

ST. VINCENT PALLOTTI COLLEGE, RAIPUR

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

- The internal assessment test schedules are prepared and communicated to the students well in advance.
- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- 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
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination.
- 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.
- The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.

- The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.
- 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 course Teacher.
- The Institute follows open evaluation system where the student performance is displayed to the students and the same is informed to the parents.

Redressal of grievances:

Departmental Level:

The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The marks are allotted based on defined strategies and displayed to the students. Query if any is discussed with the concerned faculty and HOD.

Institutional Level:

The grievances related to internal examinations are considered and discussed with the HOD and if necessary forwarded to the Principal by the HOD for redressal.