

## **2.5 - Evaluation Process and Reforms.**

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

**Mechanism to deal with examination related grievances is transparent, time bound and efficient.**

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. To ensure proper conduct of formative tests, two invigilators are assigned to each hall.

Evaluation is done by the course handling faculty members within three days from the date of examination. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.

The marks obtained by the students in internal assessment tests are displayed on the department notice board. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.

Noting the values in observation and validating the theoretical aspects student must submit lab record regularly. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.

The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner the evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The College has adopted a system to display Assessment marks in their respective departmental notice Board and also shared through WhatsApp group to the respective classes, where each student can view her total assessment marks at the end of each semester.

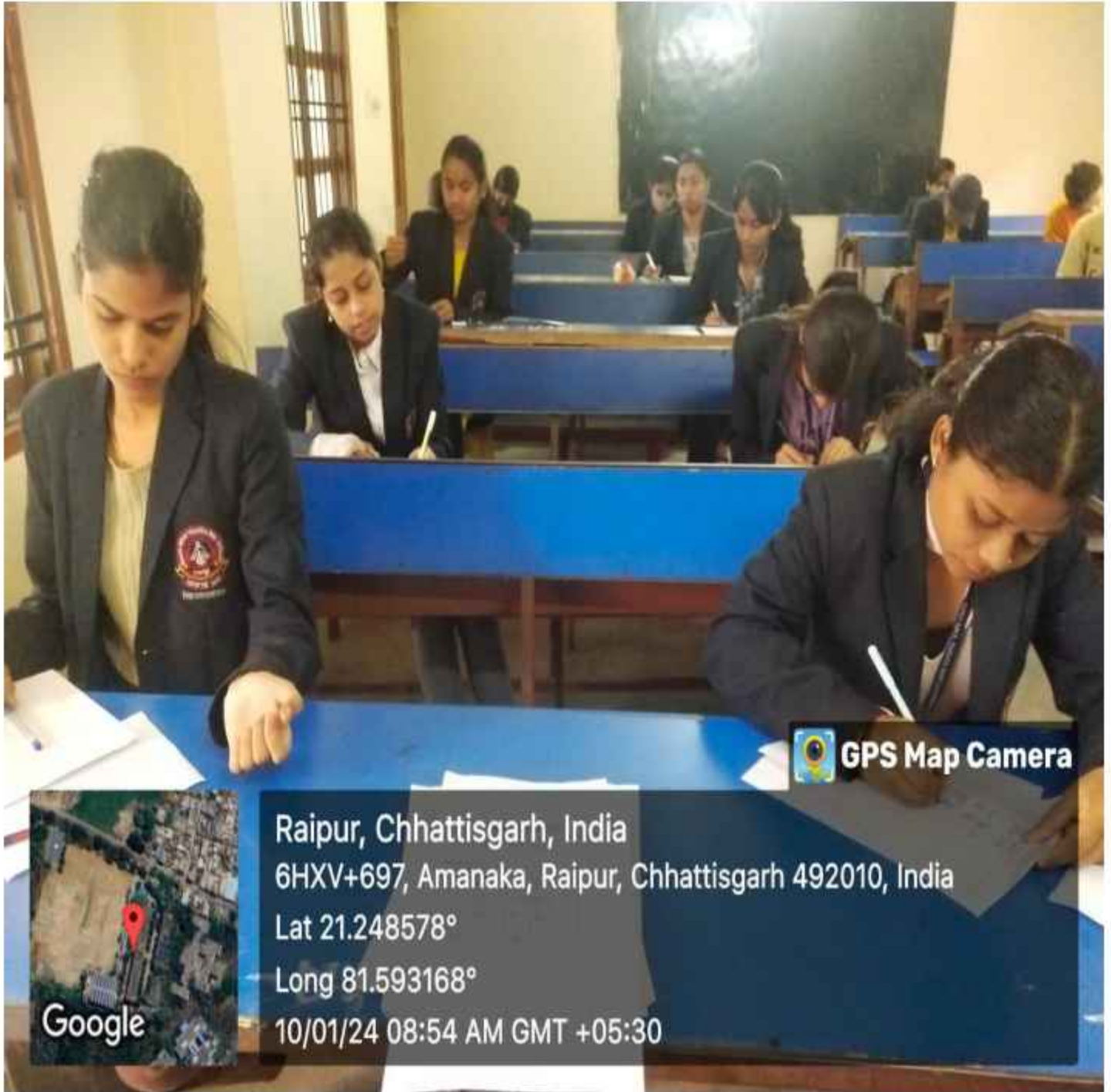
Careful monitoring and analysis of grievances filed by the students is carried out by the Examination Department in an efficient and timely manner. Being an active member in deciding quality policy and making strategic plan of the institute, the Principal is responsible for timely and systematic completion of academic & evaluation events. For internal evaluation, the Principal is the final decision making authority to settle the grievances of internal evaluation. In case of grievances of evaluation of University examination, the aggrieved.


**Mechanism to deal with internal examination related grievances:**

Grievance may be there due to error in question, incomplete question or question being out of syllabus. If any such grievance is reported at the examination hall then appropriate action is taken by the Controller of Examination. The grievance is at first verified with the respective department. Then at the time of copy evaluation the concerned examiners are notified to give full marks allotted to that question provided the student has attempted that particular question.

**Mechanism to deal with marks related grievances:**

The mid semester examination copies are shown to students by respective subject teachers of different departments after evaluation. So any grievance related to marks by the student is immediately clarified by the subject teacher and rectified if necessary. After this the mid semester marks are published by the departments.



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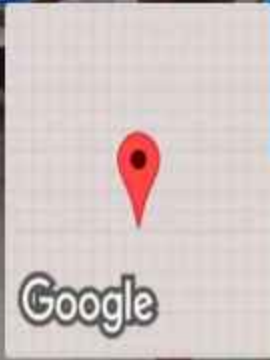
  
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