



MANRAKHAN MAHTO B.Ed. COLLEGE

Kedal, BIT More, Ranchi

EXAMINATION POLICY

1. INTRODUCTION -:

The institution is committed to ensuring a fair, transparent, and efficient examination system to evaluate academic performance and professional competencies of students. The policy aligns with quality benchmarks and promotes continuous improvement in teaching-learning and evaluation.

2. OBJECTIVES-:

- To ensure transparency and accountability in examinations
- To promote continuous and comprehensive evaluation
- To assess learning outcomes and competencies
- To maintain discipline and academic integrity

4. EXAMINATION SYSTEM-:

(a) Internal Assessment

- Unit Tests
- Assignments/Projects
- Seminars/Presentations
- Practicum & Teaching Practice
- Attendance

(b) External Examination

- Semester/Annual Examinations
- Practical Examinations
- Viva-Voce

5. EXAMINATION PROCESS-:

- Preparation of Academic Calendar at the beginning of the session
- Timely display of examination schedule
- Question papers set as per syllabus and learning outcomes
- Conduct of examination under strict supervision
- Proper seating arrangement and attendance recording

6. Examination Bell Schedule -:

The college shall adhere to a well-structured **Examination Bell Schedule** to ensure punctuality, discipline, and smooth conduct of all examinations.

- **First Warning Bell (15 minutes prior):** Students enter and settle in the examination hall.
- **Second Warning Bell (5 minutes prior):** Final readiness; distribution of question papers begins.
- **Commencement Bell:** Official start of the examination.
- **Mid-Time Bell (optional):** Indicates half-time for effective time management.
- **Final Warning Bell (10 minutes before end):** Students are advised to conclude their answers.
- **Final Bell:** Marks the end of the examination; writing must cease immediately.

7. Examination Room Allocation

The college shall implement a well-organized and transparent **Examination Room Allocation** system to ensure clarity, discipline, and the smooth conduct of examinations.

- Examination rooms shall be **clearly allotted and notified in advance**.
- Each room shall display a **prominent room number and seating arrangement**.
- Students are required to **occupy only their designated rooms and seats**.
- **Invigilators** shall be deputed for each room to ensure proper supervision.

6. EVALUATION & RESULTS

- Timely evaluation of answer scripts
- Preparation and verification of marks
- Declaration of results within stipulated time
- Maintenance of examination records

7. GRIEVANCE REDRESSAL

- Formation of Examination Committee
- Provision for rechecking/re-evaluation
- Time-bound resolution of student grievances

8. ACADEMIC INTEGRITY

- Strict prohibition of unfair means
- Disciplinary action against malpractice
- Awareness of ethical examination practices

9. USE OF ICT

- Digital maintenance of student records
- Use of software for result processing
- Online publication of results

10. RESULT ANALYSIS

- Subject-wise performance analysis
- Identification of slow and advanced learners

- Remedial classes and enrichment programmes

11. ROLES & RESPONSIBILITIES:-

- Overall supervision and policy implementation
- Examination In-charge
- Planning and smooth conduct of examinations
- Faculty Members
- Paper setting, invigilation, evaluation
- Students Compliance with examination rules and discipline

12. DOCUMENTATION

The institution maintains:

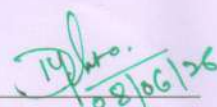
- Question Papers
- Answer Scripts
- Attendance Sheets
- Mark Registers
- Result Analysis Reports

13. REVIEW & APPROVAL

This policy is reviewed periodically for continuous quality improvement.

Approved By (Principal):

Date:


10/06/26

Principal

**Manrakhan Mahto B.Ed. College
Ranchi**