

"Policy Document: Mechanism of Internal/External Assessment and Grievance Redressal System"**Introduction:**

The College is committed to upholding the principles of transparency, fairness, and integrity in the assessment of students' academic performance. This policy outlines the mechanisms for internal and external assessments, ensuring that all evaluations are conducted in a manner that is consistent with academic standards set by the affiliating university. Additionally, it details the grievance redressal system designed to address assessment-related concerns in a time-bound and efficient manner.

1. Transparent Mechanisms for Internal and External Assessments**1.1 Internal Assessments**

- **1.1.1 Communication:** At the beginning of each semester, students receive comprehensive information regarding the assessment criteria, including the weightage assigned to internal and external assessments. This information is disseminated through orientation sessions, course outlines, and the college website.
- **1.1.2 Scheduling:** Internal assessments, which may include class tests, assignments, presentations, and practical exams, are scheduled periodically throughout the semester. The schedule is shared with students well in advance to provide sufficient preparation time.
- **1.1.3 Transparency:** Marks obtained in internal assessments are promptly displayed on notice boards and the college's online portal. This practice allows students to review their performance and seek clarifications if necessary, thereby promoting transparency and enabling students to monitor their academic progress.

1.2 External Assessments

- **1.2.1 Compliance:** External assessments, managed by the affiliating university, are conducted in strict adherence to the university's guidelines. The college ensures full compliance with these protocols, maintaining the impartiality and fairness of the evaluation process.
- **1.2.2 Support:** The college provides the necessary support to facilitate the smooth conduct of external assessments, ensuring that all procedures are followed meticulously.

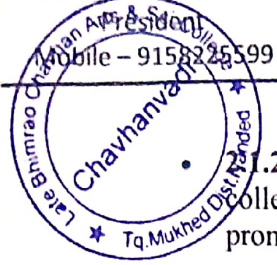
2. Grievance Redressal System**2.1 Structure and Accessibility**

- **2.1.1 Grievance Redressal Committee:** The college has established a dedicated Grievance Redressal Committee comprising senior faculty members and administrative staff. This committee is responsible for overseeing the resolution of assessment-related grievances.

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- **2.1.2 Accessibility:** Students can submit grievances online through a dedicated portal on the College website. This system is designed to be easily accessible, allowing students to report issues promptly and efficiently.

2.2 Time-Bound Resolution

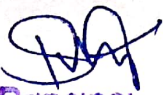
- **2.2.1 Timeline:** The grievance redressal system operates on a time-bound basis, with the committee committed to resolving grievances typically within 10 working days. This ensures that concerns are addressed swiftly, minimizing any negative impact on students' academic performance.
- **2.2.2 Investigation and Communication:** Each grievance is thoroughly investigated by the committee, which considers all relevant facts before making a decision. The outcome of the investigation is communicated to the student promptly, with corrective actions taken as necessary.

2.3 Appeal Process

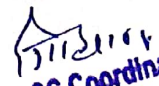
- **2.3.1 Principal's Review:** If a student is not satisfied with the resolution provided by the Grievance Redressal Committee, they have the option to appeal to the Principal. This additional layer of review ensures that every concern is given a comprehensive and fair review.

Conclusion:

The College Name's commitment to transparent assessment mechanisms and an efficient, time-bound grievance redressal system ensures that students receive a fair and unbiased evaluation of their academic performance. By fostering a positive learning environment rooted in trust and accountability, the college enhances the overall educational experience for its students, faculty, and administration.


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