



Arunodaya Dnyan Prasarak Mandal's
**WOMEN'S COLLEGE OF ARTS, COMMERCE AND
 HOME SCIENCE, JALGAON**

(Affiliated to SNDT Women's University, Mumbai)
 NAAC Re-Accredited 'A' Grade with 3.02 CGPA (3rd Cycle)

Policy for Internal Assessment Related Grievances


The Examination Committee has devised an efficient mechanism to deal with examination related grievances which are transparent in the conduct of CIE and redressal of grievances is time bound. The college strictly follows the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations through examination committee.

❖ At College Level:

At college level, an examination committee, constituted to handle the issues regarding evaluation process. Variety of internal examination modes are being conducted throughout the semester. Some of them are – seminar, group discussion, online examination and overall performance etc. Immediately, after the CIE, the concerned teacher distributes evaluated sheets to the notice board. If any discrepancy, like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the concerned HoD. All such representations are taken positively and are re-assessed by another teacher, if necessary. Students are counseled by the faculty mentor, and extra classes are conducted for students who have failed in the examinations. There is a provision of re-examination for the internal assessment for students who remain absent for internal exams due to genuine reason. Within a time bound the internal assessment marks are entered in the university web portal.

Semester wise Type, Frequency and Mode of Internal Assessment				
Sr. No.	Type of Internal Assessment	Mode of Internal Assessment	Marks	Marks (Converted)
1	Seminar	Offline	10	05
2	Group Discussion	Offline	10	05
3	Quiz (MCQ)	Online	20	10
4	Overall Performance	Offline	10	05
Total			50	25




 Principal
 A.D.P.M's Women's College of
 Art's, Com. & Home Sci. Jalgaon

❖ **At University Level:**

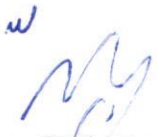
If students have grievances related to evaluation of university answer scripts, it is intimidated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedures:


- **Re-Evaluation:**


Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. Their results of re-evaluation will be announced as per the university norms.

- **Challenge Evaluation:**

If the re-counting / re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of university examination and the fees will be refunded to the students if she clears the paper.


Dr. Kishor Nehete
Chairman
Examination Committee


Dr. Satish Jadhav
Vice Principal
IQAC Coordinator


Dr. Jayashri Nemade
Principal
Principal
A.D.P.M's Women's College of
Art's, Com. & Home Sci. Jalgaon



Arunodaya Dnyan Prasarak Mandal's
Women's College of Arts Commerce & Home Science, Jalgaon
Examination and Time-Table Committee
Annual Planning -2021-2022

- 1 The Committee will arrange semester wise meeting with Principal and Vice-Principal to prepare final draft of annual plan.
- 2 The Committee will prepare separate Time-table for B.A. and B.Com. as per the availability of classes.
- 3 The Internal evaluation will be conducted as per the following schedule

Sr. No.	Particular	Marks	Sem. I,III, V	Sem.II,IV,VI
1	Seminar	10	22 to 27 Nov. 2021	1 to 5 Feb. 2022
2	Group Discussion	10	13 to 18 Dec.2021	1 to 5 March 2022
3	Overall Performance	05	-	-
	Total	25	-	-

Final examination of semester I and II of B.A. and B.Com. will be conducted according to the university examination timetable. The Committee will arrange CAP for B.A. and B.Com. I. Final result will be prepared and submitted to the office.

- 4 The committee will take follow-up of uploading the internal marks of B.A. And B.com. on University Examination Portal
- 5 The Committee will see to it that all teachers have retained internal Marksheets of last 5 Years.
- 6 The committee will conduct examination in free and fair atmosphere and maintain transparency while conducting all examinations.
- 7 The committee will look after the grievances and redress them in accordance with rules and regulation of University under the guidance of principal.

Dr. K. H. Nehete - Chairman

Dr. S.S. Chaudhari

Dr. Vinay Patil

Mr. Rajesh Kharde

Vice Principal

Dr. S. G. Jadhav



Principal

Dr. J.M. Nemade

Principal

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