


EXAMINATION REFORMS

CONTINUOUS INTERNAL EXAMINATION (CIE)

IQAC will supervise and execute the examination reforms that to be carried out in regular meetings.

The following committees and their feedback will be taken in to account to revise any

1. Parents and teachers meeting committee
 2. Slow learner identification committee
 3. Mentee mentor committee
- The syllabus as prescribed by the university and DCI is split in to three equal parts and the examination syllabus for each exam is stipulated by the respective HODs of all the departments.
 - This is intimated to the students in the form of a notice displayed in respective department.
 - Utmost confidentiality will be maintained in preparation of the question paper, its printing and sealing.
 - Question paper will be opened on the date of the exam by the invigilators allotted.
 - Exams will be held in the exam hall under the supervision of invigilators (1 invigilator for every 25 students) with signal jammers to prevent any untoward copying.
 - Answer scripts once evaluated will be discussed with the students. Any grievance will be noted and clarified.
 - HOD of the respective department will take the responsibility of scrutinizing and display of the marks and also sending the marks to the principal and office for documentation.
 - Before the marks are finalized all the students will be given their answer scripts to check for any grievances related to incomplete evaluation, wrong marks allotted and out of syllabus questions.
 - The grievances are looked in to and then the marks are finalized. Students has the privilege of going to the next hierarchy for grievance redressal like department HOD and Principal also .
 - The marks are communicated to the parents in the form of a registered post and are welcomed for parents meet to know their wards academic performance.
 - The respective mentors are also notified to take care of their respective mentees performance and give a report every 3 months.
 - Slow learner identification committee takes care of the identifying slow learners and supervises their remedial classes.



**Principal,
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