

Transparency and redressal mechanism policies for internal examination

At the college level, an examination committee is constituted, comprising of a senior Faculty member as Chairman Examination committee, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination. The end semester examination is conducted by university, and the students appear at center allotted by the university. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.

For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.

1. One internal assessment tests are conducted each semester at department level.
2. Time table for test is prepared well in advance and communicated to the students earlier.
3. A proper seating plan is followed for internal assessment tests and it is displayed on the notice board.
4. For proper conduction of internal test two invigilators are assigned in room and evaluation of answer sheet is done by concern subject faculty member within a week.
5. Rules of entry and exit in exam hall are obeyed strictly so no point of grievance in this domain.
6. For lab course Continuous assessment of every experiment is prepared by concern faculty member followed by viva voice and lab record.
7. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking.
8. If they come across any doubts, clarification is given by faculty to enables them to fare better in future.
9. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
10. After preparing the assessments report by faculty it is shown to HoD and a copy is submitted by the concerned faculty to the department.
11. The assessment marks of the internal test uploaded on college ERP.
12. The final internal assessment marks calculated on the basis of attendance, marks of class
13. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the chairman examination committee and the same reported to the principal.
14. Grievances handling mechanism is completely transparent. Starting of every semester all faculty members described the evaluation process of internal marks and external marks. Immediately, after the unit test, the solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.
15. Internal examination grievances are cleared by showing the corrected answer sheet to student. He/she many times have grievance after comparison with fellow student's answer sheet. This is satisfied by Evaluator/concerned faculty member by explaining the reason for difference of marks.

16. Detailed list of students not appeared in exam is prepared with a common criteria, if any grievance is observed in it, is resolved for medical reasons/emergency.
17. **Assignments:** Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.
18. **Lab experiments:** The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. The lab submissions are taken Google classroom, and the marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.
19. **Project evaluation:** In a semester internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc.

With these systems in place, A.P.College, very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment