

Criterion - 2

Matric No - 2.5

Title: - Policy for evaluation process and reforms

After completion of theory examinations following policy are adopted for evaluation of Answer Scripts.

1. Coding of the Answer Scripts within 7 days. The coding officers appointed by the Principal from the teaching staffs.
2. Sending of answer scripts for evaluation by the external evaluators (Selected by controller of examinations from the lists approved by the Board of Studies of the respective department)
3. Valued Answer Scripts are re-examined by the Chief Examiners (Appointed by the Controller of Examinations).
4. Scrutinizing of valued answer scripts.
5. Comparison of marks obtained in the scrutinized answer scripts with the respective mark foil.
6. Tabulation of marks.

Title: Guidelines for Examination Grievances & Redressal.

Grievances:

After publication of result of each semester examinations following guidelines are adopted for the student's grievances.

- Notification for re-addition within 15 days from the publication of results.
- For semester theory papers the student has to pay Rs. 100/- per each paper, for mid-sem examination there is no provision for fees.
- Prescribed proforma is provided to the students for applying re-addition of mark (for both mid-sem and end sem).

Redressal:

- Re-addition procedures are strictly conducted by the Controller and Dy. Controller of Examinations.
- Results of Re-addition marks being notified and circulated to the students within the 15 days from the last date of apply.

Signature

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