

**YASHWANTRAO CHAVAN WARANA MAHAVIDYALAYA,
WARANANAGAR**
2020-21

STANDARD OPERATING PROCEDURE (SOP)

Mechanism to deal with Internal Evaluation related Grievance:
Transparent, timebound and efficient

For the information of all the students and teachers

The college maintains total transparent, timebound and efficient mechanism of grievance redressal regarding the internal evaluation. The SOP for internal assessment of students and Grievances related to internal assessment is as below:

- All the faculty members should understand the details regarding result progressing stages.
- The assessment should be done impartially.
- The teachers should verify the marks before preparation of result sheets to ensure error free result.
- Evaluation will be done by the subject teacher within five days from the date of examination
- The result should be declared on the notice board.
- The results should be discussed with students in the classroom and minor doubts may be cleared orally.
- The students should register their grievances to examination committee, if any, within three days from the date of result declaration.
- The grievances reported by the students should be resolved by college examination committee within next three days.
- The grievance will be redressed by consultation with subject teacher, examination committee, examinee, and Principal.
- With respect to online tests, result scores will be made available for students immediately after submitting the test.
- Result review meetings should be conducted with result analysis. The remedial action should be taken by examination committee for the further improvement after discussion with faculty, HOD and Principal.