

2.6.1: Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. Help

Response:

The examination committee of the college consists of convener and members. It is constituted by the Principal. The convener and the members are well-versed of the examination rules and regulations of the affiliated University. The examination branch circulates all the circulars issued by the university pertaining to the

i)Time schedules of payment of examination fee.

ii)Exam time table.

iii)Recounting ,Revaluation process.

iv)Obtaining Xerox copy of the answer scripts.

Generally the students approach the examination branch of the college regarding various pre-examination grievance such as late payment of exam fee with fine, non receipt of hall ticket and the post examination grievances such as recounting, revaluation and obtaining the photo copy of the answer scripts. The members of the examination branch with all their experience regarding the rules and regulations guide the students and also explain the procedure to get the solution to their grievance. The University notifies in the local newspapers about the time-schedule, prescribed fee amount and procedure to be adopted for recounting, revaluation and for getting photo copy of the answer script. The examination branch of the college downloads all the relevant application forms from the university website and issue to the needy student. Then it collects from the students along with the original DD and submits to the University along with consolidated list. The branch follows up the remedial measures for the grievance submitted by the students.