



RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Rajasthan Technical University, Kota & Approved By AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur - 302 026 • Tel. : 0141- 2251276, 2251247 • Fax : 0141-2251249

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

A transparent, time-bound and efficient method is being followed in Rajasthan College of Engineering for Women in terms of dealing with internal examination related grievances. Various internal examinations are being performed throughout the semester. Some of them are- Mid Terms, unit-tests, assignments, lab continuous evaluation, project evaluations, etc.

Internal Assessments (Mid Term 1 and Mid Term 2):

Immediately, after the Mid Terms the marks is displayed on the notice board to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.

At the end of the semester the average marks of both the mid terms exam is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

Assignments-

Faculty evaluates assignments based on the viva voice which is also shared with the students. The viva voice consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.

Lab experiments-

The faculty immediately evaluates the experiment performed in lab by the student and the performance marks are assigned based on the lab viva voice designed by the faculty. The lab viva voice is given in the lab manual, which is shared with the students well in advance before the lab is conducted. The lab submissions are taken in LMS, e.g. Google classroom, and the marks given by the faculty are available to the students immediately, this providing a transparent way for students to reflect on their strengths and areas of improvements.

Project evaluation-

In a semester two internal evaluations of the project is conducted in front of the panel consisting of group of faculties. The viva voice is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc. With these systems in place, RCEW is very well exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.

College Level:

- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that she submits application with proper documents.



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- If any student scores less marks and wants to improve in that subject, she can appear for the improvement examination.
- The grievances of the students with reference to assessment are made clear by showing her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

University level:

- With reference to evaluation, if the student scores less mark than expected, she can apply for reevaluation of her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for reevaluation if she feels that evaluation is not correct

May

NAAC Coordinator



Director
DIRECTOR

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