



Lekshmipuram College of Arts and Science
Neyyoor-629802
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Kanyakumari District, Tamilnadu

2.5.2: Policy for Internal Examination related Grievances

The institution follows the Choice Based Credit System-based curriculum prescribed by Manonmaniam Sundaranar University. As per the regulations of the university, the performance of the students is continuously evaluated in terms of the internal examination, which is conducted by the institution itself, and the external examination by the university. The internal examination consists of three tests and assignments. The weightage of internal and external examinations is in the ratio 25:75. The following are framed as a policy to address the grievances of students related to the continuous internal assessment.

1. The academic calendar is strictly followed for the conduct of Continuous Internal Assessment (CIA).
2. The staff council or the principal nominates a teacher in charge, who monitors the internal evaluation process, and the team consists of 6 to 8 members.
3. The grievances related to internal examination are solved by the college examination committee.
4. The students have to approach the teacher in charge of the examination for the grievance, if any.
5. The written request to be submitted by the student to the examination committee explaining their grievances.
6. The committee forwards the grievances with remarks/observations to the principal.
7. The principal conducts inquiry/consultation with the teacher-in-charge and other members and makes the remark on the application, which then comes back to the internal examination in charge.
8. After taking necessary steps, students are informed.
9. The students can also approach the department concerned, and if not solved, they can approach the committee.
10. The answer script, along with the marks secured by the students, is given to them for clarification; doubts, if any, will be clarified or additional marks will be awarded.
11. The averages of the best two performances (20 marks) along with assignments (5 marks) are taken by rounding the nearest digit.

12. The calculation of average marks and final marks secured by the students is made available to them for access and clarifications.
13. The answer scripts will be maintained in the respective department at least till the completion of the year or publication of the result.
14. The internal marks secured by the students are uploaded in the university examination portal by the respective teachers as directed by the university.




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