

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

After every internal examination the students get an opportunity to view their evaluated answer scripts and may get the anomalies rectified, if any, in discussion with the faculty handling the course. If the students have any grievances regarding answer sheet evaluation they can approach the class advisor. By the direction of the head of the department another faculty who is expert in that subject is appointed for reevaluation. The marks scored by the students in tests are published regularly after evaluation to maintain transparency. Two tests and a minimum of 2 assignments are considered for internal assessment marks. The internal assessment marks are published by the departments at the end of the semester. Along with the published marks, students are informed to submit grievances, if any, to the HOD with supporting documents. HOD scrutinizes the cases and based on the merit, in consultation with the faculty concerned, recommends corrections, if any, to the original marks awarded to the student. These are conducted in a timely manner so as to submit the marks in the University portal according to the deadlines provided by the University.