**Exam Policy**

Continuous internal assessment system is conducted either through class tests, presentations, and assignments, non formal assessment based on observation of individual student’s participation in group work, classroom learning and initiatives. This assessment gives enough scope to the students to improve their performance and analyze their progress on a time to time basis.

**This system includes-**

1. Evaluation of Papers
2. Teachers training
3. Assessment evaluation

To ensure a more comprehensive and continuous evaluation, the college adheres to a precise and clear process of internal evaluation, which constitutes 20% of the marks allotted to a student from in year continuous assessment, with two class test which form 20% of the internal assessment and 80% from the end yearly examinations. Principal & Teachers clear doubts of students with advice about writing correct & appropriate answers. The regular monitoring is done by the college Governing Council.

There is complete transparency in internal assessment. Norms directed by the CCS University have been adopted in the college.

1. In the beginning of the session, faculty members expose the students to various components in the evaluation process during the session.

2. Internal assessment test programs are organized according to the university and students are informed in advance.

3. To ensure proper conduct of unit tests, two observers allocated in each hall. The course is evaluated by faculty members within 15 days from the exam date.

4. Correct answer scripts are confirmed by Principal at random to ensure standard evaluation process.

5. Correct answer sheets are sent by the students for their verification and any grievance is redressed immediately.

6.The marks obtained by the students in internal assessment tests are displayed on the notice board of the department.

7.Student are constantly evaluated by faculty regarding theory lectures, labs assignments unit tests. Midterm marks are assigned based on defined strategies and displayed on the notice board. Questions if discussed with any faculty. The college appoints a senior supervisor for the smooth conduct of college examinations. If the students are facing any problem, they are solved by the principal of the college. The grievances are deliberated during the conduct of theory examinations and deliberated with the principal and forwarded to the university in the examinations section if necessary. Redressal of grievances at university level : After forwarding such questions through the college examination section, the questions related to the result, improvement in mark sheet, other certificates issued by the university are handled in the examination section. Students are allowed to apply for reevaluation, recruitment and a challenging assessment by paying the required processing fee to the university if students are not satisfied with the university’s assessment through college.