

**Mechanism to deal with examination-related grievances is transparent, time-bound and efficient. Provide a description on Grievance redressal mechanism with reference to continuous internal evaluation, matters relating to university examination for submission of appeals, providing access to answer scripts, provision of re-totalling and provision for reassessment.**

The institution has a well-functioning continuous evaluation system in place, which allows students to be evaluated depending on their performance. The affiliating university is in charge of the final exams. Internal marks are an important element of the final grade, and every student must get a particular number of marks. After evaluating a student's performance in monthly tests, internal exams, assignments, attendance, class engagement, and involvement in college activities, final internal marks are assigned. Students who participate in and present scientific papers and posters at national and international conferences are given extra credit for receiving internal marks. Three sets of question papers are prepared and sent to the exam cell, with one secretly selected question paper based on a choice-based system by the exam cell. Internal exams answer sheets are centralised and evaluated in the same way as those at the affiliating university. All exams are held in the examination hall, which is monitored by faculty personnel as well as closed circuit cameras and signal jammers.

Dates for the internal Examinations are notified by the Exam cell of college at least one week in advance. Internal assessment of examination is helpful for upgrading the students' academic success. Internal Examinations are conducted by the institution to evaluate student performance of theory and practical. Internal Assessment is done via two sessional tests, followed by a Pre-University Test that is conducted, one or two weeks prior to University final Examinations.

In addition to this, assignments at the end of each unit are also distributed and assessed for inclusion in final internal marks. Detained list is prepared on basis of common attendance criteria and same is shared on notice board at least one to two days in advance.