

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

At the college level, an examination committee is constituted, comprising of a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination. The end semester examination is conducted by university, and the students appear at center allotted by the university.

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.

- Three internal assessment tests are conducted each semester at department level.
- Time table for test is prepared well in advance and communicated to the students earlier.
- A proper seating plan is followed for internal assessment tests and it is displayed on the notice board.
- After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking.
- If they come across any doubts, clarification is given by faculty to enables them to fare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
- After preparing the assessments report by faculty it is shown to HoD and a copy is submitted by the concerned faculty to the department.
- The assessment marks of all the three sessional tests uploaded on college ERP.
- 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.
- Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the center superintendent and the same reported to the university immediately through center controller (University representative).
- University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members.
- After examination, the answer scripts evaluated by digital mode at different evaluation centers designated by university and final result is declared.
- If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny.
- University declared the result of challenge evaluation/scrutiny after completing the process on university website.