

The Department of English
Nistarini College
Report On Examination Related Grievance

To carry on continuous internal evaluation the college follows a well-planned system. In the CBCS semester system, the University has framed a guideline for conducting internal evaluation of the students. As per the guideline, for each paper, 10 marks are allotted for internal evaluation. Of these 10 marks, 3 marks are allotted for class attendance, and 7 for internal examinations, or tutorials, or classroom assessment. The Department of English 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. In addition to this, at the end of every unit, teachers take class tests and inform the students their performance in those tests. To enhance critical thinking and presenting individual thoughts, the Department of English organises **Students' Seminars** as a mode of assessment.

There is an Examination Committee to deal with all grievances related to Internal Assessment. If any grievance is found, proper measures are taken regarding Internal Examination. If any student has any kind of grievance regarding internal examinations, she first goes to the departmental Head with her complaint. Normally the departmental Head, consulting with other faculty members of the department, solves her problem. If the Head is unable to solve the problem, she /he writes to the Principal, who calls the Convenor of the Examination subcommittee. They resolve the issue accordingly. If there is any problem regarding the marks that have been sent to the University, 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.

The Department of English has also students feedback system where students can submit their grievances. Apart from this, the students can share their grievances in the dedicated WhatsApp groups created for all kinds of academic activities.