



# THEIVANAI AMMAL COLLEGE FOR WOMEN

RE-ACCREDITED BY NAAC WITH 'A' GRADE & ISO 9001:2008 CERTIFIED

## EXAMINATION GRIEVANCE REDRESSAL

**Theivanai Ammal College for Women (A)** has a well structured and dynamic internal examination grievance cell, linking the students with the faculty in the continuous evaluation process. College Exam Committee, Controller of Examinations along with Principal and other Teaching, Administrative faculty ensure smooth conduct of the end semester examination (ESE) and continuous internal assessment (CIA). If any grievance occurs it will be immediately considered and redressed. Following mechanism is set to deal with examination related different grievances.

### OBJECTIVES:

- Monitor the internal examination process.
- Solve the student's grievances related to CIA and ESE.
- Timely conduction of test / distribution of answer scripts/ issue of mark sheets/ provisional and degree certificate for the needy based on the guidelines.
- Emphasize on prevention of errors rather than controlling through punitive measures

### GRIEVANCES RELATED TO CONTINUOUS INTERNAL ASSESSMENT (CIA)

There is complete transparency in the internal assessment. Academic calendar for internal examination is prepared by the Controller of examinations. College Examination Cell monitors internal evaluation process. The student's grievances related to internal examination are solved by College examination committee

- An application is to be submitted by the student to the examination cell in the prescribed form available in the exam cell / download from the students app / college website explaining their grievance.
- The examination cell on going through the application forward it to the Principal.
- The Principal in consultation with committee, solve the grievance and make the remark on the application which then comes back to the examination department.
- After taking necessary steps, students are informed.
- The process is completely transparent.



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The Examination cell also deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of college. Internal marks are given considering assignment, quiz, oral presentation, poster presentation etc. The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks if any. CoE can intervene and seek opinion of another course teacher. The grievances are resolved by showing her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his/ her presence. Any corrections in the total of marks or assessment of answer are immediately done by the faculty members.

## **GRIEVANCES RELATED TO END SEMESTER EXAMINATION (ESE)**

The grievances related to problem in submission of examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the CoE by communicating with Principal.

If grievance is related to revaluation of marks, student is supposed to fill revaluation form available in the examination office. Student gets photo copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the college within 7 days of the application.

## **GRIEVANCE FORM LINK:**

**[http://www.tacw.in/UserPanel/Grievance Exam Form.aspx](http://www.tacw.in/UserPanel/Grievance_Exam_Form.aspx)**