

Mechanism to deal with internal examination related grievance

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared and communicated to the students well in advance.
- To ensure proper conduct of formative tests, invigilators assigned to each hall. Evaluation is done by the course handling faculty members within three days from the date of examination.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.

Redressal of grievance:

The continuous evaluation of students is carried out by faculty regarding lectures, assignments, unit tests. The semester exam marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD. The Institute appoints Junior and Senior Supervisor for smooth conduction of examination. If students are facing any problems, they are solved by the institution Chief Conductor appointed by the college. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the University by examination committee.