concerned. Marks for viva voce / internal assessment /any additional /optional subject shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fractional less than half shall be ignored.

d) Grace Marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject(s) provided the student passes the examination by the award of such Grace Marks.

