

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

College believes that evaluation is for further improvement as teaching-learning and evaluation are supplementary and complimentary to each other. As an important stakeholder, the student is given all opportunity to raise their concerns and grievances with regard to evaluation. Regarding Formative Assessment, a student is free to contact the concerned class teacher to redress his or her grievances. The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests, prelim exam, etc. The term work is allotted based on the defined strategies and query if any, discussed with faculty and HOD.

Formative Assessment

- Continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. In case of grievances the students are supposed to meet the concerned faculty and later the HoD, if the grievances are not resolved.
- In case the grievances are not redressed at the level of the class teacher and HoD, a student can meet the Principal regarding the examinations related grievances.

Summative Assessment

- The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests as per the University mandate. The midterm marks are allotted based on defined strategies and displayed on notice board.
- The Institute appoints a Senior Supervisor who controls all the online/ theory examinations, displays schedules, instruct the students for smooth conduction of examinations of JNTUK. The marks obtained by the students in internal assessment are uploaded on the university web portal are displayed in the college examination notice board.
- **Redressal of grievances at University level:** Examination form filling, exam seat allotment, results, photocopy, revaluations etc. are coordinated by examination section as per the procedures of the JNTUK.
- College appoints a Senior Supervisor for smooth conduction of evaluation procedures and the University has established procedure for the assessment and Redressal of grievances. The College has appointed Liaison Officer to liaison with the University to redress the grievances of the students. The University has made provision for Revaluation, Recounting and Challenge revaluation.
- The Liaison Officer would interact with the Examination Section of JNTUK and resolve the issues through the procedure like submission of written request of the College based on the request of the student to the institution.

- The result queries, printing mistakes of mark sheets, corrections, if any are handled at JNTUK examination section after receiving the request from the institution.
- The performance of a student in each semester shall be evaluated subject-wise with a maximum of 100marks.
- The university specifies the last date for application of Recounting/Revaluation/Challenge Revaluation along with the results. For recounting, only the marks posted by the valuator are verified once again. The answer booklet will be re-evaluated for Revaluation by valuator. The answer script will be reevaluated by a valuator from the college and an official appointed by the university in the presence of student for Challenge Revaluation.