

GRIEVANCE REDRESSAL REPORT: DEPARTMENT OF MUSIC

2.5.1 Transparency and efficiency of the Mechanism of internal/ external assessment and grievance redressal system of Music Department

Our college has a well-planned system of continuous evaluation internally. It must first be noted that 10 marks per paper is allotted for internal evaluation in the CBCS semester system. Of these 10 marks, 3 marks are allotted for class attendance, and 7 for internal examinations, or tutorials, or classroom assessment. Department of Music opts for internal examinations, conducted centrally for Programme Courses, and departmentally for Honors 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 on a regular basis, and tutorial / remedial assessments in the classes allotted for mentor mentees. The department of Music is used to hold students' seminars as a mode of assessment. Taken together, a continuous evaluation is held throughout the year.

To deal with all Internal Assessment related grievances, there is an examination Committee. Grievance related to examination is 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, the student first goes to the departmental Head with her complaint. Normally the departmental Head solves her problem, for all the scripts regarding her examination is in his/her custody. If the Head is unable to solve the problem, she writes to the Principal, who calls the Convener of the Examination subcommittee to solve her problem. If any problem arises regarding the marks that have been sent to the University, the Principal acts according to the advice of the Controller of Examinations to solve the problem.

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.

The Department of Music has also student's feedback system where students can submit their grievances and get them solved within a short time span.