

Chhatrapati Shivaji Shikshan Mandal's  
**Dadasaheb Jotiram Godse**  
**Arts, Commerce, Science College, Vaduj.**



**Committee for Internal Evaluation**

Sr.No.	Name	Particulars	Designation
1	Prof. Kathare D.N.	Faculty Political Science	Coordinator
2	Prof.Dr. Patil S.M.	Faculty Economics	Member
3	Prof.Dr. Gire S.M.	Faculty Sociology	Member
4	Shri Ingale S.P.	Sr. Clerk	Member

Chh. Shivaji Shikshan Mandal's  
**Arts and Commerce College, Vaduj**

Tal. Khatav, Dist. Satara

**Committee for Internal Evaluation**

**Mechanism**

for Redress of Grievances

**INTRODUCTION**

Dadasaheb Jotiram Godse Arts, Commerce Science College Vaduj has established an Internal Examination Department to conduct internal examinations in the college on the line of the university examination. It is general observation that when students appear for university examinations,, they are under anonymous pressure. This pressure hampers their performance and ultimately their paper merit comes down.

So, to increase students' confidence level, so far university examinations are concerned, internal examination plays a significant role.

Our institution has resolved to conduct semester wise rehearsal examinations in the college, however, in a new form. We conduct Take Home Examination right before the university semester examination.

The college has evolved a mechanism for redress of grievances related to internal evaluation is as follows:

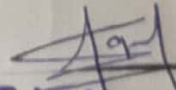
- The assessed internal test papers are shown to the students for self-assessment.
- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Principal through the Head of the Department.
- As per the university norms, following are the methods of grievance redress regarding university assessment:
  - Right to apply for verification of answer books.
  - Right to apply for verification with photocopy of answer books.
  - Right to challenge the evaluation of answer books.
- The candidate who appeared to university examination can apply to the university within a period of 15 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks of his answer-books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of application by the university.
- The student has the option to apply for the photocopy and verification of marks of the preceding examination(s) for a maximum of two answer books. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).
- The prescribed application form for photocopy of answer books and verification of marks is made available to students. The duly filled and signed form of the applicant is to be submitted to the Principal of the College within 12 days (both days inclusive) from the date of declaration of general results of the relevant examination.

- If any student is not satisfied with the marks awarded to him/her, he/she may challenge the same by applying to the university through the Principal of his/her college in the prescribed form within 8 days from the date of issuance of photocopy of answer book by the university.

### Work Strategy:

- ❖ The department conducts two semester examinations.
- ❖ The department prepares its academic calendar either in the end of the previous academic year or in the beginning of the year.
- ❖ The department issues a notice to all the faculty members and to students regarding the examination.
- ❖ In the month of September, this notice is issued. Teachers provide Question Paper to students. They guide the purpose of the examination and its importance. Students are asked to write the answer books at home in non-monitored atmosphere.
- ❖ In the month of October, teachers collect answer books and assess them and discuss their performance in the class during regular lectures. The teachers are asked to take every possible care not to make the discussion personal.
- ❖ Mistakes, shortcomings and loopholes are generalized and discussed at an informal level.
- ❖ Weaker students are normally identified and guided accordingly.
- ❖ Scholar students or advanced learners are also identified and are encouraged for better performance in the upcoming examinations.
- ❖ The record of these examinations is kept with the Examination Department.
- ❖ The same procedures are followed in the second semester.



  
Principal  
Dadasaheb Jotiram Godse  
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