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

**Response:**

The examinations are conducted as per the norms of the affiliated university. The college has examination committee. The committee conducts internal examinations separately. The evaluation system is implemented as per the guidelines of the affiliating University. Tentative schedule of the internal evaluation is proposed by the department to examination committee and approved. The schedule is approved in the meeting of examination department and displayed on the notice boards as well as on college website well in advance. Every faculty communicates syllabus and pattern of the scheduled test as well as the schedules of students’ presentations of projects as internal evaluation well in advance. Overall conduct of the students is evaluated separately. Evaluation of projects includes project report, presentation and viva-voce. Marks submitted to the examination department are entered in the college examination software and are submitted to university examination section. After the internal evaluation the corrections/suggestions are communicated to the students. Thus the transparent internal evaluation takes place.

**Robustness in mechanism of internal assessment**:

* Projects are given to the students by the IT departments for development of their practical knowledge and incubation of research skills and these projects are evaluated by the concerned teachers.
* Viva-voce is conducted by some of the departments to flourish the communication skills among the students and to understand their subject knowledge.
* Foundation course teachers give the students the survey based projects on social issues to inculcate the social awareness and responsibility among the students and their projects are evaluated.
* For the courses like Communication Skills in English and Business Communication tutorials are mandatory. They are strictly conducted and evaluated by the course teachers. Some of the teachers from Commerce faculty also conduct and evaluate tutorials to enhance problem solving ability of students.
* Especially the last year students of UG are provided the question paper sets of previous examinations for practice and they are evaluated by the course teachers.

The Principal conducts meetings of all teachers and non-teaching staff before the commencement of the examination and gets satisfaction from them.

**Transparency**

* The Examination planner is prepared in line with the academic calendar before the start of the session.
* The institute organizes induction program and Parents meet to makes the students and parents acquainted with the rules and regulations of the affiliating University, internal examination scheme and evaluation processes.
* After assessment of the sessional theory answer sheets, the moderation of each subject has been conducted for the transparency of the examination. Any query from students in the allotted marks is resolved through the examination grievances redressal committee.