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AGGARWAL COLLEGE BALLABGARH
A Post Graduate Co-educational College Accredited A++ (CGPA: 3.57) by NAAC
ISO 9001: 2015 & ISO 14001:2015 certified
College with Potential for Excellence (CPE) Status by UGC
Affiliated to M.D. University, Rohtak

Policy on Internal Examination (House Examination) Answer Book Evaluation and Record Keeping





Policy on Internal Examination (House Examination) Answer Book Evaluation and Record Keeping

As per reference no. 241220212 dated 24.12.2021

1. Faculty evaluate the Answer Books (A/Books) carefully and attentively. They give critical comments on every response/answer. The A/Books are shown to the students for them to see their mistakes and prepare for finals. A few (A/Books), properly evaluated with remarks for improvements are preserved with the departments along with hard copy of question papers for the students to see. We claim internal examination in our college as quality improvement practice.
2. Both hard copy and soft copy of award list is submitted with the concerned department and soft copy with the Controller of Exam sent through email already communicated.
3. Students' grievances of any kind regarding question papers or evaluation should be properly documented and should be addressed to the Principal and same shall be forwarded to the concerned Dean faculty for necessary action and resolution/ redressal is a time bound process.
4. The toppers in respective courses are appreciated or awarded at the Department Level. The Programme Topper is considered for appreciation by the Principal at any appropriate platform in the college
5. Parents of those who do not qualify as per university guidelines/rules are informed and called for meeting by respective HODs and Principal and concerned mentors see to it that they improve in the final examination
6. Any kind of suggestion for further improvements is forwarded to the Principal through the concerned HODs
7. It is necessary that while giving internal awards, due weightage is given to the performance of student in internal examinations.


Co-ordinator, IQAC
Aggarwal College, Ballabgarh




Principal
Aggarwal College
Ballabgarh (Faridabad)