

### **Mechanism to deal with examination related grievances:**

At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and nonteaching staff as members, is constituted to handle the issues regarding evaluation process. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. Two internal assessment tests are given during each semester, Time table for which is prepared well in advance and communicated to the students earlier. Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the internal assessment time table. After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test. If they come across any doubts, clarification is given which enables them to fare better in future. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.

Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This further enhances the transparency and rapport between faculty members and students. After preparing the assessments report it is shown to the students, if any grievances is there it can be resolved immediately and submitted by the concerned faculty to the department, the copy of the same is uploaded in the Gulbarga University Kalaburagi and Raichur University Raichur at the end of semester. Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the principal, after making an analysis of day by day university question papers by the subject handling faculties with Department Head in turn he proceeds the same to the university immediately. Review on the question papers are made by faculties to find out the percentage of toughness in the question paper and the feedback is given to the department Head. University decision or information after resolving the grievances is intimated immediately to the concerned departments, once it is obtained through the principal. It is also conveyed to the students through class coordinators and subject handling faculties. If student has any grievances related to evaluation of university answer scripts are intimated to the subject handling faculty and head of the department if necessary. The revaluation is applied for answer scripts, in which the re-evaluated marks can

be obtained during the announcement of revaluation results of the same semester. In order to maintain transparency, students can apply for photo copy of their answer script and they may decide on revaluation/re-totaling. Consulting with the subject handling faculty and Department HOD challenge revaluation can also be applied by the students as the last re-evaluation approach.