



# Regent Education and Research Foundation Group of Institutions

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:


The university guidelines for internal examination patterns are communicated to the students well in advance through the college website and in classrooms. The university circulars are communicated to the faculty members and students. Changes in schedules, patterns, methods are immediately notified to the students. The internal examination committee comprises senior faculty members for effective monitoring and timely conduction of exams. Examination schedule (offered by the University) is prepared beforehand and communicated to the students through notice boards and the college website. The syllabi for the test are discussed with the students unit wise. The University conducts eight internal assessments and two semester examinations per academic year. Assignments supporting the curricular aspects of the students and building their intellectual competence have to be mandatorily completed by the students. Projects and presentations fostering peer learning and mentoring are encouraged. Regular writing work is given in some classes. Surprise tests are also conducted by the faculty. This prepares the students to cope with examination anxiety, build up confidence and strengthen their foundation in the subjects of their choice. The eventual outcome of the entire setup has assisted the students to succeed. During COVID -19 lockdown phase the oral/written internal evaluation for the Academic year 2020-21 and 21-22 was conducted through online mode by MAKAUT. Grievances associated with the internal and external examination are always welcome and necessary amendments and redressal are taken care of Internal Examination Cell. The entire internal examination schedule follows strict discipline and any sort of unfair means is not tolerated at any level. This has made the system competent and user friendly and helpful.

#### Department Level

If a satisfying solution is not sought by the student from the faculty the matter is taken care of by the HOD who tries to solve the issue to the best of his ability.

#### College Level

If the matter is serious and the grievance is against the Department, then the Examination Committee and the Grievance Redressal Cell of the college steps in to find the best possible solution


  
Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O - Sewli Telinipara  
Barrackpore, Kolkata- 700121



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## University Level

Any grievance related to the course syllabi or evaluation methods is diverted to the University, the ultimate authority where the solution is sought. Any grievance related to questions drawn out of the syllabus, repeated questions, improper splitting of marks, missed scores, and incorrect numbering during external semester exams are addressed to the OIC Exam Conduction Cell, who responsibly and promptly forwards it to the university for seeking a quick solution. The university has the provision of reassessment and students can apply for the same within fifteen days of declaration of results. Training sessions are organized in the college for preparing the teachers, senior supervisors, squad, nonteaching staff, etc., for invigilation duties to avoid incorrect entries of seat numbers by students, usage of unfair means, and any other exam-related issues.

  
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Barrackpore, Kolkata- 700121