

OFFICE OF THE PRINCIPAL  
**DR. B.K.B. COLLEGE**

P.O. : Puranigudam, Nagaon - 782141 (Assam)



From :

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Ref. No. ....

Date 12-1-2019....

**Policy Document on Internal Examination related Grievances**

**Dr. B.K.B. College, Puranigudam, Nagaon, Assam**

The internal assessment system of Dr. B.K.B. College is three dimensional comprising of Assignment and others, Attendance and Sessional Examination following the **Evaluation Policy** prescribed by the parent university. The college authority follows a transparent time effective and efficient mechanism to deal with Internal Assessment with certain flexible procedure to address the genuine grievances of the students.

- The grievances associated with Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities shall be addressed by the HoDs in consultation with the faculty members of the department concerned within a week. If the students are found not satisfied with the marks awarded for the same they will be advised to submit the same in a better way and marks will be awarded accordingly.
- The grievances associated with Attendance and marks awarded to the students for the same shall also be addressed by the HoDs in consultation with the faculty members of the department concerned keeping in view the genuine grounds of poor attendance of the complainants. In such cases the matter shall be sent to the authority for approval.
- The students will be encouraged to check their answer scripts of sessional examination, the marks awarded for Assignments and attendance. Any discrepancy noticed shall be addressed immediately by the department concerned.

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From :

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- The absentees and the students who either fail to secure pass marks or look for betterment on genuine ground shall apply for Resessional Examination and the HODs conduct the same and will declare the result as early as possible.
- Any grievance received related to internal assessment shall always be read from students' point of view and shall be addressed immediately and sympathetically, transparently and efficiently.
- The grievance regarding wrong entry of the marks of Internal Assessment in the Final Marksheet awarded by Parent University shall be communicated to the Parent University with a forwarding form college authority.

*N. Das*  
12/01/2019  
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