

The college has evolved a mechanism for redressal of grievances related to internal and external evaluation is as follows:

College Level

- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.
- Three internal assessment tests are given during each semester,
- Time table for which is prepared well in advance and communicated to the students earlier.
- Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the Internal assessment time table.
- After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test.
- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Principal through the Examination committee.
- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents to examination committee.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination or Re-Exam.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

University Level

- As per the university norms, following are the methods of grievance redressal regarding university assessment:
- Right to apply for verification of answer books.
- Right to apply for verification with photocopy of answer books.
- Right to challenge the evaluation of answer books.
- The candidate who appeared to university examination can apply to the university within a period of 21 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks of his answer-books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of application by the university.
- The student has the option to apply for the photocopy and verification of marks of the preceding examination(s) for a maximum of two answer books. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).

- The prescribed application form for photocopy of answer books and verification of marks is made available to students. The duly filled and signed form of the applicant is to be submitted to the Principal of the College within 12 days (both days inclusive) from the date of declaration of general results of the relevant examination.
- If any student is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal of his/her college in the prescribed form within 8 days from the date of issuance of photocopy of answer book by the university.