



"Only Knowledge can provide salvation"

KESHAV MAHAVIDYALAYA

Criterion-02 Teaching- Learning and Evaluation

Key Indicator-2.5 Evaluation Process and Reforms

Metrics No-2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

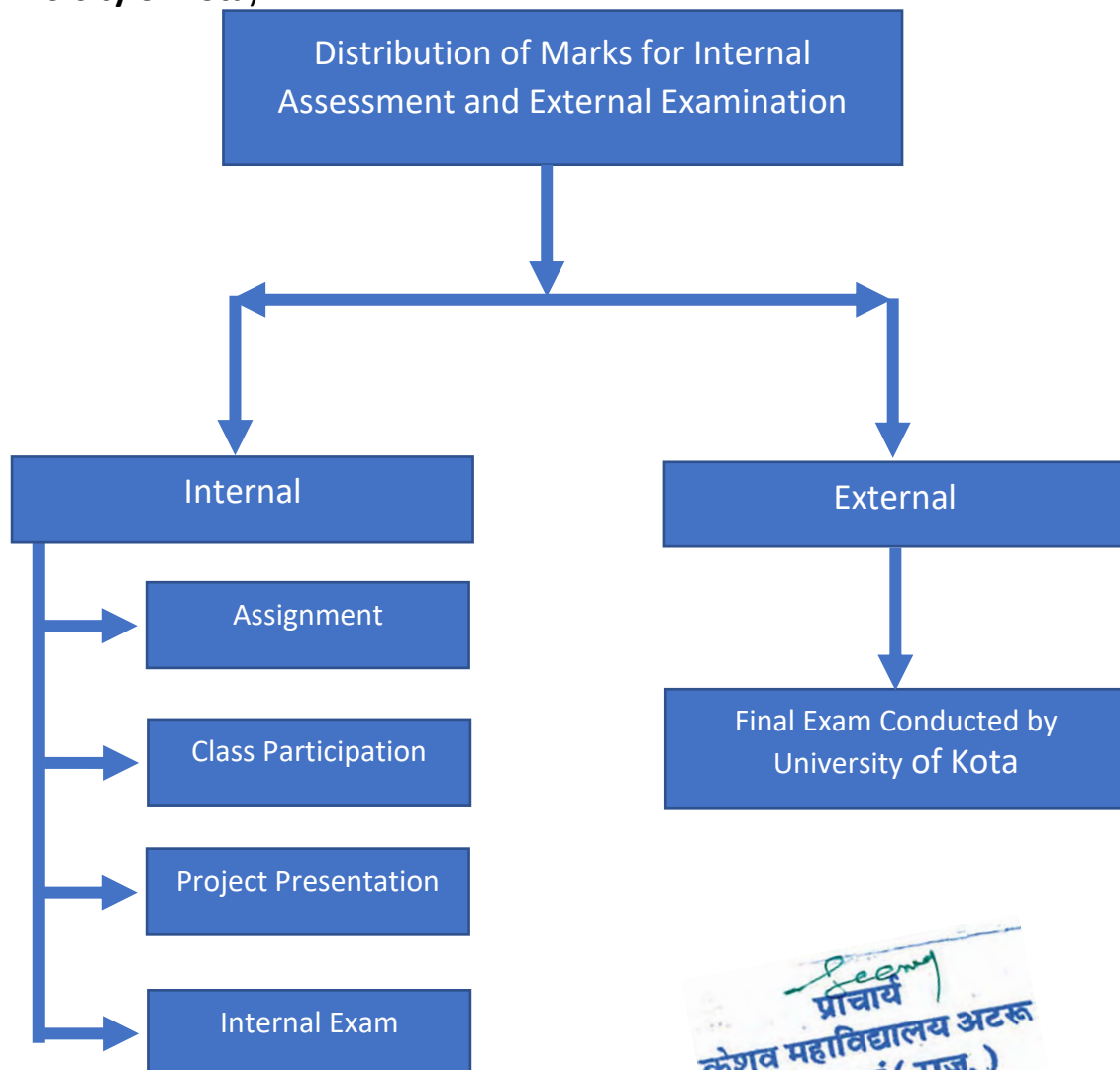
2.5.1 MECHANISM OF INTERNAL/ EXTERNAL ASSESSMENT IS TRANSPARENT AND THE GRIEVANCE REDRESSAL SYSTEM IS TIME- BOUND AND EFFICIENT

Response :

The institution makes sure that everyone who needs to know is aware of the internal and external evaluation processes. The entire teaching and learning process relies on regular checks and assessments from within the school.

There are two types of evaluation :

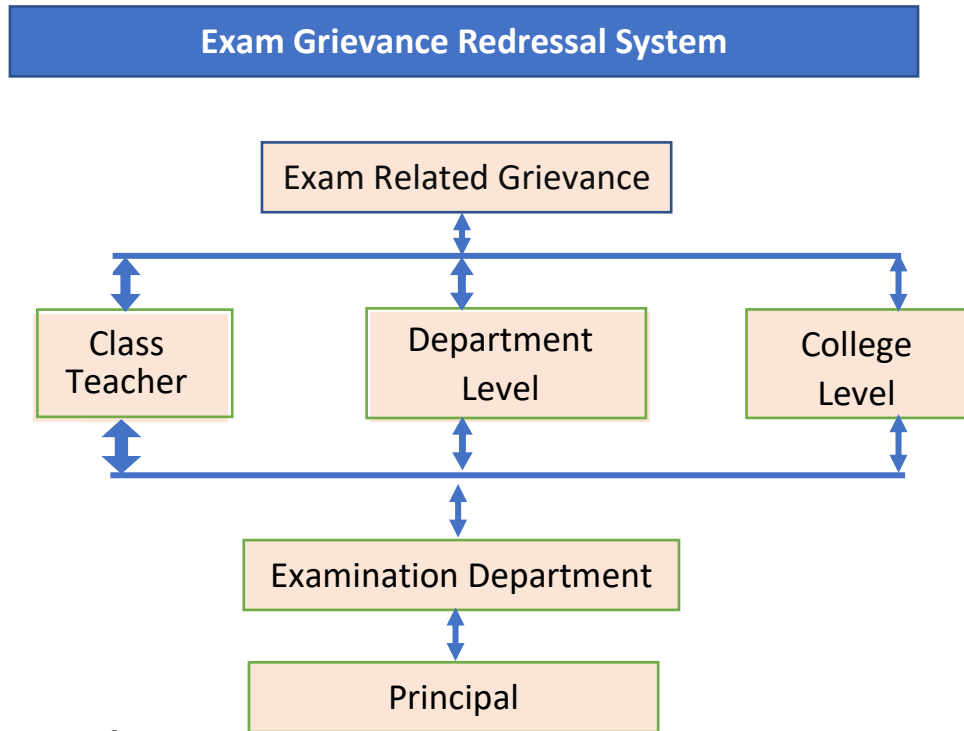
1. **Internal** : This may include assignments, class participation, projects, presentations, and internal exams.
2. **External** : This typically involves final exams conducted by the affiliated university (**University of Kota**).



Seema
प्राचार्य
केशव महाविद्यालय अटारू
जिला बारां (राज.)

Mechanism For Grievance Redressal :

The institution is eager to help with any complaints about both Internal Assessment and external examination. Students can share their concerns through several people, like the class teacher, head of the department, examination department and principal. Complaints are divided into department and College level so that the right action can be taken.



Department Level :

The faculties concerned distribute the answer sheets of internal examination with students and collect their grievances if any. If a student raises that the marks he/she scored for any paper is not up to his/her expectations, the student can submit our grievance to the course facilitator, class tutor. The head of the department and Controller of Examinations continuously observe every process of internal assessments and make necessary rectifications. The action taken on the grievances will be communicated to students within a stipulated time period.

College Level:

The grievances related to end-semester university examinations (**University of Kota**) such as revaluation, duration, and relevance of the question are collected by the principal through the HoDs and Controller of Examination, and the same is communicated to the exam section of the affiliated university (**University of Kota**). The college will take necessary follow-ups and the same will be communicated to the students on time.

EXAMINATION GRIEVANCE REDRESSAL APPLICATION

(परीक्षा शिकायत निवारण आवेदन)

Date (तारीख) : _____

STUDENT INFORMATION (छात्र की जानकारी)

Name (नाम): _____

Enrollment No. (नामांकन संख्या): _____ Semester (सेमेस्टर): _____

Department (विभाग): _____

Contact Information (संपक जानकारी): _____

Sr. No.	TYPE OF ASSESSMENT (आकलन का प्रकार)	INTERNAL (आंतरिक) <input checked="" type="checkbox"/>	EXTERNAL (बाह्य) <input checked="" type="checkbox"/>
1	Discrepancies in Marking (अंकन म विसंगतिया)		
2	Unfair Mean (UFM) (अनुचित साधन)		
3	Request for Re-evaluation (पुनमल्याकन के लिए अनुरोध)		
4	Examination Schedule Issues (परीक्षा कायक्रम से सबधित मुद्दे)		
5	Student Information (Name, Enrollment, Etc.) (छात्र जानकारी (नाम, नामांकन संख्या, आदि))		
6	Other (अन्य)		

DETAILS OF THE GRIEVANCE (शिकायत का विवरण): _____

SUPPORTING DOCUMENTS (समर्थन दस्तावेज)

YES (हां):

No (नहीं):

Student's Signature (छात्र का हस्ताक्षर): _____

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of the Grievance: _____

Action Taken: _____

Grievance Resolved Date: _____ Signature: _____