



Estd. 1970

Policy of Internal / External Assessment and Grievance Redressal System in the College

As per the government of India's guidelines, college would be free from discrimination, harassment and revenge. A grievance cell is formed at the college level for examination-related issues. This cell looks after all grievances related to internal as well as university examination. The Examination Committee of the College deals with the issues related to examinations at internal and external levels by dealing with the internal schedule, duty list of teachers and redressal of grievances of students. The function of the committee is to look into the complaints lodged by any student and evaluate their merits. The committee organizes and prepares the internal assessment schedule and prepares duty lists for internal and external examinations and informs the students about the schedule by displaying it through notices and announcements. The committee resolves and documents the grievances of the students arising out of internal and external examinations.

The objectives of the policy:

- To assure that students get a fast solution to their problems.
- To assure a rhythmic student-faculty relationship.
- To provide a platform for students for expressing their grievances freely and confirming that they would be handled without any prejudices.
- To receive grievances and requests, to evaluate the authenticity and suggest corrective measures.
- To provide a fair, unbiased and even way for redressal of various complaints ensconced by them.

The institution follows a Continuous Internal Evaluation System.

- The main objective of it is to evaluate student learning at regular intervals by conducting class tests, term end examinations, classroom assessment, project and practical's, seminar presentation, group discussions, online tests, fieldwork and field visit.
- Similarly, internal assessment of students is done through university examinations, class attendance, classroom discipline, participation in curricular activities and subject based viva-voce.
- Academic performance of students is evaluated both by continuous internal assessment and University semester examinations.
- Attendance in all the tests is compulsory. Class test and term end examinations timetable is duly prepared and circulated among the students in advance.

- The students will be informed of the mistakes committed and guided to improve their performance in next examinations. Each student is encouraged to give class tests and term end examinations in the class.
- 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 College adopts the following policy for the purpose of dealing with grievances relating to internal/external assessment.

- Anyone with a genuine grievance may personally approach the concerned subject teacher/in-charge of the department/members of the Examination Redressal Committee.
- If the person is not willing to appear in person, the complaints can be sent in writing.
- Making notices related to examinations, making necessary notices for students and teachers.
- Communication of special instructions related to examination between deans and students.
- Receive complaints from students regarding internal and university examinations.
- The grievances are resolved by taking necessary follow-up action from the concerned authorities of the college and university.
- Any irregularity found should be reported to the Principal for the concerned complaint.