**2.5.2: - Mechanism to deal with examination related grievances is transparent,**

**time-bound and efficient**.

The internal assessment is practiced with complete transparency. 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 and Unit test schedules are prepared as per the University and

communicated to the students well in advance.

- Evaluation is done by the concerned faculty members in their earliest convenience from the

date of examination.

- The corrected answer papers of the students are distributed to them for the verification by

the students and any grievance is redressed immediately. The marks obtained by the

students in unit tests are discussed with the students.

-The marks obtained by the students in internal assessment tests are uploaded periodically on

the university web portal along with their attendance.

- Day to day performance of the students is assessed for every experiment which includes

regularity, performance.

-The independent learning, practical approach to the real-time applications is tested by mentoring and remedial classes

**- Departmental Level**: The continuous evaluation of students is carried out by faculty

regarding theory lectures, labs, assignments, unit tests. The internal assessment

examination marks are allotted based on university strategy and is confidential.

- College Level: The Institute appoints a Senior Professor for smooth conduction of

examinations. If students are facing any problems, they are solved by the

institution Senior Professor/ Principal appointed by the University. 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 section.

**- Redressal of grievances at university level**: The queries related to results, corrections

in mark sheets, other certificates issued by University are handled by the university examination

section after forwarding such queries through the college examination section. Students

are allowed to apply for revaluation, recounting and challenged evaluation by paying

necessary processing fee to university if they are not satisfied with the university

evaluation through college