



PANCHTHUPI HARIPADA GOURIBALA COLLEGE

[ESTD: 1996]

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2.5.1 DESCRIPTION & DOCUMENTS

2.5.1 Mechanism

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
- To ensure proper conduct of formative tests, minimum two invigilators are assigned to each hall.
- Evaluation is done by the course handling 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 verified by the teachers and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the site.
- The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- Performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For the quality of the projects, the evaluation is done by the project guides. (For SEC & ENVS)
- To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college although the whole corona period there are online examinations.

Redressal of grievances at Departmental level:

- **Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.
- **Institutional Level:** The Institute appoints a Supervisor (i.e Principal) for smooth conduction of examinations. If students are facing any problems, they are solved by the institution supervisor and it is transparent, time- bound and efficient.
- An examination committee is constituted, comprising of a senior Faculty member as centre superintendent, other teaching faculty and non teaching staff as members for smooth conduction of end semester examination. The end semester examination is conducted by university, and the students appear at center allotted by the university.
- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations.
- For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment.
- Two internal assessment tests are conducted each semester at department level.
- Time table for test is prepared well in advance and communicated to the students earlier.
- A proper seating plan is followed for internal assessment tests and it is displayed on the notice board as well as pasted on walls.
- If they come across any doubts, clarification is given by faculty to 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.
- After preparing the assessments report by faculty it is shown to HOD and a copy is submitted by the concerned faculty to the department.
- The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university site 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 center superintendent and the same reported to the university immediately through center controller (University representative).
- University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students during the examination through the examination committee members.
- If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny.
- University declared the result of challenge evaluation/scrutiny after completing the process on university website.

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level

- Unit tests are conducted prior to sessional examinations.
- Topic wise question banks are provided for all subjects.
- Students are encouraged to solve previous years University Exam question papers.
- Mnemonics and mind mapping are included as an innovative practice.

- Poor performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students.
- The institute effectively uses WhatsApp group for the exam section wherein all the notices related to the examination and academics can be circulated and communicated to all students.
- The introduction of Credit based course and credit accumulation

Impact: These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their cognitive, psychomotor and affective domains of learning.

SUPPORTING DOCUMENTS

DEPARTMENT OF BENGALI-

<https://drive.google.com/open?id=1j5QluepoU-VULSfbFOuwqdSdChxHZV8&authuser=naacpoint2%40gmail.com&usp=drive fs>

DEPARTMENT OF ENGLISH-

DEPARTMENT OF HISTORY-

DEPARTMENT OF

PHILOSOPHY- <https://drive.google.com/open?id=1jvU7PINFPNXkQ53KXP9r0TCAkTjzQTfc&authuser=naacpoint2%40gmail.com&usp=drive fs>

DEPARTMENT OF SANSKRIT- <https://drive.google.com/open?id=1aw2KJhIARxvibP44QdfnWZ-pG4xoA1OH&authuser=naacpoint2%40gmail.com&usp=drive fs>

https://drive.google.com/open?id=10qcew_vGXwmBKjYyOmp3nT9BIC5kOd&authuser=naacpoint2%40gmail.com&usp=drive fs

DEPARTMENT OF POLITICAL SCIENCE- <https://drive.google.com/drive/folders/1VBr72-Od37NUVJly39tmNv8vdmFpKZUe?usp=share link>

<https://drive.google.com/drive/folders/1V9F5bptHAAddaXd07TjllOYFE-VnMWXw?usp=share link>

DEPARTMENT OF ENVIRONMENTAL STUDIES-

<https://drive.google.com/open?id=1QNm9rkWZWRleyqTiw-KWLJin-Wb8iCpy&authuser=naacpoint2%40gmail.com&usp=drive fs>

Soma Mulchopadhyay
25.4.2023

Principal
Panchthupi Haridwar College
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