



# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

(A Catholic Minority Institution Run By Brothers of St. Gabriel Educational Society)

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## Policy and Guidelines for Conducting Internal Assessment Examinations

**Introduction:** The evaluation process at Little Flower Degree College (LFDC) is designed to enhance the efficiency and effectiveness of our educational system. It focuses on providing development-inducing feedback to students, thereby enhancing their competence and ensuring the quality of education. This policy outlines the procedures and guidelines for conducting internal assessment examinations.

**Adherence to Examination Guidelines:** LFDC adheres to the examination guidelines set by Osmania University, with which our college is affiliated. The examination committee ensures the fair and transparent conduct of all internal assessments. Precise instructions regarding evaluation criteria, marking schemes, and techniques are provided for both internal and external exams. Departments have the autonomy to implement appropriate procedures for evaluating student performance.

**Transparency and Accountability:** We prioritize transparency in our assessment processes. Timetables for college exams, internals, and semester exams are prominently displayed on notice boards. Internal marks are accurately recorded and communicated to students via the notice board and the OU portal. Faculty members provide constructive feedback to students to help them identify their strengths and areas for improvement.

**Student Grievance Redressal:** LFDC has a robust grievance redressal system to address any exam-related issues or appeals from students. Students are encouraged to contact the examination committee with complaints or appeals, which are addressed impartially and promptly. This ensures that students' concerns are resolved in a fair and transparent manner.

**Conclusion:** By following these policy guidelines, LFDC upholds the integrity of its assessment processes and ensures the overall quality of education. We remain committed to providing students with a supportive learning environment that fosters academic excellence and personal growth.

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