



2.5.2. Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient-2021-22

Response: The students are well informed during the orientation programme, notice board, college website and classes regarding the university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examination. Every year IQAC requests Academic council and Examination Committee to convene meeting in this regard. Internal Complaints Cell/Grievance Cell has been constituted 03.09.2020. The Internal Complaints Cell/Grievance Cell, the Academic Council and examination committee meet at regular interval to review and to discuss all the examination processes. At Institute level, effective implementation of tutorial and internal assessment test takes place and results are

declared within one week. As per the resolutions adopted in the meeting of Academic council and Examination Committee, Internal Assessment Examination Schedule is prepared. Based on the Academic Calendar, We conduct the Internal Assessment examination. The timetable for the Assessment test is prepared by the Academic Council and Examination Committee and uploaded in the College website and notice board. The college conducts internal assessment examination(10 marks) and tutorial examination(8 marks) of each paper. Results are declared within one week. The evaluated answer sheets are distributed to the students to see their answer scripts and to discuss with respective faculty members. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment and tutorial examinations are prepared and uploaded in the college website. The Controller of Examinations, University of Gour Banga send portal and all the Heads of 19 Departments upload CBCS internal assessment marks and marks of tutorial examination. Both the authority of the University of

GourBanga,Malda, and GourMahavidyalaya,Mangalbari,Malda, have formed online grievance cell. In course of online form fillup,downloading admit card,verifying students' name, subject,and examination if there is any discrepancy, or wrong information, students have the right and option of lodging complain. Sometimes examiners evaluate answer scripts of final examination send by the controller of examinations, University of GourBanga,Malda, online.Examiners also upload marks online.After final examination result is declared, if any examinee is not satisfied with his or her performance, he or she can apply to the Cotroller of Examination, University of GourBanga,Malda, for scrutiny or reassessment.The Institute uploads notice sent by the controller of examinations, University of Gour Banga.Students submit on line scrutiny/reassessment form within ten days from the date of publication of final result along with the requisite fees and relevant documents to the Controller of Examination, University of GourBanga through Principal of GourMahavidyalaya. External examiners are appointed by the Controller of Examinations, University of Gour Banga, for each subjects/papers to evaluate answer scripts .Afeterre-

assessment or scrutiny, the Controller of Examinations, University of Gour Banga, informs the Principal and asks the students to submit earlier marks sheet and rectify marksheet. The following fact sheet shows the whole process is transparent and time-bound. It is time bound because the whole process is settled through online mode. It may be noted that the Grievance Cell, Gour Mahavidyalaya, convenes meeting and also maintains record in an electronic format as well as manual record in this regard.

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<p>7.Admis sion Inbox</p>  <p>DabrajBi gmail.co to me</p> <p>Sir, My name is Madan Chowdhu ry.I could not be admitted to the final part ii.So can I be admitted again? I hope I can be</p>	<p>Please contact office staff.</p>

admitted again.	
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Link for additional information	<p style="text-align: center;">DOCUMENTS</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: center;"> <p>Constitution of Internal Complaints/Grievance Cell</p> </div> </div>


 Principal
 GOUR MAHAVIDYALAYA
 Mangalbari, Malda.
 30.05.22