



2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.

The college's Internal Examination Grievance Cell, which connects students and staff in the ongoing evaluation process, is active and well-organized. The cell conducts internal examinations and resolves complaints in accordance with the affiliated university's policies.

Description:

1. Both Internal and external examinations for every semester is conducted as per the timetable issued by Osmania University, Hyderabad.
2. We will circulate the Timetable of both Examinations to all HODS and Faculty members for their information.
3. After that we will circulate the time table to the students by keeping it in our College Notice Board.
4. The Examination Cell will prepare the Invigilation chart for Faculty and seating plan arrangement for the students is made with internal jumbling mechanism based on the Time Table.
5. Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall.
6. The invigilators is expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem he/she may bring the matter to the notice of the Chief Superintendent.
7. Generally, scheduled forenoon session Examinations start at 9:30 AM and afternoon session Examinations start at 2.00PM. Invigilator should arrive at the venue at least 45 minutes before the start of the Examination.
8. All invigilators appointed in a hall are requested to report back in the examinations branch after completion of the examination and the members are collectively responsible for the return of the answer books.
9. Invigilators should inform immediately to the Chief Superintendent in case of any unusual incidence during the examination



Mechanism of Internal Assessment

1. The academic calendar in which Internal and Semester End Schedule is published well in advance of the start of the session, contains the examination and assignment schedule.
2. All the records and data of attendance in internal Examinations, Question papers, valued answer sheets, summary of marks sheets are properly maintained by the teachers for academic monitoring.
3. We will conduct the Class Test, after valuation marks are displayed on data mentioned in the academic calendar by faculty members.

Objectives:

- Monitor the internal examination process.
- To solve the student's grievances related to internal and external examination.
- To solve the teacher's grievances related to internal and external examination.

Procedure for grievance redressal

Students have to approach respective examination coordinator.

- An application duly stating the grievances to the exam section which is to be forwarded through concerned HOD.
- After getting a clear study on application, the exam section will forward it to the Principal. The Principal in consultation with the concerned faculty will examine it and make a mark on the application before sending it back to the examination department.
- By taking the necessary steps, grievance committee will be resolved with the panel of committee constituted by institute in a smooth manner.

S.No	Name of the Member	Programme	Designation	Role
1	Dr. D. Venkata Rao	-	Director	Member
2	Mr. N. Venugopal Rao	B.Com	Vice-Principal	Examination In-charge



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3	Ms. B. Durga Neelima	B.Com	HOD-CS	Member
4	Mr. G. Venu Gopal	B.Sc.	HOD - Statistics	Member
5	S. Chandrakanth Reddy	BBA	Assoc. Professor	Member
6	Ms. P. Deepthi	B.Com	Assoc. Professor	Member

PRINCIPAL

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