

2.5.2 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

[Exam Programme](#)

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Institutional level:

- In case the students are dissatisfied with their result in the Internal Test they are allowed to apply for Rechecking/reassessment by filling in a prescribed form along with the fees for the same.
- The answer sheet/s of such students is sent to the Head of the Department by the Principal/Examination Committee.
- The HOD gets the reassessment done and submits the result along with his report to the Examination committee. If there is an improvement in the result, it is rectified soon.

University Level:

- If a student is dissatisfied with his/her result in the University Exam he/She can tender an application in the Institution in a prescribed format in the stipulated time limit of 15 days.
- The Institution forwards the application to the University for the needful action.
- Other examiners according to the rules of the University reassess such answer sheets.
- The University declares the result when the procedure of reassessment is over.

The ultimate process of teaching-learning as per students 'oriented are concerned is all about examination, results, marks and obtaining a degree certificate to get the best jobs.

To address the issues concerning the above-said matters; the institution has taken many efficient steps to ensure that they are solved amicably.

Although the passing out final exams are conducted by the affiliating university and marks sheets and degree certificates are issued by the university, the Institution ensures that the process should be smooth, time-bound and effective. Right from paying the examination fee to uploading of forms and getting their examination hall tickets are streamlined by the online mechanism.

The Institution appoints the examination committee, which takes complete responsibility along with the office staff to conduct the entire examination process smoothly. Once the exam fees are paid and student's approval is done, the university gives the hall tickets to students which are again distributed to students by the office assistant. The committee makes proper arrangements to conduct the exam and the faculties are assigned invigilation duty as per requirement and the whole exam is conducted meticulously and with utmost discipline. Malpractice of any kind is discouraged and strict actions are taken against such cases.

In order to get the results, marks sheets, and degree certificates from the university, the Institution has assigned designate office staff. Besides a teaching faculty is also appointed being a member of examination committee to address the grievances related to examination etc.

The marks sheets once received from the university are distributed to students and no fee is charged. Grievances related to exam are quickly addressed and office staff and exam committee help the students to set right any difficulties related to exam and results. Hence the Institution is committed to providing an effective, transparent and proactive mechanism to address the grievances of the students with regards to their exam related issues.