



RAGHUNATH GIRLS' POST GRADUATE COLLEGE

Western Kutchery Road, Meerut-250001

Re-Accredited 'B⁺' Grade by NAAC (CPE Status since 2006)
College of Excellence 2014

Prof. Nivedita Kumari
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EXAMINATION POLICY

The main objective of the policy is to ensure smooth and fair planning and conducting of UG & PG External & Internal Exams. Since Raghunath Girls' Post College in an affiliated college of Chaudhary Charan Singh University, Meerut, the criteria adopted is as per the University norms. At the college level, a central examination committee, comprising of a senior teacher as the convener and 3-4 other staff members is constituted to handle the issues related to External & Internal Examination.

It is ensured that transparency and fairness is maintained at each step. The process followed by the committee and the grievances redressal mechanism is as follows :-

I EXTERNAL EXAMINATION

- * The students and faculty members are informed from time to time about the examination related University notices, circulars and schedule of exams via college notice board, College website and College Social Media Platforms and also through verbal communication in the classes by the faculty members, mentors of each department.
- * Planning and conducting U.G. & P.G. Exams as per the scheme made by Ch. Charan Singh University.

Redressal of Grievances related to External Examination –

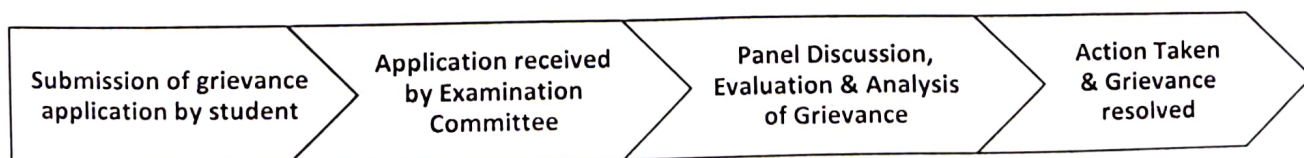
- Any grievances / problems of students related to filling of University (External) Examination forms is sought from the students, their applications compiled by the examination committee and forwarded by the Principal to the University Registrar / Examination Controller.
- For the grievances related to University result that pertains to their presence in both theory & practical exams, their proof of attendance is given to the University via a duly signed & stamped copy of attendance sheet in the said exam by the College.

II INTERNAL EXAMINATION

- * Complete transparency is maintained in the evaluation and assessment of internal exam answer sheets.
- * The schedule of internal exams is communicated to the respective departments via the college Academic calendar prepared according to the University Academic calendar and notices prepared by the Examination Committee accordingly.
- * Datesheet of the internal exams is prepared by examination committee and communicated to faculty and students through whatsapp groups, staff notice board, students' notice board and college website.
- * After the Examination the Result of Internal Examination of the students is placed in the respective departments. It is uploaded on University Portal after showing the answer sheets to the students.

Redressal of Grievances related to Internal Examination –

- Complete transparency is maintained during the internal assessment tests through the adoption of the criteria given by the affiliating university. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. The students are shown their answer sheets and in case of any grievances regarding internal assessment, the students approach the teacher. This enhances trust and rapport between the faculty members and students.
- The answer sheet of such student is once again examined by the teacher concerned in the presence of the student. In case, there is a correction in the total of marks, it is immediately done by the faculty.
- Any student who is not satisfied with the assessment and award of marks may approach the Incharge of the Department, if required the Examination Incharge, and if still not satisfied, the Principal who will listen to her Grievances and discuss with the concerned teachers to arrive at some solution.
- The students' genuine problems and issues are considered and given additional time / chance, if they are not able to submit their assignments on time or not able to appear for internal examination, provided she submits application signed by her parents & with proper documents.
- The Principal addresses U.G., P.G. students of all streams after the Internal exams to find out their problems regarding the academic environment and other related issues. Appropriate action is taken to find solutions and rectification of the students' problems.




Prof. Nivedita Kumari
Principal