**Government Degree College**

**ACCREDITED BY NAAC WITH ‘B’ GRADE** **Pattikonda,Kurnool (Dt),A.P.518380.**

**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

**Our college's exam department follows transparent, timely and efficient methods. According to university guidelines, College examinations officer is appointed to conduct internal and external examinations smoothly. The university plans an internal examination faculty of humanities, science and commerce committee guidance of university examiners and principals. Internal exams are held before university exams. Create a timetable after consultation with the internal examination committee convener and principal. All steps required for implementation are performed robust, transparent and smooth internal audits and time bound method. To maintain transparency and consistency**

**Evaluation of internal exams, teachers evaluate works within a week of taking the exam. The answer sheets that will be evaluated are shown to our students in the class rooms.**

**Student Complaints Regarding Internal Examinations, Students should contact college examinations officer. An Application should be submitted to, along with an adequate description of the complaint examination department after passing the exam the department forwards them to the principal. Principal, necessary measures will be taken in consultation with the CEO and faculty members resolve complaints. If the students cannot take the exam due to health reasons or if, for good reason, the examination is deemed to have been administered for that student according to university standards.**

**For other test complaints, such as missing comments for internal assessment or final exams of a certificate from grades receive college applications from students. After that student application and student grades the university was notified by the rector and CEO. The college strictly adheres to the guidelines and rules of Affiliation University when conducting internal examination. When with these systems, the institute demonstrates transparency related to internal grievance mechanism evaluation.**

