

2.5.2

Mechanism to Deal with Internal Examination-Related Grievances

The college has established a clear, transparent, and efficient process for addressing grievances related to internal examinations. The Examination Committee regularly monitors the university portal and immediately shares important updates with students through SMS and WhatsApp, ensuring timely communication. In coordination with Academic Coordinators and Heads of Departments (HoDs), the committee prepares and circulates detailed exam schedules well in advance, allowing students adequate preparation time. Any scheduling conflicts are promptly resolved, and revised date sheets are issued without delay.

After evaluation, students are given the opportunity to review their answer sheets and seek clarifications from teachers. Concerns at the initial level are addressed by the subject teacher or HoD. If unresolved, cases are referred to the Internal Grievance Committee. Retests are arranged for students who miss exams due to illness or valid reasons, while attendance concessions are granted for those participating in co-curricular or extension activities.

The HoDs verify and approve final internal assessment results, which are then uploaded on the LMS and shared with the university. Grievances related to mid-term exams are resolved by faculty members, while issues such as out-of-syllabus questions or clashes in the end-term schedule are taken up by the Principal, who liaises with university authorities.

This multi-tier mechanism ensures that grievances are handled in a transparent, time-bound, and student-centric manner.