



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,

India, PIN – 713 331

2.5.1: Mechanism of internal/ external assessment and grievance redressal system

The college follows the regulations and instructions set forth by the Kazi Nazrul University, Asansol for the evaluation procedure. The University follows the CBCS System. There are two courses of study “Honours Course” leading to B.A./B.Sc./B. Com/BBA/BCA and “Program Course” leading to B.A./B.Sc./B. Com and each course of study shall be of six semester duration. In case of a three-year degree course of studies the academic sessions including the examinations for odd semesters are July to December and that for even semesters are January to June. In case of a four-year degree course of studies, the academic sessions including the examinations for odd semesters are July to December and that for even semesters are January to June. The college has created a successful procedure which is transparent and based on outcome-based education. An examination committee is constituted, comprising the principal and a senior faculty member, other teaching faculty, and non-teaching staff as members for the smooth conduction of internal and semester-end examinations. The exam committee looks after the examination-related aspects and is responsible for framing rules, notifications, circulars, and other documents in consultations with the departments. A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the two essential conditions: (i) Minimum 75% attendance of lectures delivered. (ii) Submission of stipulated fees as prescribed by the University / College.

Marks distribution is as under:

Papers	Continuous Assessment	End Semester Examination
Theory	30%	70%
Practical	60%	40%

All the internal continuous evaluations are conducted by the internal teachers of the concerned Dept. of the College. It shall be on the basis of MCQ/Seminar presentations/Class tests/Assignments or any combinations thereof, evenly distributed over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective Dept. of the College. The examination committee is responsible for the internal continuous. Impartial evaluation is done by the respective faculties. After the evaluation, the answer books are to be shown to the students to enhance self-evaluation and for their self-satisfaction. The internal marks are shown on the notice board and shared with students in the classroom. End Semester Examination is conducted by university as per notified time table. Pass mark in any course in any semester is 40% of the full marks of the course both for Honours and Program courses.

All the examination-related grievances are addressed as follows:

At the Institution level, if a student is not satisfied with the marks awarded in internal assessment, they can approach the HoD or Principal if needed to address the problem. If the student misses their internal assessment for valid reasons, another chance may be given for additional internal



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assessment. The Internal Assessment marks are entered into the University online portal within a stipulated time frame.

At the University level, any query related to exam results, evaluation of answer scripts, correction in mark sheets is handled by Principal. If a student has any grievances related to the evaluation of university answer scripts, he or she may approach the concerned faculty for follow-up action. In this situation, students may apply for the revaluation of their answer scripts. Re-evaluation results are made public as per the university standards. The university keeps the entire process on schedule and open.

Date: 27.04.2024


(Tridib Santapa Kundu)
Principal
Principal
Deshabandhu Mahavidyalaya
Chittaranjan