

MECHANISM TO DEAL WITH EXAMINATION GRIEVANCES

At the college level an Exam Cell comprising of a senior teacher as convener and other teaching and non-teaching staff as members is constituted to handle the issues regarding the evaluation process.

- The college adheres strictly to the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.
- Two internal assessment tests MSTs are conducted during each semester, the time table for which is prepared well in advance and communicated to the students.
- Seating plan and table marking is followed even for internal assessment tests and is displayed on the notice board along with the internal assessment time table.
- After the evaluation of the internal assessment answer scripts, the scripts are given to the students to have an idea of their performance in the test.
- If they come across any doubts, clarification is given by the subject faculty which enables them to fare better in future.
- Complete transparency is maintained during the internal assessment tests through the adoption of the criteria given by the affiliating university. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and students.
- After assessment reports are prepared, it is shown to the students as well as uploaded on College ERP, so that grievances (if any) can be resolved immediately and submitted by the concerned faculty to the department.
- A centralized exam cell system is followed.
- Any grievance related to the 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 Principal in turn he/she proceeds the same to the university immediately.
- Review on the question papers are made by faculties to find out how tough the question papers are and the feedback is given to the department Head.
- University decision or information after resolving the grievances is intimated immediately to the concerned departments once it is obtained through the Principal. It is also conveyed to the students through the TGs and subject handling faculties.
- If student has any grievance related to the evaluation of the university answer scripts, the same can be intimated to the subject handling faculty and Head of the Department.
- The revaluation is applied for answer scripts and the re-evaluated marks can be obtained during the announcement of revaluation results of the same semester.
- In order to maintain transparency, students can apply for photo copy of their answer script and they may decide on re-valuation/re-totalling.
- Consulting with the subject handling faculty and Department HOD challenge revaluation can also be applied by the students as the last re-evaluation approach.