

2.5.1 Mechanism of internal/external assessment is transparent, and the grievance redressal system is time-bound and efficient

Response:

St. Xavier's College Jaipur follows the prescribed examination guidelines of the **University of Rajasthan** as an **Affiliated College** which limits its role to implementing the directions from the University. However, the college **initiated an internal assessment system** to evaluate and improve students' performances and ensure their preparedness. The assessment process is **transparent, time-bound, and efficient.**

[I] Internal/External Assessment

The college has constituted the University Affairs Cell and the Examination Cell to ensure the smooth implementation of the assessment mechanism and conduct the practical/theory examinations.

A) Examination Cell (Internal Examination at the College Level):

- Acquaint the students with the University's Annual Examination.
- Promote student learning and assess their progress.
- Ensure students are well-prepared.

B) University Affairs Cell (External Examination at the University Level):

- Follows the University of Rajasthan Handbook for ordinances and rules & regulations.
- Executes the University Examination-related tasks like notifying students.
- Collects and verifies examination forms.
- Conducts University Practical Examinations.

C) Transparency in the Examination Mechanism

- The college **Examination Policy and University Affairs Cell Policy** define the implementation of an efficient internal/external assessment system with clearly defined roles.
- **Academic Calendar:** The internal Examination Schedule is mentioned.

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- **Evaluation of Answer Scripts:** For students' satisfaction, the college adopts a practice of showing answer copies for the areas of improvement.
- **Time Bound and Efficient:** Notifications to students and staff - Examination Schedule, Invigilation Duty Chart, Room Allotment and Seating Arrangement.
- **Declaration of Results on time** - within ten days after the Internal Examination.



D) CIA- According to NEP 2020 from the Session 2023-24

The University of Rajasthan implemented the New Education Policy 2020 from the session 2023-24. Accordingly, the Semester Grade Point Average (SGPA) has two components: **Continuous Internal Assessment (20% Weightage)** and **End-of-Semester Examination**

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(80% Weightage). Therefore, the college has implemented a new assessment mechanism for the NEP batch from 2023-24.

[II] Grievance Redressal System for Examination

The college is committed to addressing assessment issues, concerns, and grievances. Students submit their grievances to the **Grievance Redressal Committee** under the Examination Cell. The grievance redressal procedure starts after complaints are received **online and offline**. Additionally, students can use the **Examination Grievance Box and Suggestion Boxes**. Grievances are categorised into college and university levels to streamline the process and ensure appropriate actions are taken accordingly.

(A) College Level Grievance: (For Internal Exams)

Depending on the nature of the grievance, the **Examination Cell** notifies the related authorities and initiates necessary measures to address it. The **Examination Cell handles internal exam-related grievances** and implements required corrections within **72 hours**. Depending on the nature of the grievances, the Examination Cell engages the **respective subject teacher and HoDs** to ensure **timely resolution**. The resolution of grievances is communicated to students within a specified timeframe.

(B) University Level Grievance: (For University Exams)

The **University Affairs Cell** gathers the grievances about the University Examinations, including concerns about revaluation, correction of names, misprinting of date of birth, enrolment number or any other. Subsequently, it is **forwarded to the University's examination section** for further action.