

**Report on Grievance Redressal mechanism of Internal Assessment**  
**Department of Mathematics, Nistarini College**

The department organizes several internal assessment examinations during the tenure of the course through six semesters of study. The department takes of internal assessment in two formats, regular formative assessment by taking sudden class tests by individual teacher during the course and summative assessment at the end semester before the university examination in each semester. The department takes an assessment examination after one month from the commencement of 1<sup>st</sup> semester class on basic requisites for Mathematics Hons. and on the performance of this examination the department classified the students into two groups, Advanced / Moderate learners and Slow learners. For the Advanced / Moderate learners group the department takes tutorial classes and for the Slow learners group remedial classes throughout the entire course of study. Apart from this assessment in each semester the department takes class tests on the chapters which have been taught in the classes and one end semester assessment on the entire syllabus of each paper of the semester. There is a provision of 20% marks in each paper as Internal Marks to be allotted by the department in the university portal, the marks of an individual student in a particular paper has been put on the basis of formative assessment, summative assessment taken on this paper and on the attendance; this procedure will be well informed to the students at the time of commencement of course and in each semester. The department meets the students of each semester on a regular basis with pre-notified date and time; in those meetings the students are informed about the teaching-learning methods, the tentative schedules of formative & summative assessments along with the fixed schedules of discussion on the performance of each assessment after the evaluation of the answer scripts. The formative assessments in the form of class tests are notified to the students verbally by the individual teachers of the department, but the summative assessment in the form of end semester internal assessment has been notified well in advance giving the date, time and syllabus for the examination. After the evaluation of the answer scripts of any assessment examination, the examiner of any particular paper has been shown to the students and discussed about their mistakes in general and also in particular to any student on the queries.

Apart from these mechanisms of assessment and evaluation process, every student has very easy access to an individual teacher whether in person or through any digital mechanism like WhatsApp chats (individually or through WhatsApp group of each semester), e-mail etc. So far no students till date at any situation place any grievance on the assessment-evaluation procedure of the department; if any ambiguity arises to any student she has the free access to come to the teacher to clear her confusion.