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Vidyavardhaka Sangha (R.)

VVS FIRST GRADE COLLEGE

"Mangaladhama", II Block, III Stage, Basaveshwamagar, Bengaluru-560079

Affiliated to Bengaluru City University

NAAC ACCREDITED GRADE B++

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www.vvsdegreecollege.com

Annual Quality Assurance Report (AQAR) - 2024 – 2025

Criteria 2- Teaching –Learning and Evaluation

2.5 - Evaluation Process and Reforms

2.5.2 – Mechanism to Deal with Internal Examination Related Grievances		
Grievance Mechanism		
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2.5 - Evaluation Process and Reforms

Key Indicator	Code	Description
Metric	2.5.2	Mechanism to deal with internal examination related grievances

2.5.2 Grievance Redressal Mechanism

- The institution has a mechanism to address internal examination-related grievances.
- Students can approach subject teachers and the Examination Committee for clarification.
- Grievances related to marks or totaling are resolved promptly.
- Corrected marks are updated and communicated to students.



V.V.S FIRST GRADE COLLEGE

Mangaladhama, Basaveshwaranagar, Bengaluru – 560079

Internal Examination Grievance Redressal Policy

1. Introduction

V.V.S First Grade College follows a transparent and student-friendly mechanism to address grievances related to internal examinations. The institution ensures fairness, accuracy, and timely redressal of issues pertaining to internal assessment marks, evaluation, and totaling.

2. Scope of the Policy

This policy applies to all students of the institution and covers grievances related to:

- Internal assessment marks
- Evaluation discrepancies
- Totalling or calculation errors
- Entry of internal marks

3. Grievance Redressal Mechanism

1. Initial Level – Subject Teacher

- Students are encouraged to approach the concerned subject teacher for clarification regarding internal marks or evaluation.
- The subject teacher verifies the records and provides clarification or correction wherever applicable.

2. Second Level – Examination Committee

- If the grievance is not resolved at the subject teacher level, the student may submit a written grievance to the Examination Committee.
- The Examination Committee reviews answer scripts, internal assessment records, and related documents.

4. Resolution Process

- The Examination Committee verifies the grievance thoroughly.
- Necessary corrections, if any, are approved by the committee.
- Corrected marks are updated in official records.
- The revised marks are communicated to the concerned student in a timely manner.

5. Time Frame

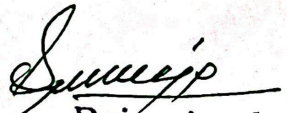
- Grievances are addressed promptly to ensure transparency and avoid academic inconvenience to students.
- Most grievances are resolved within a reasonable time after submission.

6. Transparency and Communication

The institution ensures that students are informed about the grievance redressal procedure through notices and interaction with faculty members. Proper records of grievances and resolutions are maintained by the Examination Committee.

7. Conclusion

The Internal Examination Grievance Redressal Policy reflects the institution's commitment to fairness, accountability, and student welfare by providing an effective mechanism for addressing examination-related concerns.


Principal
V.V.S. First Grade College
Basaveshwaranagar,
Bangalore-560 079

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OFFICE ORDER

Subject: Constitution of Examination Committee

Academic Year: 2024–25

In order to ensure the smooth conduct of internal examinations and to address examination-related grievances of students, the following **Examination Committee** is hereby constituted with immediate effect.

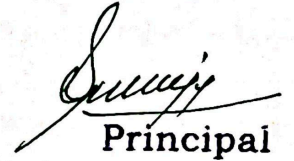
EXAMINATION COMMITTEE

Sl. No.	Name	Designation	Role
2	Prof.Sweta M	Faculty Member	Exam Cell Convener
3	Prof.Deepika Devi P	Faculty Member	Exam Cell Member

Roles and Responsibilities

- To plan and monitor the conduct of internal examinations
- To address grievances related to internal assessment, evaluation, and totaling
- To verify records and approve corrections, if any
- To ensure transparency and timely communication of corrected marks to students

This committee shall function in accordance with the institutional policies and guidelines and shall be effective for the stated academic year or until further orders.



Principal

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