

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

- The institution has established a time bound mechanism for Examination and Evaluation.
- There is an Examination Cell working on examination related issues concerning both internal and external examinations.
- One senior faculty member is in charge for the Examination Cell.
- Internal exams like Mid Term Exams are planned after completion of sufficient syllabus, say, two units of the subject. (As per University norms)
- Conduction of internal examination is done by the examination cell and its coordinator coordinates with HODs for internal Exam paper setting, and exam evaluation.
- Answer scripts of the internal exams are given to the students for personal verification.
- Everything is transparent and the final marks of internal exams are submitted to the university after checking of the answer scripts by the students.
- Once this process is completed no further changes are entertained.
- All this activity is to be completed within a week time as prescribed by the university.
- Any grievances related to the internal exams are brought to the notice of the concerned teacher and get clarified.
- The teacher has to satisfy/convince the student with his explanation on the evaluation.
- As external exams are conducted by the University the college has only the duty of arranging the facilities for smooth and fair conduction of exams in the college by strict vigilance.
- The evaluation of the university exams is conducted after coding the answer scripts.
- Our college is one of the spot valuation centers of the university and the answer scripts are evaluated with most care and vigilance.