

St. JOHN'S COLLEGE OF ARTS & SCIENCE

(Accredited with B++ by NAAC & Approved by UGC under section 2(f) & 12(B) status)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

(A Christian Minority Institution)



St. John's College Road, Ammandivilai, Kanyakumari District - 629 204, Tamil Nadu, South India. Visit us at : www.stjohnskk.ac.in

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CRITERIA 2- TEACHING- LEARNING AND EVALUATION 2023-2024

Key Indicator-2.5 EVALUATION PROCESS AND REFORMS

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

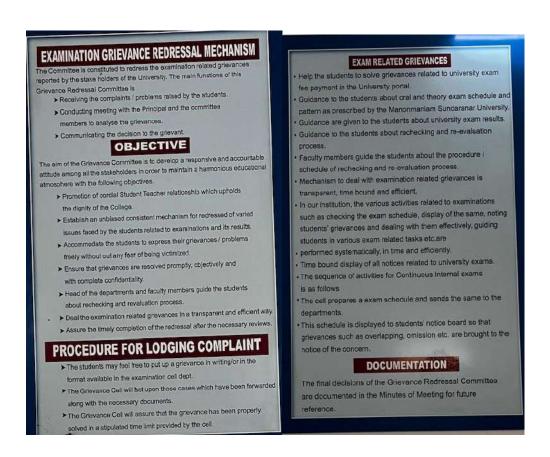
The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of examination and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semesterend examinations. Students have proper channels to raise their grievances. Suggestion box and complaint boxes are fixed for students at the college premises. The principal, IQAC, 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.

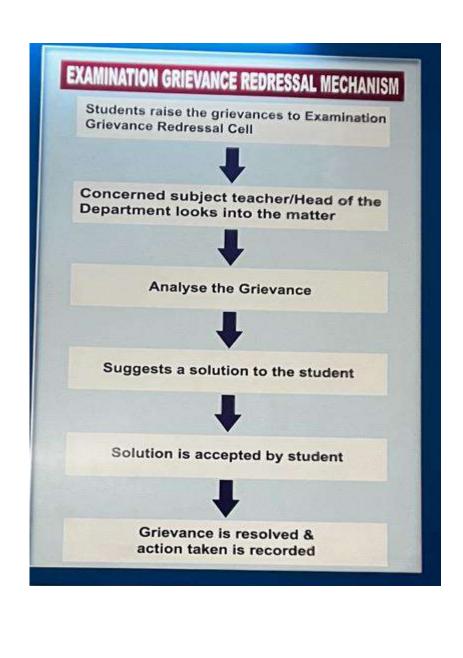
The grievances related to end-semester University examinations such as revaluation, duration, and relevance of the question are collected by the principal through the Head of the Departments and Controller of Examination, and the same is communicated to the exam section of the affiliated University. Students can obtain photocopies of their answer sheets from the University. The university section officer

of the college will take necessary follow-ups and the same will be communicated to the students on time. The institution has taken the following measures to achieve transparency in the internal assessment process.

- A planned exam schedule in the College Calendar
- The CIA examination invigilation duty lists are circulated to the staff
- The CIA schedule and question paper patterns are circulated to the students
- The evaluated answer scripts are distributed
- The final 'internal mark' is verified and signed by the students.

WALL FITTINGS AT EXAMINATION CELL







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Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Dr. V.Y. DASAPPANMA, MPN. Ph.D

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