

2.5.1 Mechanism of Internal /external assessment is transparent and the grievance redressal system is time bound and efficient.

Internal Evaluation Practices: Orientation programmes for freshers' regarding facilities provided by the institution, information regarding Library and scholarships available, internal assessment methods, external assessment mechanism, university question paper pattern and redressal schemes available is conducted every year.

The internal **assessment** is done for two purposes

1) Internal marks of each subject for university. It is done on the basis of two Assignments from syllabus, class tests, End semester exam, viva, group discussion, attendance, Classroom behaviour as per university's guidelines. Internal marks reflect in University marksheet. College evaluate internal subject "Environment studies" as per university guideline.

2) Identifying qualities, behavioural approach, employability areas, talents in sports, cultural activities, Participation in NSS activities, finding students liking, interest, efforts taking abilities through internal assessment. Internal assessment for identifying slow learners and advance learners.

Mechanism used: Every subject teacher assess the students on the basis of their attentiveness, responses in classroom, discipline, participation in sports, cultural activities, student seminars, group discussions, group tasks etc. In viva-voce by way of one-to-one communication 3-4 questions are asked on the topic given and based on answers, marks are allotted. Class tests and Assignments are evaluated and given back to students in decided time frame. Practical books are assessed on regular basis.

Transparency and Grievance redressal mechanism: Results of internal assessment are done efficiently and declared in time bound manner and marks are announced. Assignments and class tests papers are given to students and redressal procedures begins immediately. First students approaches to subject teachers for the grievance, if problem is not sorted out then in next step to Approach the HoD, if still problem remains then students can approach Principal. But almost all problems got sorted out at subject teacher's level.

Mechanism used for External Assessment: The external assessment is done for practical and theory exams in two phases. University appoints External & Internal Examiner for practical marks assessment.

For the theory examination conducted by university, the valuers are appointed through proper procedures at university centres. Valuation is done with transparency. Answer books of each student evaluated by valuers on randomly basis distributed through on-line system. Answer books with marks on lower side and higher side are get evaluated from another valuer and immediately got moderated. Then tabulation is done before the announcement of results. The external evaluation is time bound and transparent. Efficient system announces results within 45 days from the completion of exams, thus ensuring that new academic session starts as per academic calendar.

Transparency and Grievance redressal mechanism: After declaration of results students, if not satisfied, can apply for xerox copy of answer book, re-totalling and revaluation. Revaluation is done by two different valuers who have not valued or moderated the same answer book. The revaluation result is declared in time bound manner so that student will not lose the year of study and will not be deprived of admissions to next semester. Grievances regarding correction of name in marksheet, wrong posting of internal marks, practical marks, etc. is redressed through college by proper channel.

