

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

The college has a well-planned system of continuous evaluation internally. It must first be noted that 20 marks per paper is allotted for internal evaluation in the CBCS semester system. Of these 20 marks, 4 marks are allotted for class attendance, and 16 for internal examination/ practical examination .Department of Zoology opts for internal examinations, conducted centrally for Programme Courses, and departmentally for Honours courses. As each internal examination is conducted semester wise, such general examinations are held twice a year. Apart from this, there is the less-documented classroom assessment( surprise class test) on a regular basis. Taken together, a continuous evaluation is held throughout the year.

To deal with all Internal Assesment related grievances, there is an examination Committee. Grievance related to examination are dealt with special care. If any grievance is found, proper measures are taken regarding internal Examination. If any student has any grievance regarding internal examinations, she goes to the departmental Head with her complaint. Normally the departmental Head solves her problem, for all the scripts regarding her examination is in her custody. If there is any problem regarding the marks that have been sent to the University, then the Principal acts according to the advice of the Controller of Examinations, and the problem is solved.

After the publication of University Examination result, the students can apply for review or Scrutiny in any number of papers through the university web portal by paying requisite fees. If the student is still unsatisfied, she can apply for a copy of the answer scripts as per RTI act.