

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

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal and semester end examination.

**At Institute level:** At Institute level an examination committee appointed a senior teacher as convener and other teaching and non teaching staff as members to handle issues regarding evaluation process. 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. Retest system is available. Within a time bound the Internal Assessment marks are entered in the University web portal.

**At University level:** Students can bring their grievances by applying for the following evaluation procedure. Rechecking and Reevaluation system is available for the students. Students can apply for revaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results as per the university norms. Result will be announced before commencement of University Examination if student clear the subject. The entire process is maintained transparent and time bound by the university as well.