



SARIYA COLLEGE, SURIYA

Registered Under 2(f) & 12(B) UGC Act. | ISO 21001:2018 Certified

Po: Suriya, Dist: Giridih, Jharkhand, India, PIN - 825320, Accredited with Grade 'C' by NAAC CGPA 1.96

(Permanently affiliated to Vinoba Bhave University, Hazaribagh)

(Run under Sariya Mahavidyalya Shikshan Vikas Samiti, Society Registration Act 1860)



Internal/External Assessment
Mechanism and Grievance
Redressal

Internal/External Assessment Mechanism and Grievance Redressal

Sariya College, Suriya has an efficient mechanism of internal and external assessment which is transparent in the conduct and also in the rectification of grievances. The grievances are solved with utmost priority in a time-bound manner. Our Sariya college strictly follows the guidelines of the affiliated Vinoba Bhave university while conducting the internal assessment and end-semester examinations. The full marks scored in the exam depends on their credit score.

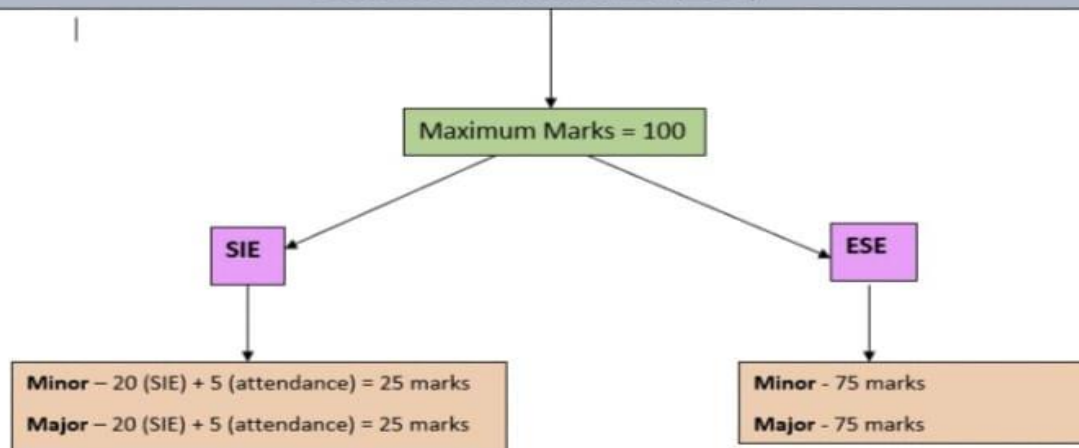
1 credit = 25 marks

If a paper is of 2 credits, then its total marks will be 50, same if a paper is of 3 credits, then its total marks will be 75 and so on. As per the instruction of the parental university, the college conducts internal examinations for 25 (20 for written + 05 for attendance, extracurricular activities, behavior) marks only for those subjects which have a total of 4 credits i.e. total marks are 100. The remaining subjects carrying 2 or 3 credits have their full exams conducted by the parental university.

Broadly, there are two assessments:

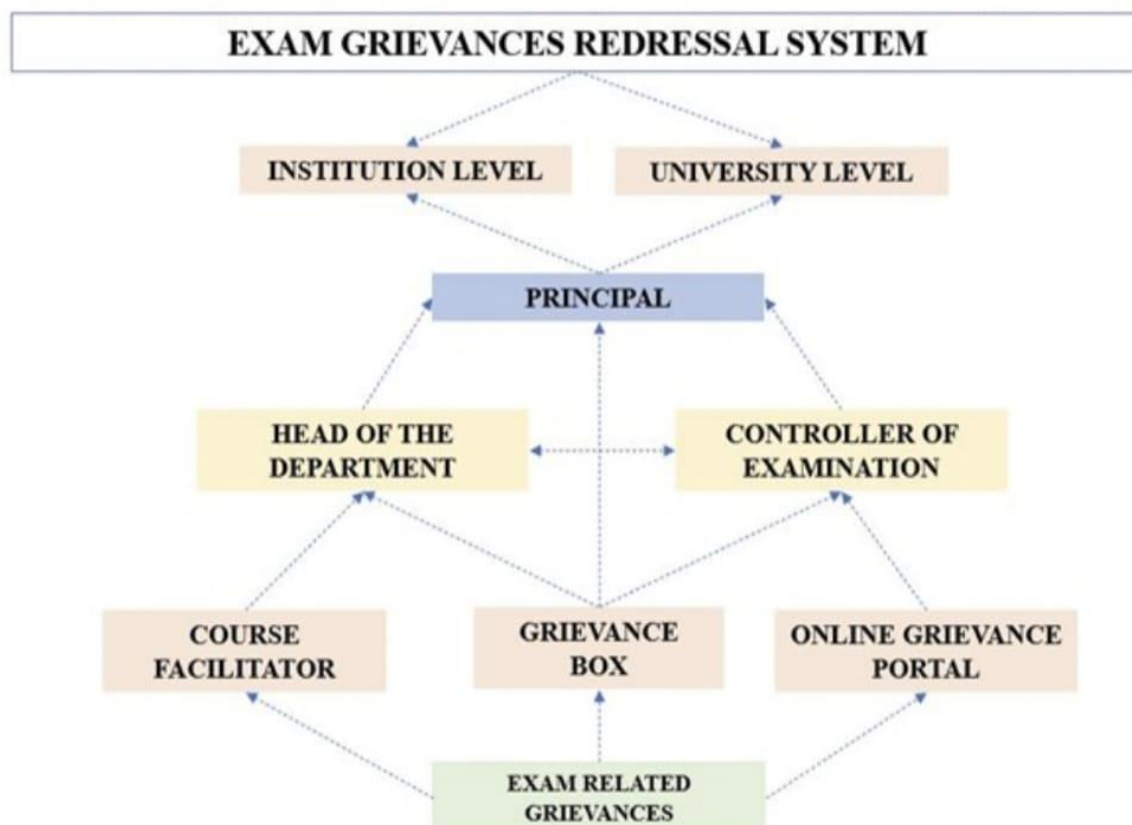
- (1) (i) Semester Internal Examination (SIE) (ii) End Semester Examination (ESE). The Examination is controlled by the affiliated Vinoba Bhave university. The role of the college is to implement the directions from the University. The exam-related activities of SIE such as the preparation of question papers, exam supervision, answer-sheet evaluation, result declaration, etc. are carried out by the college. All information related to examination is communicated in advance, and the same is communicated to the students accordingly through website, notice board, social media platform etc.
- (2) During years of the assessment period the ratio of ESE and SIE is 75:25 respectively. The ESE is controlled by the Exam Cell whereas the Controller of Examinations will control the entire process. The components are given by the affiliated University. The preparation of the question paper, smooth conduct of the Exam, and evaluation are carried out on directions of the Controller of Examinations. The total mark for ESE is 75. The distribution of marks for SIE and ESE is explained 25 and 75 marks respectively.

Distribution of marks Semester Internal Examination (SIE) and External Semester Examination (ESE)



MECHANISM FOR GRIEVANCE REDRESSAL

The Sariya college is keen to address grievances related to assessments (both ESE and SIE). Students have multiple channels to raise their grievances including the course facilitator, class tutor, head of the department, controller of examinations, principal, and the web portal. The grievances are classified into College and University levels to take appropriate action.



COLLEGE -LEVEL.

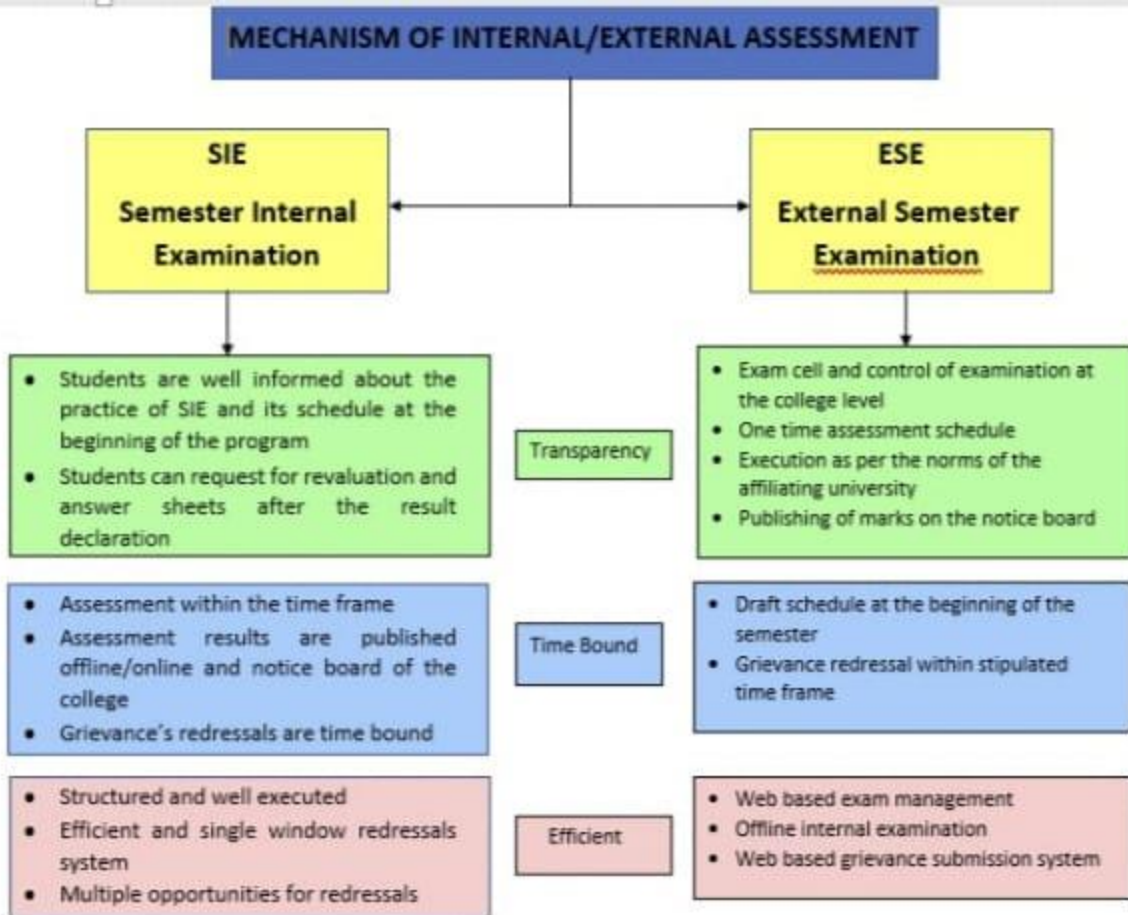
The faculties concerned distribute the answer sheets of internal examination with students and collect their grievances if any. If a student raises that the marks, he/she scored for any paper is not up to his/her expectations, the student can opt for revaluation through a letter within seven days of declaring the results. The students can also make use of the web portal or suggestion box. 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.

UNIVERSITY-LEVEL

The grievances related to end-semester University examinations 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. 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 Sariya College, Suriya has taken the following measures to achieve transparency in the internal assessment process.

- A planned exam schedule in the College Calendar
- Consolidation and calculation of SIE explained to students.
- The SIE schedule and question paper patterns are circulated to the students.
- The evaluated answer scripts are distributed.
- The final 'internal mark' is verified by the students. A copy is displayed on the notice board.



**IQAC
CO-ORDINATOR**

**PRINCIPAL
SARIYA COLLEGE, SURIYA
Principal**