

**SHRI SHANKARRAO BEZALWAR ARTS AND COMMERCE COLLEGE AHERI  
DIST GADCHIROLI, 442705**

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

A transparent, time-bound and efficient method is being followed in the college in terms of dealing with internal examination related grievances. Various internal examinations are being performed throughout the semester. Some of them are- unit-test1, unit-test 2, assignments, lab continuous evaluation, project evaluations, etc.

Internal examination schedule is reported in the calendar of the college and of each department. The calendar is displayed on the college's website and also in the prospectus of the college. Similarly, the students are informed before- hand about the internal examination process and schedule. It is part of regular examination and university evaluation process.

**Internal Assessments** (Test 1 and Test 2): Immediately, after the unit test, the solution of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of both the unit-tests is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

**Assignments** : Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.

**Lab practical**: The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty. The lab rubric is given in the lab manual which is shared with the students well in advance before the lab is conducted. The lab submissions were taken online during COVID-19 pandemic period by the faculty are available to the students immediately, thus providing a transparent way for students to reflect on their strengths and areas of improvements.

**Project evaluation**: In a semester two internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc. With these systems in place, the S.B. College very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.