

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

The institute has devised an efficient mechanism to deal with examination (INTERNAL) related grievances which is transparent in the pattern and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal examinations.

At Institute level, an examination committee, comprising of HODs as convener and other teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made within 2-3 days. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Parents are also informed about their ward's performance through PTMs conducted at the end of each semester.

