**Examination Evaluation/ Feedback**

*1*) Prepare result sheet summary

2) Evaluate the performance of students against standard & past terminal exam

3) Evaluate the pass% of each subject wise

4) Determine the highest pass% and lowest pass% of subject wise

5) Counseling with the student scoring below average/ arrange for additional class of necessary for improvement

6) Identify the reason of student whose performance decrease as compared to the past exam. Suggest/guide/ motivate to overcome the problem

7) consult with guardian/meeting with guardian + student with subject teacher

8) Joint consultation with faculties and HODs for further improvement and necessary action

 9) Reward the excellent performer

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| **Student Counseling Form /Feedback** |
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| SN | Date | Name of student | Year | Problem | Sign | Remark |
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