



LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

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

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2.5.1 Mechanism of internal and external assessment is transparent and robust in terms of frequency and mode.

1. Preface:

Internal examination assessments in LFDC refers to evaluations conducted by the college as a part of the academic curriculum. Internal examinations (slip test, midterm, prefinal, practical's and SEC examination), external exams (University semester exams) serves the purpose of assessing students' understanding of the course material, tracking their progress throughout the semester or academic year, and providing feedback to both students, faculty and parents.

2. Types of Examinations:

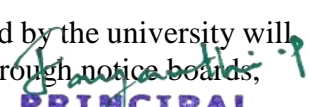
Internal examinations are of various forms, each tailored to assess different aspects of students' knowledge, skills, and abilities. Some common types:

- The slip test, a crucial assessment tool employed by the LFDC aids in evaluating students' comprehension and retention of course material through concise examinations.
- Midterm exam: The midterm exam in LFDC serves as a comprehensive assessment conducted halfway through the academic term to evaluate students' understanding and progress in the course material.
- Pre Final exam: The prefinal exam, held before the final assessment, gauges students' and readiness for the concluding evaluation in their academic term.
- Practical exam: The practical exam for students in the college is pivotal as it assesses their hands-on application of theoretical knowledge.
- Semester Exam: The semester exam, is a comprehensive assessment conducted at the end of each academic term, which will influence their overall academic performance.

3. Transparent Internal and External Assessment Mechanism:

LFDC establishes a transparent mechanism for both internal and external assessment to ensure a time-bound and efficient grievance redressal system which includes:

- Faculty members, Heads of Departments (HODs), and the principal will introduce students to both internal and external assessment procedures, including question paper formats and university guidelines, at the start of each semester.
- Any changes or updates to the assessment procedures mandated by the university will be promptly conveyed to both faculty members and students through notice boards, email, and other pertinent communication platforms.


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- Students will receive well-defined instructions and assessment criteria well in advance for tasks such as projects, assignments, presentations, and other evaluation components
- Assessment timelines, encompassing submission deadlines and evaluation schedules, will be shared with students via the college website, notice boards, and individual mentoring sessions.
- Faculty members will offer timely and comprehensive feedback on evaluated work, furnishing detailed comments and suggestions for enhancement.

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1. Students are urged to address internal assessment grievances directly with faculty within two days of result declaration, and to the HOD if necessary within three days.
2. The HOD will investigate and aim to resolve grievances within five working days; unresolved issues may be referred to the college examination branch for resolution within seven working days.
3. External assessment grievances will be promptly reported to the university examination section, while the college examination branch will facilitate applications for revaluation and maintain records of all grievance cases.

4. Grievance Redressal System:

4.1 Timelines and Communication:

- a. All communication regarding assessment schedules, guidelines, and grievance redressal procedures will be clearly displayed on the college website, notice boards, and relevant communication channels.
- b. Students will be notified of assessment results, feedback, and any updates regarding grievance resolutions through official college communication channels, including emails and student portals.

4.2 Continuous Improvement:

- Regular reviews of assessment and grievance redressal processes will be conducted by the college administration, faculty members, and examination branch staff to pinpoint areas in need of enhancement.
- Active solicitation of feedback from students and faculty members will be undertaken to implement necessary improvements to the assessment and grievance redressal systems.
- The college administration, faculty members, and examination branch staff will regularly review the assessment and grievance redressal processes to identify areas for improvement.

LFDC endeavours to uphold transparency in assessment procedures, ensure swift and effective resolution of grievances, and foster an academic environment that promotes excellence and student contentment through adherence to this Standard Operating Procedure.

By following this Standard Operating Procedure, LFDC aims to maintain transparency in the assessment processes, provide efficient and timely resolution of grievances, and ultimately create an environment conducive to academic excellence and student satisfaction.