



BARUIPUR COLLEGE

Recognized by UGC under 2(f) & 12(B)/
Accredited by NAAC
Affiliated to University of Calcutta

P.O. Purandarapur Math, P.S. Baruipur
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Ref. No.

Date :

From :

Dr. Chanchal Kumar Mandal
Principal

POLICY DOCUMENT FOR TRANSPARENT INTERNAL AND EXTERNAL EXAMINATION AND TIME-BOUND GRIEVANCE REDRESSAL

The college will maintain systematic, well-designed and robust mechanism of internal and external examinations and the examination related grievance redressal system will be time-bound and efficient. Students will be assessed continuously through continuous internal assessments. Two continuous internal assessments for each course in each semester will be organized by the departments. The method of continuous internal assessments can be through written examinations or through any other student centric methods such as viva, group discussions, quiz etc. The college will also organize the university internal assessments, tutorial projects, and practical examinations according to the norms and schedules declared by the university. The college will inform the students about the dates and timing of internal assessments, tutorial projects, and practical examinations as stipulated by the University well in advance through official notice published in both offline and online platforms. Examination sub-committees will be entrusted to prepare examination routines for internal and tutorial assessments. The attendance record, which is part of the internal examination, will be notified to students at the end of each semester. Marks of the university internal assessments, projects, tutorials, practical examinations will be uploaded in the university examination portal within stipulated time as declared by the university. The college will have separate examination sub-committee for all the semester examinations, entrusted with not only conducting the internal and university examinations but also ensuring redressal of any exam related grievances. In addition to this there will be dedicated grievance boxes placed in the college premises for both examination related grievances and general grievances. Examination sub-committees will be entrusted to ensure redressal of any internal examination related grievances of the students. Adequate concession will be given in attendance of students on medical grounds and for participation in extracurricular activities. If a student is not able to appear for university internal examination due to medical or any other valid reason, internal examination will be conducted for that student as per norms, provided that he/she submits application with proper documents. Any grievance related to university level examination, will be communicated by the college to the university authority as per university norms within stipulated time as declared by the university. If a student gets dissatisfied with his/her university examination marks, he/she can apply for review or FSI of his/her answer script within the stipulated time declared by the university after paying the prescribed fee and the university will take adequate steps as per norms.



Card
PRINCIPAL
Baruipur College
Purandarapur Math, 24 Pgs. (S)