



OMEGA P.G. COLLEGE - MBA

(Approved by A.I.C.T.E. & Affiliated to Osmania University)

Sy. No.7, Edulabad (V), Ghatkesar (M), Medchal Dist-501 301.

e-mail : omegapg.mba@omegacolleges.com Ph: 9246805933/ 9912988863

2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient.

Institute implements a range of measures to ensure transparency in its assessment process and has an efficient grievance redressal system, which enhances its credibility and reputation. The Institute follows the guidelines laid down by Osmania University (O.U) to Conduct and Evaluation of Examinations.

Mechanism of internal assessment:

The evaluation process shall have two components: continuous evaluation by the teacher of the course and evaluation through a semester end examination.

Internal assessment marks awarded by teachers are collated and forwarded to the examination department of the University every semester.

Besides, Institution uses ERP (Enterprise Resource Planning) software for attendance tracking, examination scheduling etc.

Mechanism of external assessment:

Outlines the procedure for conducting semester end examinations and the answer scripts of semester end examination shall be evaluated by the teachers appointed by Controller of Examinations, while the Semester end practical examinations shall be conducted by a External Examiners appointed by the Controller of Examination. The results of a semester shall be declared by the COE. Besides the semester results declared by University are thoroughly analysed by the Institute.

The **assessment criteria** is shared with students in the beginning of semester. Further detailed information about the Internal Assessment is communicated to student well in advance through the student handbook as well as by respective subject teachers. Further reminders are also given on regular intervals, to ensure that students stay on track and are aware of upcoming deadlines.




Principal
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Institute ensures transparency in the assessment process by timely communicating the internal assessment scheme to the students through **Academic Calendar**. Internal assessments are **spread over a semester to ensure continuous evaluation** and comprise of a variety of modes including class presentations, projects, report writing, assignments, viva, group discussions, field work, class tests and practical tests.

The **marks** obtained by the students are shared in class and also through Google Classroom, WhatsApp groups. All the test papers and answer scripts along with the list of marks are duly maintained by faculty members for records. Students receive constructive feedbacks about their performance in the internal examinations so that they can understand their strengths and weaknesses and improve their performance in end term examination conducted by Osmania University (O.U).

Internal Grievance Redressal System:

Institute has a transparent and efficient grievance redressal mechanism for internal examination-related grievances. Every department has its examination committee to ensure fairness and transparency in the internal assessment. The Student Grievance Redressal is centrally placed to address grievances in a time-bound manner. The students are regularly updated on the status of their complaint.

External Grievance Redressal System:

The students grievance committee of Osmania University (O.U) addressing students' complaints related to examination process. If any complaint is received from students within seven days of completion of examination, regarding the discrepancies in question paper, etc., the matter is reviewed by a Students Grievance Committee, which will provide recommendations to the Vice-Chancellor for taking final decision before declaring the results of examination.




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