

Guru Nanak College Budhlada

Distt. Mansa-151502

Under the Management of S.G.P.C., Sri Amritsar Sahib

Affiliated to Punjabi University, Patiala

NAAC Accreditation 'A' Grade

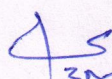
Selected Under 'Star College Scheme' by DBT, GOI

Examination policy

The motive of the examination policy of the college is to make sure that the process of examination well transparent and organized. To implement the examination policy all the faculty and non teaching staff are involved. The college conducts university exams as well as its own internal mid semester exams (MSTs).

Policy (For Internal Exam)

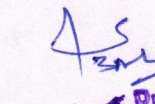
- The principal is the chief coordinator of examination along with one registrar examination who is responsible for conducting all kinds of MST's in the college.
- Two internal examinations are taken in each semester i.e. first at departmental level and the second as a whole by the institution.
- An examination committee is formulated with having the representation from all the faculty members.
- Duties are assigned to assist the Registrar to conduct examinations.
- The examination system is decentralized formulating various sub examination centres dedicated to different streams such as Humanities, Science, commerce etc.
- Question papers are framed by the respective departments and submitted to the registrar examination in time.
- The duty chart is framed and circulated 7 days before the examination.
- One superintendent along with one deputy superintendent is deputed for each sub examination centre.
- One invigilator for 40 students is deputed.
- Seating plans of students is prepared and properly displayed on examination notice boards.
- Any kind of malpractices in the examination is total restricted.


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- Examination memos are required to be filled by the examination superintendents.
- Grievances if any regarding examinations are addressed by a examination grievances committee.
- The question papers are discussed in class rooms by the concerned teachers and all doubts related to exams are cleared.
- Modal answer sheets are discussed for the reference of students.
- Special tests are conducted for the students who could not take their tests due to either their some personal reason or participation in college activities.

Policy (For External Exam)

- The college conducts university exams as per the instruction/guidelines of its parent university under the college Principal as Chief controller examination.
- The duties of superintendents are assigned by the university and the invigilators and other supporting staff is deputed by the college.
- The college follows all guidelines and instructions strictly issued by the university time to time.
- The college also contributes in the university examination as an evaluation centre itself in case of such duties is assigned by the university.


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