



OFFICE OF THE PRINCIPAL  
**SIPAJHAR COLLEGE**

Phone : (03713) 291124  
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P.O. - Sipajhar, Dist. - Darrang (Assam) :: Pin-784 145  
E-mail : sipajharcollege2010@rediffmail.com

Memo No. ....

Date .....

### EXAMINATION POLICY

The evaluation methods followed by the Institution are as per norms of the parent university. Assessment is made through continuous and summative evaluation techniques like home assignments, internal assessments and sessional examinations, seminar presentation, class tests, and finally the performance in the end-of-semester examinations.

In order to make the examination system more efficient and thorough all stakeholders are informed of the examination process, and any University communication is made public as soon as it is received.

Students are allowed to continue from the first semester to the final semester even if they fail in any of the semester exams. In order to accomplish this, students must register for both the subjects for the current semester as well as all outstanding subjects from previous semesters.

Marks for Internal and End Semester Examinations for Semesters I, II, III, I, V and VI are

Category	Theory	Practical
Internal Assessment	20	
End Semester University	60/80	20

Students evaluation is based on the performance both in the

- Continuous Internal Assessment — (Internal Exam)  
End Semester Examinations — (External Exam conducted by the University)



  
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Besides, a student is required to earn the minimum prescribed credit points in a specific program to fulfill the minimum requirements.

**Continuous Internal assessment**

- The exam schedule for all Continuous Internal assessment(Sessional Exam) and End Semester exam is notified in the college academic calendar.
- The Principal forms an examination committee for the smooth conduct of the examinations
- The College conducts internal assessment as scheduled by the Examination Committee per the norms of Gauhati University
- Seminars, Assignments etc. are also given and students are assessed on their performance.
- Online mark entering system for internal and practical examination is carried out as per university norms.
- The entire mechanism to deal with examination related grievances is time bound as per University Guidelines.
- Students have to approach examination in-charge for grievance related issues. The process is completely transparent.

**End Semester Examination (Summative)**

- Online system of exam registrations for semester exams is carried out
- The end semester dates are announced through circulars as soon as the notification comes from the University
- Admit cards /Hall tickets attendance sheet are downloaded from the University website.
- The exam cell thereafter shall plan, organize and conduct the exams, and send the answer booklets to the respective zone for evaluation in strict confidentiality.
- The sealed question papers that come from the University is handed over to the Police station which is collected by the Assistant officer in charge 20 minutes prior to the commencement of the exam.



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- The question papers are opened by the AOC of exams after having verified of any tampering with the seal and obtained signatures of two invigilators.
- The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
- The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- After the completion of the exam, invigilators shall report back to the superintendent of exams in order to account for the question papers/Answer books they have received.
- The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Examination in-charge after having bundled subject/paper wise along with attendance roster and other reports.
- The answer booklets are verified and dispatched to the Zone for Evaluation.

**For Differently abled**

- The college will make constant endeavor to provide ramp facilities for differently abled students.
- It will also be ensured that most of the exams are held in the rooms situated in the ground floor.
- Scribe facility and extra time during examination will be provided as per the instructions of the University.
- Provision for sick bed facility will also be provided.



  
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