



HOLY CROSS COLLEGE

Jubatara, Lembucherra, Agartala – 799009, West Tripura, India
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POLICY FOR INTERNAL EXAMINATION RELATED GRIEVANCES

For dealing with the internal examination related grievances, our college has adapted the following mechanism:-

1. At the beginning of the semester, faculty members inform the students about the various components of the assessment process during the semester.
2. The internal assessment test schedules are prepared and communicated to the students well in advance.
3. Evaluation is done by the faculty members handling the course within three days from the date of examination.
4. The corrected answer scripts are verified by respective HODs to ensure standard evaluation process.
5. The corrected answer papers of the students are distributed to them for verification and if any grievances arise then the appropriate authorities redress them immediately. The marks obtained by the students in internal assessment tests are displayed on the notice board.
6. Noting the values in observation and validating the theoretical aspects students must submit lab records regularly.
7. The day-to-day performance of the students is assessed for every experiment which includes regularity, performance, viva, and promptness in submitting the record.
8. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voice for laboratory courses.
9. In case of any grievance related to evaluated paper, attendance percentage and internal marks, a student can approach the respective Department Head and the matter can also be placed to Chair, Examination Committee for its redressal through Principal.
10. Students Internal Marks passes through three layers of scrutiny before submission to the University. Firth the mark-list is checked by the Department Head, then by the Chair, Examination Committee and after that approved by Principal.

B. Singh

