

EXAMINATION POLICY OF BK COLLEGE

Responsible Officers: Principal and the Examination Committee assisted by the Heads of Departments and the IQAC

Last Reviewed: March 2022

The various evaluation processes are detailed and updated in the calendar and hand book clearly to ensure that the stakeholders are aware of the steps involved.

This is an affiliated College and the College functions as per the rules and regulations laid down by the State and the University, the regulating authorities. The same applies to the conduct of Examinations too. With regard to the students, academic performance is assessed mainly through examinations-both internal and external, Viva voce, Assignments and Seminar Presentations. The parents are informed of all the steps involved in the evaluation of students at the time of admission itself, and at the PTA meetings which are convened regularly in the College. Thus student performance, general demeanour, attendance, participation in co-curricular activities etc come within the general purview of evaluation. Prodding the students to bring out the best is the professed goal behind all these concerted efforts. The 'Open House' where the teacher-ward-parent come together is a remarkable feature of this institution which offers a unique platform for integral evaluation.

The University has proposed an evaluation schedule, including internal examinations, two in each semester and a viva voce examination at the end of the semesters. The College conducts all these as a comprehensive model exam and viva-voce exam under the grading pattern to prepare the students for the external examinations as per time table published in the calendar. the grading pattern is followed.

The heads of departments ensure that all the internal tests are conducted in time and mark sheets prepared. The Principal in turn checks the continuous internal evaluation (CIE) reports on each student prepared by the teachers in the various departments. The regular departmental meetings and meetings of the heads of various departments and the IQAC make sure that the exam calendar is followed strictly. We have Internal Examination Co-ordinators from among the Staff, and they see to it that the Question papers are prepared well in advance and the exams are conducted in a smooth and efficient manner. The Internal marks scored by the students are displayed on notice boards for the students to see and redress grievances, if they point out any, before the marks are sent to the University. Fairness is ensured at every step.

Monitoring the progress and performance of students

After each examination, the papers are valued and given back and after careful perusal by the students, the mark lists are published on the department notice boards. Progress reports are prepared and sent to parents to inform them of their wards' achievement/performance. During PTA meetings the parents and teachers get together to assess the level of the learners in their presence, thus taking steps to ensure enhanced performance in the following examinations.

We strictly follow the system worked out by the University to ensure transparency and justice. The various assessment parameters are published in the Handbook and also explained by the teachers in the classes. The students are aware of how they are assessed. The 80-20 external – internal mark distribution is made known.

Using Assessment/Evaluation as an Indicator for Evaluating Student Performance.

The written and oral exams, the seminars and assignments, viva voce and practical exams, debates and quizzes- all contribute to this process of student evaluation. After the performance record is consolidated, there is always an audit in the department regarding changes in strategies to be made etc. This is the practice which actually leads us in the progressive direction. The student is aware of the proficiency that is expected of her in every parameter of assessment. Excellence is not just scoring marks, every detail which contributes to a student being made a noble human being is stressed. The PO, PSO, CO Mapping is another systematic method adopted to assess a student totally and completely.