

Mechanism to deal grievances related to Examination/Internal Assessment

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

At the college level, an examination committee is constituted, comprising of a senior faculty member as Center superintendent, other teaching faculty and non teaching staff as members for smooth conduction of end semester/Internal Examination. The internal examination is conducted by The examination committee. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal and end semester examinations.

For conducting the internal assessment, a department level coordinator/committee is constituted for smooth conduction of internal assessment.

1- Assessment test/Assignment submission/Seminars/Presentations/Viva-voce will conduct each semester at department level.

2- Time-table for Assessment test/Assignment submission/seminars/Presentations/Viva-voce will prepared well in advance and communicate to the students earlier.

3. A proper seating plan will follow for internal assessment test and it will display on the notice board.

4- After evaluation of internal assessment answer scripts, the scripts will show to the students to check any discrepancy or doubt in checking.

5- If they come across any doubts, clarification will given by faculty to enables them fare batter in future.

6- By adopting the criteria as per the direction of affiliating university, complete transparency will maintained in internal assessment -test.

7- After preparing the assessments report by faculty it will show to HOD and a copy will be submitted by the concerned faculty to the department.

8- The final internal assessment marks will be calculated on the basis of attendance, marks of assignment, and will be submit on

university portal.

9- Any grievances related to Internal question paper/seminars/Assignments/Presentations/Viva-Voce and marks will be addressed to the center superintendent and the same reported to the Principal immediately.

10- If any query related to internal marks will come after submission on University portal then the query will reported to examination controller of affiliating university through Principal of college.

11- University decision or information after resolving the grievances/correction in marks will intimate immediately to the students through the examination grievances committed members.

12 If student has any grievances related to evaluation of University answer scripts, student can apply for challenge evaluation/scrutiny.

13- University declares the result of challenge evaluation / scrutiny after completing the process on university website.

14- An Examination grievance cell will be form for decantation of grievances of students related to examination / Internal assessment.

Head Of Departments -

- 1- Deptt. of Physics ~~_____~~
- 2- Deptt. of Chemistry ~~_____~~
- 3- Deptt. of Zoology ~~_____~~
- 4- Deptt. of Botany ~~_____~~
- 5- Deptt. of Mathematics ~~_____~~
- 6- Deptt. of Hindi ~~_____~~
- 7- Deptt. of English. ~~_____~~
- 8- Deptt. of Sanskrit ~~_____~~
- 9- Deptt. of History ~~_____~~
- 10- Deptt. of Sociology ~~_____~~
- 11- Deptt. of Pol. Science ~~_____~~
- 12- Deptt. of Economics ~~_____~~
- 13- Deptt. of Geography ~~_____~~
- 14- Deptt. of Home Science. ~~_____~~
- 15- Deptt. of Drawing and Painting ~~_____~~
- 16- Deptt. of Music ~~_____~~
- 17- Deptt. of Commerce ~~_____~~

18- Deptt. of Biotech. — ~~ST~~

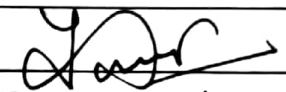
19- Deptt. of B.Ed. —

20- Deptt. of BJMC — ~~for/ny~~

Date — 21/12/2021

~~Over~~

Incharge
Examination


Principal

PRINCIPAL
DR. P. D. B. H. GOVT. P. G. COLLEGE
KOTDWARA (GARHWAL)

अप्र 2021 - 22

Date. _____

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परीक्षा शिकायत प्रकोष्ठ

आज दिनांक 23/12/20 को प्राचार्य द्वारा कक्षा कक्षाओं की आन्तरिक मूल्यांकन/बाह्य मूल्यांकन से संबन्धित शिकायतों के निस्तारण हेतु परीक्षा शिकायत प्रकोष्ठ का गठन किया जाता है, जिसके सदस्य निम्नवत् हैं -

- 1- डॉ० अमिषेक गोयल - संयोजक (परीक्षा - प्रमरी) ^{Responsible}
- 2- डॉ० संजीव कुमार - सदस्य ~~DR~~
- 3- डॉ० डी० एस० चौहान - सदस्य ~~DR~~

Principal
DR. P. D. B. H. GOVT. P. G. COLLEGE
KOTDWARA (GARHWAL)