

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

A college level committee is formed comprising of Director, Deans, Principal, Heads of Departments and Associate Heads of Departments to review the conduct of examinations, Evaluation /Assessment of CIE (theory and laboratory exams) and analysis of results.

At department level also a committee is constituted comprising of senior faculty members for smooth conduct of CIE and assessment of theory and laboratory exams.

The answer scripts of all Internal Assessments are shown to the students after evaluation. If they come across any doubts, clarification is given which enables them to fare better in future. The student seminars and project seminars are conducted in presence of all the students of class and hence providing complete transparency in internal assessment.

The scheme of evaluation of end semester exams and CIE are informed to students. The marks allotted to different units are informed to the students. The choice available is also informed.

The university follows a standard protocol for maintaining the confidentiality to ensure fair and unbiased evaluation of the semester end answer scripts. The answer scripts are jumbled and coded for valuation, and decoded later for processing of final results. Evaluation is made under strict confidentiality, at the University Spot Valuation Centre. Students of Affiliated Colleges are allotted Examination Centre other than the college where they studied to minimize malpractices.

Similarly at college level also strict confidentiality is ensured to conduct fair and unbiased evaluation of CIE answer scripts. After valuation work is completed the marks of test, assignment and tutorial are entered in assessment matrix. Each subject teacher submits the assessment matrix to HOD for consolidating the marks, which is displayed after first and Second CIE, if any grievances is there it can be resolved immediately.

Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the Head of Department, after making an analysis by the subject faculties with Department Head, a written note is sent to Controller of examinations of affiliating University.

If student has any grievances related to evaluation of university answer scripts there is provision for Revaluation and obtaining photo copies of answer scripts demand. The student can consult subject faculty and HOD to challenge the valuation.