



सीमा मेमोरियल महाविद्यालय

हरसौर रोड., परबतसर, जिला- डीडवाना-कुचामन

SMC/PBC 2024./S.P.L

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2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

RESPONSE :

The institution has an efficient mechanism of internal and external assessment which is transparent in the conduct and also in the rectification of grievances. The grievances are solved with utmost priority in a time-bound manner. The institution strictly follows the guidelines of the affiliated university while conducting the internal assessment and end-semester examinations.

Broadly, there are two assessments: (1) Comprehensive External Examination (CEE) and (2) Continuous Internal Assessment (CIA). The CEE is controlled by the affiliated university. The role of the institution is to implement the directions from the University. The exam-related activities of CEE such as the preparation of question papers, exam supervision, answer-sheet evaluation, result declaration, etc. are carried out by the university. All information related to CEE is communicated in advance, and the same is communicated to the students accordingly

MECHANISM FOR GRIEVANCE REDRESSAL

The institution is keen to address grievances related to assessments (both CEE and CIA). Students have multiple channels to raise their grievances including the course facilitator, class tutor, head of the department, controller of examinations, principal, and the web portal. The grievances are classified into College and University levels to take appropriate action.

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COLLEGE -LEVEL.

The faculties concerned distribute the answer sheets of internal examination with students and collect their grievances if any. If a student raises that the marks he/she scored for any paper is not up to his/her expectations, the student can opt for revaluation through a letter within seven days of declaring the results. The students can also make use of the web portal or suggestion box. The principal, IQAC, and Controller of Examinations continuously observe every process of internal assessments and make necessary rectifications. The action taken on the grievances will be communicated to students within a stipulated time period.

UNIVERSITY-LEVEL

The grievances related to end-semester University examinations such as revaluation, duration, and relevance of the question are collected by the principal through the HoDs and Controller of Examination, and the same is communicated to the exam section of the affiliated University. Students can obtain photocopies of their answer sheets from the University. The university section officer of the college will take necessary follow-ups and the same will be communicated to the students on time.

The institution has taken the following measures to achieve transparency in the internal assessment process.

- A planned exam schedule in the College Calendar
- Consolidation and calculation of CIA explained to students.
- The CIA schedule and question paper patterns are circulated to the students
- The evaluated answer scripts are distributed
- The final 'internal mark' is verified and signed by the students. A copy is displayed on the notice board.



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