



# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia\_college@rediffmail.com // [www.mugberiangangadharmahavidyalaya.ac.in](http://www.mugberiangangadharmahavidyalaya.ac.in)

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## Policies & Procedures

### Mugberia Gangadhar Mahavidyalaya

#### Examination Policy

Mugberia Gangadhar Mahavidyalaya is presently the NODAL CENTER under Vidyasagar University. It has an Examination Cell headed by the Controller of Examination. To make the examination system more effective and comprehensive in accordance with the guidelines of Vidyasagar university, it has adopted different policy time to time. The evolution methods of the affiliating university is followed to formative and summative evaluation techniques such as Project assignments, surprise tests, quizzing, online departmental exam and continuous internal assessment (CIE) and finally the performance in the end semester examination. The meeting of the BOS for PG departments are also held whenever necessary. The syllabus and question patterns are discussed in the meeting and disseminated the decisions to the proper authority.

#### Internal Examination:

The schedule of internal examination is notified to all the students and teachers and other stakeholders through official notification by the principal and the controller of examination as well as in the form of text messages to all the WhatsApp group as soon as the communication made by the university is announced as and when it is received.

#### Examination form fill-up

- Students shall be permitted to proceed for form fill-up from the first semester up to final semester respective of their failure in any of the semester examinations. For this purpose, students shall be permitted for form fill-up on the basis of all the arrear subjects of earlier semester along with the current subsequent semester subjects.
- Student evaluation is based on the performance both in the continuous internal assessment and the end semester examination.

- Besides, a student is required to earn the minimum prescribes credit points in a specific program to configure the minimum requirement.

#### **Continuous internal assessment -CIA (formative)**

- The exam schedule for all continuous internal assessments is notified in the college academic calendar as well as a notification form the Controller of Examination.
- The college conducts internal assessment based on examination schedule prepared by the Controller of Examination along with the principal.
- The internal assessments are conducted in class hours as per the norms of Vidyasagar University.
- For all the subjects, 10 marks are allotted for all CC, GE and DSE papers (2X5 or 5X2 patterns) and 5 marks (1 of 3 options) for SEC papers.
- Other departmental assignments, projects, field trips, surprise tests are also considered as a mechanism to assess students' performance.
- The students have the freedom to express their exam-related constraints at any point of time with the principal or the exam cell.
- The principal, Controller of Examination, HOD, and faculty members monitors the overall procedure of conducting internal assessment.
- The mechanism to deal with examination related grievances is time bound as per Vidyasagar University guidelines. Students must approach the internal examination cell or the controller of examination or the principal of the college for grievance related issues.
- For the record keeping of the internal examination, the college will provide a yellow-colored register to all the faculty members. They will require us to keep the record of the internal marks for future reference.
- After successful completion of the internal examinations, departmental teachers shall provide the answer scripts to the students for overall verification of the marks allotted to every student against a particular question. Through this practice, students would be able to understand how they perform in the exam. They will also understand what marks are obtained for a particular question. Necessary support for better performance shall also be provided by the concerned teachers.

### **End semester examination (summative)**

- Online system of exam registration for semester exam is carried out in the college.
- The examination dates are announced through circulars by the principal as soon as notification comes from the Vidyasagar University.
- Seat allocation, admit cards, attendance sheet, top sheet, absent sheet are downloaded from the university online portal or by e-mail. Room allocation/invigilator /non-teaching staff are allocated by the college.
- The sealed question papers that come from the university is handed over to the Nodal Officer/Center in-charge/Supervisors/Controller of Examination 20 minutes prior to the commencement of the exam.
- The question papers are opened by the superintendents in front of the Center-in Charge after having verified of any tampering with the seal and obtain signatures of the supervisors.
- The invigilator shall report to the exam cell and receive the answer book and other documentation paper half an hour before the commencement of the exam and proceed to their respective exam halls room.
- The exam conducting non-teaching employees shall hand over the required question paper to each room 15 minutes prior to the commencement of the exam.
- After the completion of the exam invigilators shall report back to the superintendent of exam in order to account for the question papers and answer books they have received.
- The invigilators are responsible for submission of answer scripts to the office along with unused questions and papers.
- The superintendent of examination shall complete the documentation process with the assigned non-teaching staff and the answer book shall be handed over to the respective in charges after having bundled subject paper wise along with attendance sheet.
- The answer booklets are verified and dispatched to the nodal center. The Nodal center shall receive the papers through online process.
- After the receiving process is done, the nodal center shall start for examiner allocation process and after the completion of the allotment, the examiners are informed through e-mail by the controller of examination, VU.

- After receiving the appointment letter and the other necessary information through e-mail and WhatsApp group, assigned teachers are required to come to the Nodal center for collection of answer scripts.
- The marks submission portal are managed by the Controller Section of Vidyasagar University and for the same, separate password are created for examiners and Head-examiners the same will be conveyed to the examiners and head examiners.
- The submission of marks is strictly followed by the university rules.

**Differently abled students**

- Ram & Wheelchair facilities are provided for differently able student to reach the exam hall.
- Extra time & writer shall be provided to the blind/ differently abled student during examination as per the instruction of the university.



*Swapan*  
21.06.2019  
Principal  
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya