

**G. S. COLLEGE OF COMMERCE, WARDHA (Autonomous)**

**Examination Policy**

The Examination Policy outlines the procedures and guidelines for conducting semester-end and supplementary examinations, ensuring fairness, inclusivity, and academic integrity. In 2024, G. S. College of Commerce, Wardha (Autonomous) achieved autonomy status, leading to the establishment of a dedicated examination cell to facilitate the smooth administration of exams. The college's Principal appoints a Controller of Examinations from the teaching staff, who assumes the role of the Chief Controller of Examinations. Collaborating with the Examination Committee and office staff, the Controller of Examinations oversees various examination processes.

**1. Examination Cell:**

The college has a dedicated Examination Cell responsible for overseeing the comprehensive execution of all semester-end and supplementary examinations. This cell includes Chief Controller, Controller of Examinations and other qualified personnel entrusted with managing various examination-related tasks, including scheduling, invigilation, evaluation, and result preparation and declaration.

**2. Examination Procedures:**

Individualized hall tickets are provided to students, featuring essential information such as examination dates, timings, and name of the examination centre etc. Vigilant invigilators monitor examination halls to uphold decorum and prevent instances of cheating or misconduct. Unauthorized materials, electronic devices, and communication during examinations are strictly prohibited. Students are required to wear the prescribed college uniform and college ID card while appearing for examinations.

**3. Semester End Examinations:**

Semester end examinations are conducted at the conclusion of each academic term in accordance with the college's academic calendar. External and Internal faculty members formulate question papers, which are then reviewed and moderated by the Chairman and all the members of various Board of Studies (BOS). A comprehensive examination time table, containing dates and timings, is

communicated well in advance to facilitate student examination preparation. The examinations are held in secure, monitored environments with stringent measures to prevent any form of malpractice.

**4. Supplementary Examinations:**

Supplementary examinations cater to students who were unable to clear specific subjects during the regular semester examinations. The timetable for supplementary examinations is released post the declaration of regular semester results. Students are required to fill the examination form for supplementary exams within the designated timeframe.

**5. Alternate Examinations:**

The college is committed to provide equal opportunities and acknowledge the achievements of students by conducting alternative examinations for such students who have excelled in State, National, International Competitions/ NSS/ NCC/ Sports/ Cultural Activities/ Events/ Competitions/ Academic Competitions/ Shiksha Mandal events and competitions conducted at various levels and have missed their semester end/supplementary examinations because of participation in above mentioned activities.

**6. Unfair Means During Examinations:**

The institution maintains a strict policy to uphold the integrity of its examination process. Any examinee found engaging in unfair practices during an examination shall be subject to immediate disciplinary action.

An examinee shall be considered to have cheated in the exam, if they are found with written notes, unauthorized papers or any other banned material. This also includes writing or making notes on the exam desk or wooden board etc. Any form of written material on the body or clothing etc and possession of mobile phones, smartwatches, Bluetooth earphones, digital watches or any other prohibited electronic or communication devices etc.

In case, an examinee is found using unfair means during the examination, the invigilator shall immediately seize the answer book and instruct the examinee to submit a written explanation of the incident in the presence of the Examination In-Charge/Supervisor. This explanation must also be countersigned by the classroom invigilator/s. The seized answer book along with the explanation shall be promptly forwarded to the Controller of Examinations (COE) through the

Examination In-Charge/Supervisor.

For a first-time offense, the examinee's answer book shall not be evaluated & a score of '**0**' (**Zero**) marks will be awarded for that answer book and no revaluation or reassessment shall be permitted under any circumstances. If the offense happens second time by the examinee, the matter will be referred to the Examination Committee and appropriate disciplinary action will be taken in accordance with the rules and regulations prescribed by UGC/AICTE/RTM Nagpur University as applicable.

**7. Grace Marks:**

Students have the opportunity to receive Grace Marks, with a maximum limit of 10 marks, during their entire UG/PG program. This provision applies if they fail in any subject or up to 3 subjects by a margin of 5 marks even after moderation/revaluation. The purpose of this provision is to promote or declare the semester as "**Pass by Grace**".

**8. Writer and Extra Time facility for Persons with Disabilities (Divyang):**

Persons with disabilities (Divyang) are granted additional/extra time of half an hour for three hours duration examination and fifteen minutes for one and half hour examination to complete their examinations, acknowledging their needs. Persons with disabilities (Divyang) students are also permitted to utilize the facility of a writer, although they are responsible for arranging a writer with qualifications lower than their own from the different stream. Additionally, they must obtain written permission from the Controller of Examinations in advance. All necessary documents like Medical Certificate issued by the Civil Surgeon, Consent letter from the writer, copy of the certificate showing qualification of the writer should be submitted to the examination cell a week before the start of the examination.

**9. Evaluation and Result Declaration:**

Qualified faculty members (Internal and External subject expert) of evaluate answer books based on standardized marking criteria. Anonymity is maintained throughout the evaluation process to ensure impartiality. Following evaluation, the Examination Cell compiles results and submits them for approval to the Controller of Examinations & Chief Controller, Examination. Results are declared within a 45 days' timeframe as mentioned in colleges regulations, with students being

informed through official college website, classroom circulation, official WhatsApp groups and college notice boards etc.

**10. Revaluation:**

The reassessment process is carefully crafted to ensure a just and impartial evaluation carried out by independent/external examiners who were not part of the initial assessment. Students are provided with the opportunity to request a reassessment if they have any concerns regarding the assessment of their answer-books and they can also request to receive true/photocopies of their evaluated answer-books within a reasonable timeframe.

**11. Rejection of Result:**

The candidate shall have an option of being NOT DECLARED SUCCESSFUL in any of the semester end examinations if he/she fails to secure minimum 60% marks in aggregate in that semester. The student can apply separately for availing this option in the prescribed format. It shall be applicable only to the external/semester end examination and not to the marks awarded in Internal Assessment which shall not be altered in any case. Once the candidate opts for Rejection of Results Scheme, his option shall be irrevocable. More details are available in the course regulations.

**12. Improvement of Result:**

A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester. The reappearance shall be permitted only once in each semester. More details are available in the college's regulations.

**13. Award of Marksheet and Degree:**

All Mark Sheets for all semesters shall be awarded by the college at the end of each semester and students shall receive Degree from the RTM Nagpur University, Nagpur.

**14. Transparency and Grievance Redressal:**

The college places a strong emphasis on maintaining transparency throughout the examination process. The Committee shall be headed by the Controller of Examinations and shall have as members all HOD's/Course Coordinators. In case of any dispute, the Chief Controller, Examinations/Principal shall decide the matter and his decision shall be final. An established grievance redressal system empowers students to address any concern related to examination procedures, evaluation or

results.

### **15. Continuous Updation:**

The Examination Cell consistently reviews and updates the examination process based on feedback from faculty, students and external experts. The integration of best practices and innovative strategies ensures the continual improvement of the overall examination experience.

This policy confirms the college's dedication to academic excellence, integrity and equitable assessment practices. It ensures that examinations are conducted professionally, facilitating students in demonstrating their knowledge and capabilities effectively.

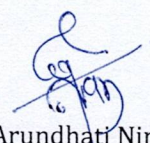
The proposed "**Examination Policy**" were discussed and approved by all Boards of Studies (BOS) of the college, including both internal and external members, during their meetings held on 28-04-2025.

This "**Examination Policy**" has been approved by the Academic Council of the college in its meeting dated 29-04-2025 and by the Governing Body in its meeting dated 29-04-2025

**The "Examination Policy" shall come into effect from the academic session 2025-2026 for all NEP and Non-NEP UG/PG Programmes.**



Mr. Parishkrit Agrawal  
Controller of Examinations (COE)



Dr. Arundhati Ninawe  
Principal