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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):

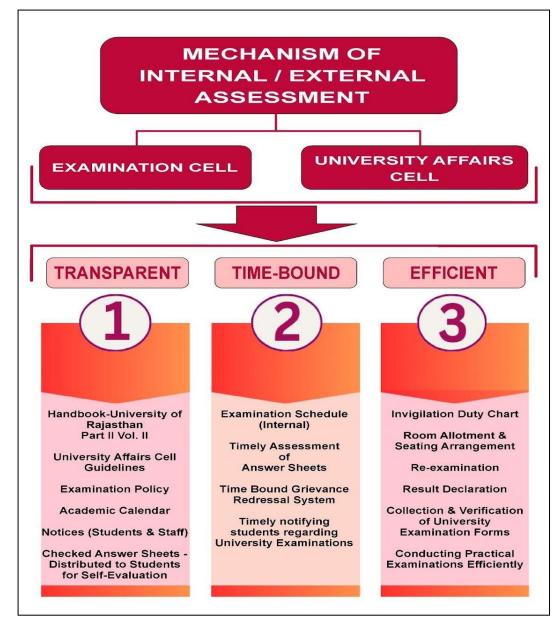
- Follows the University of Rajasthan Handbook for ordinances and rules & regulations.
- Executes the University Examination-related tasks like notifying students.
- Collects and verifies examination forms.
- Conducts University Practical Examinations.

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 examrelated 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 orany other. Subsequently, it is forwarded to the University's examination section for further action.