

<p>2.5.2. Q1M</p>	<p><i>Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient</i></p> <p>Students can approach the respective subject teachers and the class teachers in case of any queries once the mark is published in A form/C Form. Only after rectifying or clarifying their doubts the Forms will be finalized. Queries, if any, exist even after this can be raised to the Head of the department or the college Grievance cell and the issue will be dealt with on a time bound basis.</p> <p>The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University.</p> <p>Student’s performance is evaluated from the Continuous Internal Assessment. PTA Meetings are conducted regularly to inform the parents also about the student’s overall performance</p> <p>Tutorial Sessions are conducted to closely interact with students and know more about the problems faced by them in academics</p> <p>Teachers are evaluated based on the Feedback collected from the students and appropriate measures are taken to improve the teaching- learning techniques</p> <p>Prepared marklist is displayed and students are given opportunity to improve their score in terms of tests and assignments.</p> <p>MBA: Any complaint / grievance by the students pertaining to internal assessment will be submitted to the Grievance Committee in the college and appropriate measures will be taken by the Principal for resolving the grievance. Faculty Members also can complain against the disobedience / mistrust / negative attitude etc. from the student’s side to the Head of the Department / Academic Head. All processes in this regard shall be completed before the publication of internal assessment marks.</p> <p>The Faculty Members, at the end of the semester, shall submit the continual evaluation marks in the prescribed format to the Head of the Department / Academic Head for verification and corrections, if any. The HOD shall forward the continual evaluation marks to the Principal / Director for publication. The Faculty Members are required to keep in safe custody a record of internal assessment marks duly signed by Head of the Department / Dean Academics and countersigned by the Principal. The Principal / Director shall publish the Continual Evaluation marks 5 days before the commencement of University examinations. After resolving the complaints / grievances, if any, the continual evaluation document shall be submitted to the University through uploading the file as required before the end of University examinations.</p>
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