



## 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is transparent mechanism to deal with internal examination -

- A transparent, time-bound and efficient method is being followed by Examination department of our college.
- As per the university guidelines, the College IT Coordinator is appointed for conducting examination smoothly.
- The college has appointed internal Examination committee for Arts, Science and Commerce faculty which works under the guidance of Vice Principals and Principal.
- Internal examinations are conducted prior to the university examinations.
- Internal examination committee prepared the time table in consulting with CEO and Principal.
- All necessary steps are taken to conduct smooth internal examinations in robust and transparent and time bound manner.
- To maintain transparency and uniformity in the assessment of the internal tests, the faculty evaluates the papers within a week of conduction of test.
- The evaluated answer sheets are shown to students in class.
- In the COVID 19 pandemic period, various Examinations were taken in LMS, e.g. Google classroom, Moodle and Microsoft teams and the marks given by the faculty were displayed on LMS.
- If any discrepancies are reported by the students, then they are resolved by the faculty immediately.



- If the students have any grievances regarding internal examinations, students have to approach internal examination in charge.
- An application duly stating the grievances is to be submitted to the examination department.
- Having gone through application the exam department forwards it to the principal.
- The Principal in consultation with IT Coordinator and faculty member takes necessary steps to resolve the grievances. If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms of University.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and also on LMS System.
- The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university ERP at the end of semester.
- For other grievances regarding the examination like, absent remark for internal assessment or term end examination in statements of marks, college obtains application from the students.
- Then applications of student and marks obtained by student are communicated to the University through the principal and CEO.
- The college strictly follows the guidelines and rules issued by the affiliating university while conducting internals examinations.
- With these systems in place, the institute exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.



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