

GRIEVANCE REDRESSAL MECHANISM FOR INTERNAL ASSESSMENT TEST

NISTARINI COLLEGE

DEPARTMENT OF SANSKRIT

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 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 Sanskrit 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 on a regular basis, and tutorial / remedial assessments in the classes allotted for mentor mentees. The department of Sanskrit holds 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, she 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 /he write to the Principal, who calls the Convener of the Examination sub-committee. They solve her problem. 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.

The Department of Sanskrit has also students feedback system where students can submit their grievances.