



INDIRA GANDHI NATIONAL COLLEGE, LADWA

POLICY OF INTERNAL ASSESSMENT OF THE STUDENTS

The institution ensures that the mechanism for internal assessment is transparent and robust in terms of frequency and variety. The mechanism adopted for internal assessment is constant.

- An examination committee is constituted to coordinate the internal and external examination activities; to communicate with the students, teachers and administrative staff regarding examinations.
- Students are informed about internal assessment, and university examinations in orientation program.
- All internal assessment-related decisions are taken by the examination committee in consultation with the teaching staff of the college.
- For effective understanding of the evaluation process, the faculty members give class-wise/ course-wise instructions about unique features of internal/external evaluation of that course.
- All internal assessment-related information is intimated to students and other stakeholders through notices on the college notice board and the institutional website.
- The syllabus for the internal examinations is communicated to students during class interaction.
- After every class test and assignment, answer scripts are returned to the students. The mistakes made by them are explained in detail by the concerned teacher, and guidance is given regarding the way and means of improving future performances.
- The university norms related to internal examination are communicated to the students. The university circulars in this regard are circulated among the faculty members and administrative staff and are also displayed on the notice boards for students.
- Changes in schedules, patterns, methods (if any), are immediately notified to the students through notice boards and classroom announcements.
- Internal examination schedule is displayed on the notice board in advance. Two Mid Term examinations are held in a year (one in each semester).
- For each course, the respective teachers follow the pattern & guidelines issued by Kurukshetra University, Kurukshetra as per NEP program.
- The internal assessment mark and AEC, VAC, SEC, VOC, MDC course award lists are displayed on the notice boards.
- The subject teacher briefs the students in the classroom about their attendance and performance in the internal examinations.
- Students are free to interact with the teacher to resolve internal assessment mark and AEC, VAC, SEC, VOC, MDC course related grievances (if any).

MECHANISM FOR REDRESSAL OF EXAMINATION RELATED GRIEVANCES

The mechanism to deal with examination related grievances in the college is two-pronged as is related to the internal evaluation process as well as external examinations conducted by the University in which our students have to appear in order to successfully complete their program of study. The institution takes steps to ensure that this mechanism, at both the levels of its operation, is transparent, prompt and efficient.

- The institution has a transparent, time bound and efficient mechanism for examination related grievance redressal.
- Most of the internal examination related queries are sort out by the Examination Committee and Heads of departments except the extreme cases where the intervention of the Head of the Institution is necessary.
- The internal assessment mark and AEC, VAC, SEC, VOC, MDC course award lists are displayed on the notice boards.
- Students are free to interact with the teacher to resolve internal assessment mark and AEC, VAC, SEC, VOC, MDC course related grievances (if any).
- Any discrepancy in question pattern or marks award is addressed by the Examination committee when it is brought to its notice.
- As the faculty members have a good rapport with the students, the students do not hesitate in approaching their teachers or examination-related grievances.
- Internal assessment results are communicated to the students. They are free to voice their grievances (if any) to their subject teacher and also to the Head of the Institution. To resolve their grievances promptly, effective remedial measures are taken by the examination branch.
- The assessed internal test papers are shown to the students for self-assessment.
- If any grievances related to internal assessment are raised by the students after the declaration of final result by the university, the following steps are taken to resolve the grievances.
 - a. Firstly examination branch verifies the marks of the concerned student in college record with the marks on his/her Detailed Marks Certificate (DMC) by the university.
 - b. The request for rectification of result is made by the Principal to the university.
 - c. University takes necessary action, on the basis of Principal's request.
 - d. University may call the concerned teacher for the verification of record of test, attendance register and assignment.

- As the final examinations (for every semester) are conducted by the affiliating University, i.e. Kurukshetra University, the marks are awarded by University-appointed examiners. The entire process being carried out by the Examination Branch of the University which publishes the results.
- In case students are not satisfied with their marks awarded by the University, they are free to apply for revaluation of the concerned papers (within 15 days after the issue of DMC) and can file RTI application against fee in accordance with the procedures prescribed by the University. The college provides all kinds of assistance to students willing to apply for Revaluation of results. The administrative staff guides the students regarding the submission of relevant documents for the revaluation process.
- Parents are also provided an opportunity to voice their opinion about examination related grievances of their wards in Parent-Teacher Meeting duly attended not only by all faculty members but also the Principal.
- Besides the above, Principal raises his concern with University authorities in appropriate forums about examination, evaluation, pattern etc.

Kral
28/8/25
Principal