Lady Shri Ram College for Women

University of Delhi

Supporting Documents for 2.5.2

Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient

Internal Examinations:

- Internal examinations at LSR take the form of end-of-the-semester, practical examinations conducted in some departments such as Statistics and Psychology

Pre-pandemic phase:

Practical examinations : Based on viva-voice with an internal and external examiner. Students were also given problems to solve.

In case of any grievances related to these processes, students could contact their **internal examiners/ examination superintendent / teacher-in-charge.**

Students' performance in both components (viva-voice and answers to problems given) was counted and combined with their IA marks (based on practical file, class participation etc) to determine the final score.

Post-pandemic phase:

In the, departments require their students to submit their practical files and answer scripts **online on the day of the examination**, and within a stipulated period of time.

If a student faces any issues, for example inability to upload/mail their answer script due to network issues then they are requested to **inform their practicum teacher immediately**.

If required, other modes of submission (e.g., WhatsApp) are identified or the time for submission is extended for the student.

Guidelines for online practical examination

Date sheet for the Practicum Examinations and guidelines for the conduction of Assignment based Practicum Examination, November 2021.

Department of Psychology,

Lady Shri Ram College for Women, University Of Delhi.

Guidelines for the Practicum Examinations:

- All the students, along with the practicum based assignment exam, should submit the practical file in a compiled document (Introduction, Review of Literature, Methodology, Results and Discussion, References) for both the practicum to the teacher who has taught you the practicum. . The name of the Program/Course, semester, title of the paper and name of the student must be written on the top of the practical file by the student.
- Upload the file on Google classroom or email it to your teacher concerned as per the allocated time on the day of your exam as per given in the date sheet.
- For the practicum based assignment examination, the question paper will be emailed on the group email id of the respective practicum groups of the students for all the practicum papers.

- Questions from both the practicums will be given in the practicum based assignment examination with a total of 4 questions and both practicum will be equally represented . Questions from both the practicums are compulsory.
  For eg:
  Q1. Practicum A/ Practicum A- 7.5 Marks
  Q2. Practicum A/ Practicum A- 5 Marks
  Q3. Practicum B/ Practicum B- 7.5 Marks
  Q4. Practicum B/ Practicum B- 5 Marks

Thus the maximum marks for the question paper will be of 25.

- The answer sheet has to be emailed on the email ids mentioned on the top of the question paper.
- The maximum marks for the practicum based examination will be 50. (25 marks for the practicum based assignment exam + 25 marks for continuous evaluation).
- 5 hours will be given for the completion of the practicum based assignment exam. Extra time of 1hour and 40 minutes will be given to the students with differential ability (10 am to 4.40pm).

Submission of Practical Assignment by Student

PRACTICAL ASSIGNMENT 🔁 Inbox ×

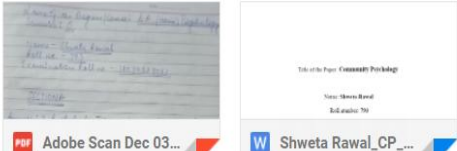Shweta Rawal <shwetarawal178@gmail.com>   Thu, Dec 3, 2020, 1:00 PM
to me ▾

good Afternoon ma'am
 please find attached the followings-
1. Answer sheets for practical examiation
2. Practicum files for both the practical

Name- Shweta Rawal
Roll number- 793
exam roll number-18039528061
Sem- 5

Regards
Shweta

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2 Attachments

PDF Adobe Scan Dec 03...   W Shweta Rawal_CP_...

External Examinations:

Pre-pandemic phase:

> External examinations would require students to come to the college Campus and attempt the question paper.

> Grievances at that time with respect to the question paper received, or extra-writing time for students with disability could be share with the Examination Committee and the Vice-Principal.

> Immediate action on the same would be taken so that students could focus on the examination whole-heartedly.

Post pandemic phase

> Currently, all examinations are held online in OBE format.

> As was the case before, students with disability are provided additional time to complete the examination.

> For grievances related to examination forms or roll numbers, students can telephonically or through email contact the Nodal Officer for examinations in College.

> The Nodal Officer coordinates with a designated person in the administrative office/IT staff and pursues the matter with the University of Delhi.

In attempt the OBE, students download question papers from the Delhi University examination portal, write the answers and then upload it back. If there is an issue with uploading the answer script, students can mail the same to the University Nodal Officers.

However, if problems persist, students can contact the LSR Nodal Officer.

Two staff members of the IT department of the College support the LSR Nodal Officer in resolving the issue

The contact numbers of the LSR Nodal officer and the designated email id to which students may sent their grievances is placed on the College website home page, when examinations are ongoing.

Sample of Duty List of Faculty in the OBE

EXAMINATION DUTY

THE FACULTY MEMBERS ARE REQUESTED TO BE AVAILABLE ON PHONE ON THE DAY AND TIME OF THEIR DUTY

(From halh an hour before exam time till half an hour after exam time.)

S.NO.	Name	10-Aug 7:30 AM - 10:30 AM	11:30 AM - 2:30 PM	3:30PM - 6:30 PM	11-Aug 7:30 AM - 10:30 AM	11:30 AM - 2:30 PM	3:30PM - 6:30 PM	13-Aug 7:30 AM - 10:30 AM	11:30 AM - 2:30 PM	3:30PM - 6:30 PM	14-Aug 7:30 AM - 10:30 AM	11:30 AM - 2:30 PM	3:30PM - 6:30 PM
1	Dr. Sanjoy Roy Chowdhury												
2	Dr. Maninder Duggal					dp							
3	Dr. Madhu Grover												
	Ms. Meenakshi Pahuja												
4	Dr. Savita Gopal											d	
5	Dr. Sunaina Sardana											d	
6	Ms. Kusum Gupta					dp						d	
7	Dr. Arvind Kumar					dp							
8	Mrs. Jyotsna Arora											d	
9	Dr. Divya Mishra					d						dp	
10	Mrs. S.B. Garg								d			d	
11	Ms. Rashmi Ganguly					d			d				
12	Ms. Jayashree Sahoo								d			d	
13	Dr. Rita Joshi					dp							
14	Dr. Maya Joshi					dp						d	
15	Dr. S.H. Cama		d			d						d	
16	Ms. Mitali Mishra					d						dp	
17	Ms. Taniya Sachdeva					d		d					
18	Ms. Rachita Mittal					d						d	
19	Mrs. R. Shroff					d						dp	
20	Ms. Arti Minocha						d					d	
21	Dr. Sarika Kalra					d							
22	Dr. Amisha Aneja					d						d	
23	Dr. Kanchan Verma											d	

Faculty Examination Duty List

Dr. Suman Bhanoo and Dr. Neha Sharma will be available in the College Control Room during the online examinations

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