

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

The Concerned Committees will resolve the issues accordingly.

All internal test are conducted as per rules. Transparency is kept by showing all internal assessment of students.

University Level Examination: The Examination Cell's committee is in charge of dealing with and resolving issues/grievances relating to internal and external examinations. When dealing with difficulties or grievances, the Cell is transparent, and the majority of the grievances are addressed and resolved in a timely manner.

Continuous assessment of each Laboratory term work head is carried out and known to the student. The laboratory term work evaluation is based on Attendance of student Performance of Practical Completion of Journal within time internal viva-voce on each experiment.

The procedure for resolving grievances related to the external examination is as follows,

- 1) Notices for filling out photocopy, verification and revaluation forms are displayed in the institute examination section and also at the department, along with information of the necessary fees and the deadline for submission.
- 2) Request for a photocopy of the assessed answer sheets. Application for re-totalling and re-evaluation. University makes a decision of various grievances and acts accordingly.
- 3) Institute examination section collects the old mark sheet from the student in case of change in marks and sends it to University.