2.5.2 QLM

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

Students are well informed about the internal assessment process, Rules & Regulations and Grievances addressable process. They have right to present their grievances in the evaluation process. Grievances are resolved as per the norms. Examination Cell looks after the planning & conduction of all the examination & evaluation held in the institution with the approval of Registrar. Internal examinations are conducted as per the academic calendar with prior notice. Answer scripts are evaluated at the center level. After evaluation of internal assessment answer scripts, are shown to the students to check any discrepancy or doubt in checking. If students come across any doubts, clarification is given by faculty to enables them to fare better in future. The students having grievance related to the marks obtained can apply for rechecking or revaluation. These dates are communicated to the students through notice board and class notice. The Exam cell submits the report & forms collected from the students to the committee and inform to the head of department. Head of the department inform to the faculty member. Faculty member verify and report the correction to the exam cell. Exam cell do the necessary changes and send the report for approval by the committee followed by display of changes on notice board. On disagreement of the revaluation process, the students can reapply within two days. Exam cell will do the reevaluation by another faculty member of subject expert from the department. All the reports & corrections are verified by the registrar and informed to the IQAC & respective departments. All the corrections, notices and information related to the exam & reevaluation process is displayed on the notice on board.