

Response:

The institute prepares its academic calendar guided by the affiliating University's Academic Calendar at the commencement of the semester. The college adheres rigorously to the criteria and regulations set forth by the affiliating university in the management of internal assessments and end-of-semester examinations operating through an established Central Examination Cell.

At the institute level, a committee has been established to oversee the assessment process being comprised of a senior teacher/HOD as the chairman and other members from both the teaching and nonteaching staff. Its primary responsibility is to address matters related to the evaluation process.

Internal assessment is done through four Continuous Assessments for theory (CA1, CA2, CA3, CA4) and two for laboratory papers (PCA 1, PCA 2). The syllabus for CA exams is communicated to students by subject teachers in advance. Students deliver PowerPoint presentations (CA1) and submit PDF files (CA2) on the topics given. CA3 examinations in pen-paper mode followed by evaluation through a Digital Valuation System (DVS) implemented by the university. The university conducts CA-4 examinations online. Course Outcome (CO) based question papers are prepared across all the departments of the institution for Continuous Assessments (CA). The quality of question papers complies with the course coverage and COs.

Barring CA4, the evaluated scripts are shown to students to realize their mistakes for improvement and also inquire about complaints (if any) from them. If the students observe any discrepancies such as errors in the question paper, allocation of marks or corrections, the respective teacher addresses the disparity by making the required corrections. A student dissatisfied with assigned grades may choose escalation to the Head of Department.

In addition, parents are provided with updates regarding their ward's academic performance through means of WhatsApp and email communication and also letters. Parent-teacher meetings are arranged to apprise guardians about their wards. The students receive guidance from their faculty mentor, and remedial lessons are provided to the under-achievers in the examinations. Reassessments are administered for students who are unable to participate in internal examinations owing to legitimate reasons.

The Internal Assessment marks are published on the University website within a specified timeframe. Students can access their results by logging into the university portal. At the university level, in the event students have concerns regarding the assessment of their answer scripts, they may inform the respective subject faculty. If supposed essential, the matter may also be escalated to the head of the department for appropriate follow-up and resolution through review of results.

Students have the opportunity to address concerns about being dissatisfied with their results to apply for reassessment of their answer scripts within the specified time frame provided by the university following the announcement of the results. The announcement of the re-evaluation results is made following established rules of the university. The institution ensures that the entire procedure is conducted transparently and adheres to specified time constraints through the college exam cell.