

CRITERION – II

TEACHING LEARNING AND EVALUATION

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

Internal exams are conducted according to the academic schedule and are aligned with the web portal entry period. To ensure that students' concerns are addressed, class committee meetings are held before each internal exam. During these meetings, students can express any grievances regarding the subjects or the examination process. The internal exam schedule is communicated to students through circulars, notice boards, and class committee meetings, ensuring that everyone is informed in advance.

Answer sheets are evaluated within three days of the examination. After receiving approval from the respective department heads and the Principal, the marks are entered into the Anna University web portal. Students can view their results by logging into the portal. In addition, students' performance in each internal exam is communicated to their parents through letters. If a student's performance is below expectations, parents are encouraged to meet with the class advisor or Head of the Department (HoD) to discuss potential improvements.

For external exams, hall tickets are issued, and after declaration of results by University, students whose marks are inaccurate may apply for photocopies of their answer scripts. If they are still dissatisfied, they can request a revaluation. If the revaluation results do not meet their expectations, students have the option to apply for challenge valuation, providing multiple levels of grievance resolution.

2.5.2 MECHANISM TO DEAL WITH INTERNAL EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME- BOUND AND EFFICIENT.

METRIC	PARAMETER	LINK
2.5.2	Mechanism to deal with Internal Examination related Grievances is Transparent, Time- bound and Efficient.	2.5.2 Proof