



Government of West Bengal
Office of the Principal
Darjeeling Government College
Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078
(0354) 2254019
Email : dgc.principal@gmail.com

Transparent Mechanism of Internal/External Assessment and Efficient Grievance redressal system

The examination system in the Institution is comprised of two vital sections: University Semester Examination under the Choice Based Credit System (CBCS) and Continuous Internal Assessment (CIA). In Darjeeling Government College, both the systems of Assessment run in coordinated manner.

The University semester examinations are run according to the University Academic Calendar and notification by the Examination Committee of the College.

Mechanism of Continuous Internal Assessment:

The College conducts Continuous Internal Assessment (CIA) in a well-orchestrated manner. The schedule of monthly tests at the end of each month is mentioned in the Academic Calendar of the College. The Departments are empowered to conduct internal class tests in the manner they think suitable. The marks secured by the students in the internal examinations are submitted to the Examination Committee within the stipulated date. The Examination Committee reviews the student performance and holds counseling sessions for very weak students, if necessary. The Departments advise their respective students on how to improve their performance. Once in every two months, Parent Teachers' Meeting is held according to the Academic Calendar to make the parents aware of their students' performance in academic as well as non-academic realms and suggestions are given to improve the performance of their wards.



Officer-in-Charge
Darjeeling Govt. College

Apart from the class tests, the component of internal assessment for University Semester Examinations are held separately as per University Academic Calendar and Notifications and marks are submitted to the University for preparation of results. Even during the COVID-19 the College ensured timely submission of marks to the University after conducting of continuous evaluative assessments via online modes.

Test Examinations are held before the Semester Examinations and the marks are displayed on the Departmental Notice Board. The Teacher Council reviews the performance of the students of all Departments after the publication of Test results before the commencement of the University Semester Examinations.

Any grievances related to internal examination and evaluation are reported to the Grievance Redressal sub-committee in the assigned drop box at the College gate. The Committee examines the grievances and addresses the issues in collaboration with the specific Department.

Mechanism for External/University Exams:

For External/University Exams, the College complies with the University regulations and notifications. The college ensures timely enrollment of students for Semester Examinations, intimates about issuance of Admit cards and follows the University's timetable through a Central Examination subcommittee. The College makes arrangements for smooth conduct of such exams. Mark sheets, including SGPA and CGPA are issued promptly after University results are published. Evaluation of answer scripts is carried out by university-appointed teachers and grievances related to evaluation are reported to the University for review. The college acts as a liaison between the University and students for Post Publication Review (PPR) and Post Publication Scrutiny (PPS).

Overall, the mechanisms in place contribute to a comprehensive and fair evaluation of students' academic performance.



**Officer-in-Charge
Darjeeling Govt. College**