



PATTOM THANUPILLAI MEMORIAL COLLEGE OF EDUCATION

Maruthoorkonam, Kottukal P.O., Balaramapuram, Thiruvananthapuram, Kerala - 695501


Phone : 0471-2267420

(Recognised by : NCTE and Affiliated to Kerala University)

MECHANISM FOR GRIEVANCE REDRESSAL RELATED TO EXAMINATION IS OPERATIONALLY EFFECTIVE

The college conducts mid-semester examination during the middle of each semester to assess students' understanding of the subjects up to that point, identify areas where they may need to focus more and to provide them with feedback on their progress. Mid-semester exams help the teachers to identify students who are struggling and provide targeted support and guidance to improve their performance. The answer scripts of the internal examination is evaluated internally by the respective teachers who teach the subject, and the valued answer scripts are distributed to the students within a week after the completion of the examination. The students submit the practical works within the assigned dates. The teachers value the works received based on a well-structured assessment criteria. After the clear-cut evaluation of the works based on well-defined criteria, internal marks are assigned to the students and entered in a pre-set mark list template. The internal mark list is then displayed in the notice board. At this point, the students can raise their concerns (if any) regarding the internal marks to the concerned teacher. The teacher takes measures to rectify the concern. That is, if the students feel any discrepancy in the mark list and if the teacher approves it, necessary changes are made in the marks. Thus, the marking scheme is discussed with students for a better and transparent evaluation process. If the internal marks are acceptable to the students, they put their signature in the mark sheet. If the students are still not satisfied with the marks, they can raise the grievance to the principal. The principal forwards the complaint to the concerned teacher who is in charge of the paper. The teacher discusses the marks with the student by showing the criteria used for evaluation and the marks allotted to each criterion. After the discussion, the concerned teacher resubmits the marks (if there is a change in marks) to the principal. If the complaint persists, the principal forwards the complaint to the grievance redressal committee for further disposal of the complaint.




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