

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient**Response:**

Institute is guided by the regulation of Jiwaji University, Gwalior in Syllabus, Examination and Evaluation. Institute has a central internal assessment committee which undertakes necessary measures to ensure transparency in the process. Notices are displayed on the website and college notice board to communicate information related to internal assessment of the students.

- The attendance record is also the part of internal assessment, is displayed on the departmental notice board on monthly basis.
- Answer copies of internal class test, assignments and project reports are discussed with the students after evaluation. They make raise their grievances and if they are not satisfied with their internal marks student are free to approach their mentor or teacher in-charge for redressal. Intervention of head and principal of the institution in extraordinary cases.
- Students are given enough time if he/she has some medical problem or some genuine reason for short of attendance & internal exam. Extra chance is given to those students who have some reason and the assessment committee allotted it.
- All internal assessment is confidential which its send to the university.
- In certain case if there is any discrepancy are noticed between marks aware to students by teacher and those and turn in marksheets prepared by the University, College assist the student to rectified the error