

D.T.E. Academy's

**Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha
(Affiliated to University of Mumbai)**

Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077

2.5.1. Mechanism of internal/ external assessment and the grievance redressal system



Grievance Redressal System

- ❖ **Mechanism of internal/external assessment is transparent and the grievance redressal system is time-bound and efficient.**

The institution has established a time bound mechanism for Examination and Evaluation and follows the rules of the Internal/External Examination of the University of Mumbai. There is an Examination Committee working on examination related issues concerning both internal and external examinations of college or University level. One senior faculty member is in charge for the Examination Committee. Internal examination like Mid Term Examinations are planned after completion of sufficient syllabus as per the University norms. Conduction of internal examination is done by the Examination Committee and its coordinator coordinates with HODs for internal Examination paper setting, and examination evaluation. Answer sheets of the internal examinations are given to the students for personal verification. Everything is transparent and the final marks of internal exams are submitted to the college Examination Committee or University after checking of the answer sheet by the students. Once this process is completed no further changes are entertained. All this activity is to be completed within a week time as prescribed by the college Examination Committee or the University. Any grievances related to the internal examinations are brought to the notice of the concerned teacher and get clarified. The teacher has to satisfy/convince the student with his explanation on the evaluation. The Semester End examinations of the First year and Second year are conducted by the College on behalf of the University and Third Year Examination conducted by the University, the college has only the duty of arranging the facilities for smooth and fair conduction of examinations in the college by strict vigilance on behalf of the University.

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After declaration of result, the students who are not satisfied with their marks can demand for photocopy of their related subject answer sheet. The student can apply for Verifications/Rechecking/Revaluation by filling up the Verifications/Rechecking/Revaluation forms by paying the University Fees within given tentative dates after declaration of result. For college level examination, Examination Committee appoints a subject expert of the college for revaluation of the subject. Then the revaluation result of that student is declared and displayed within time.

Grievances related exam at college level are solved by College Examination Committee:

❖ **College Level:**

- In the college, if the student is not able to appear for internal or Semester End examination due to medical or any genuine reason the examination is conducted for that student as per norms, provided that he/she submits application with proper documents on time.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination.
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet. The answer sheet of such student is assessed by the faculty once again in the presence of the student.
- Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another subject Teacher. The Institution follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the his/her parents.

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❖ **University Level:**

- With reference to evaluation, if the student scores less mark than expected, he/she can apply for revaluation of his/her answer sheet after paying the prescribed fees.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for revaluation if he/she feels that evaluation is not correct.


Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha