



KALPANA CHAWLA COLLEGE OF EDUCATION

14TH KM. STONE, SIRSA ROAD, CHIKANWAS, HISAR (HARYANA)

APPROVED BY NCTE, AFFILIATED TO CRSU JIND & HBSE

EXAMINATION AND ASSESMENT COMMITTEE

The Examination & Assessment Committee is a standing Committee of our institute. This committee is working as per norms of the Chaudhary Ranbir Singh University, Jind and HBSE. The majority of the Committee's work relates to the internal examinations & assessment of the students. The committee considers the following measures apart from the university regulation.

Objectives:

The Planning and organization of all college examination, their smooth conduct and the declaration of the results on time.

Function:

- The Committee is responsible for setting, marking and reviewing questions and question papers.
- The Committee ensures the standard, validity and fairness of examinations and produces appropriate pass lists
- The Coordinator of the Examination & Assessment Committee and the Committee itself is, from time to time, responsible for providing advice to the President, Principal and the other committee members.
- The Committee is responsible for establishing and setting the educational standards of admission into the institute.



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Date: 17-12-2023

This is here by informed that there will be meeting of all the faculty members in the Chairmanship of Principal on 18-10-2024. The presence of all members is compulsory.

Principal



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Report of Formation of Examination & Assessment Committee (2023-24)

To

The Principal

Kalpana Chawla College of Education

Chikanwas, Hisar

Subject: Formation of Examination & Assessment Committee

Respected Sir.

This is with reference to the first staff meeting was held on 18-10-2023. As per the decisions taken in this meeting a few committee members were decided to be the office bearers of Examination & Assessment Committee. These are following:

Sr No	Name	Designation
1	Dr Mohit Malik	Principal
2	Mr Ramesh Kumar	Coordinator
3	Mr Sanjeev Asija	Member
4	Mrs Poonam	Member
5	Mrs Mukesh Arya	Member
6	Mrs Punika	Member

Under the Chairmanship of the Principal, the members of committee discussed the following agenda:

The Planning and organization of all college examination, their smooth conduct and the declaration of the results on time.

Coordinator



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The Meeting of the Examination and Assessment Committee was held in the Principal's Office on 18-10-2023. The Following activities were finalized for the Formative & Summative Evaluation:-

1. **Summative Evaluation:** To be carried out by CRSU Jind & HBSE Bhiwani
2. **Formative Evaluation:** To be carried out by the respective teacher in their papers, Assignment and other project works.
3. **Internal Assessment:** To be carried out by the respective Incharge.
4. **Continuous and Comprehensive Evaluation :** The following activities was decided to be carried out for the purpose of continuous and comprehensive Evaluation :

- Oral Test after each lesson.
- Quiz Test.
- Assignment.
- Project- Work.
- Unit – Test (February-2024)
- Pre Uni. Examination. (May 2024)
- Different Co-curricular Activities.
- Participation in Extra Co-curricular Activities.
- Regular Attendance in the class.
- Pupil Teacher's Behaviour.

Note: Internal assessment □□ marks □□□ □□□□ □□ □□□□□□□□

Principal