



DR. S. RADHAKRISHNAN COLLEGE OF EDUCATION

Recognized by NCTE, Bhubaneswar & Affiliated to Binod Bihari Mahto Koyalanchal University,

Dhanbad (B.Ed.) & Jharkhand Academic Council, Ranchi (D.El.Ed.)

(Managed By: Bokaro Education Trust)

Chiksia, Near Chas Mufassil Thana, Dist - Bokaro, Jharkhand - 827013, Ph: 09234303040.

Website: www.dsrcebokaro.org.in, Email: dsrce.bokaro@gmail.com

Examination Policy

College Internal Examination

STANDARD OPERATING PROCEDURES

1. Academic Calendar
 - With reference to academic calendar exams are played.
2. Formation of exam committee
 - Members for exam committee are selected by the management.
3. Planning
 - The committee meets the principal and plans for the forth coming exams.
3. Circular
 - A circular to all staff members is sent mentioning the dates and subjects with time and session.
 - The circular request for question paper and answer key.
 - The same is followed by department and turn frame and submit the individual time table to the COE which is displayed on the notice boards.
4. Question Paper settings
 - The respective subject teachers set their question papers by using blue print and will submit the same to the COE.
 - Preparation of question paper is as per university regulations of B.Ed.
5. Requirements
 - Arrangements are made demanding to the number of required copies of question paper.
 - All the necessary steps are taken to print the question paper.
 - Arrangement of answer scripts, accounts sheet, thread were made.
6. Room Identification
 - Identifying the examination halls and intimation to the manger is made for necessary.
 - Preparation of consolidated seating plan and attendance sheets.
 - Students will be intimidated the same on the previous day of the examination through different notice boards and entry points near steps.


Principal

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7. Allotment of invigilators

- Invigilators are selected based on the need and are intimidated.

8. Classroom Boards Cleaning

- The class room boards cleaning duty is assigned to non-teaching staff.

9. Distribution of Question paper to halls

- The invigilators on the day of examination carry question paper along with them to the examination hall.

10. Attendance Sheet

- Attendance sheet statements are arranged on the daily basis.
- It will be taken by the invigilator to the exam halls along with the question paper cover.

Marks Distribution

*Criteria for the award of internal Assessment / internal practical of 20% marks in theory papers be as per the distribution given below

1) Internal class test / sessional work (in theory paper..... 10% **10**

Marks

2) Assignment/performance and demonstration 5% **5 Marks**

3) Attendance

Upto 75% 0%=0

Upto 80% 2%=2

Upto 85% 3%=3

Upto 90% 4%=4


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Upto 90% 5%=5

Total = 20Marks

*Criteria for the award of internal assessment / internal practical of 10% marks in theory papers be as per the distribution given below

1) Internal class test / sessional work (in theory paper)..... **10 Marks**

2) Assignment/ performance and demonstration 5% **05 marks**

3) Attendance

Upto 75% 0%=0

Upto 80% 2%=1

Upto 85% 3%=1.5

Upto 90% 4%=2

Upto 90% 5%=2.5

Total= 10 Marks

Practice Teaching marks distribution

- | | |
|---|----|
| 1) School activity and report | 10 |
| 2) Practice teaching in selected subject | 05 |
| 3) Delivery of three lesson in selected subject | 05 |
| 4) Lesson plan | 70 |
| 5) Criticism lesson two in selected subject | 05 |
| 6) Involvement in school activities | 10 |
| 7) Interaction with school teacher community members and children | 05 |
| 8) Writing rejective journals | 10 |

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9) Final discussion two plans	10
10) Preparation of case study report	10
11) Action research reports	10

Total= 150

Chakraborty
Principal

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