

## **2.5.2 Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient.**

A transparent, time-bound and efficient method is being followed in colleges in terms of dealing with internal examination related grievances. Various internal examinations are being performed throughout the semester. Some of them are –Assignments, Class test, seminars, Lab continuous evaluation, project evaluations etc.

### **Class Test**

The faculty evaluates their test and their answer sheets are shown to students in class and faculty undertakes individual grievances, doubts with the students if required.

### **Assignment**

Faculty evaluates assignments based on rubric which is shared with the students. The rubrics consist of the criteria – timely submission, clarity, neatness etc. The evaluated assignments given back to students to maintain transparency of the marks assigned and to resolve grievance, if any.

### **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 design by the faculty.

### **Project Evaluation**

In a semester internal evaluation of the project is conducted in front of the panel consisting of group of faculty. The rubric is design for having criteria- quality of problem formulation, literature analysis, presentation and team work. External evaluator is invited for the submission of final project at the end of semester.

With these evaluation system exhibits transparency in mechanism of dealing with grievances related to internal assessment.