2.5.1 Mechanism of Internal/ External Assessment is transparent and the grievance redressal system is time- bound and efficient

The institution adheres to the regulations and instructions set forth by the Visvesvaraya Technological University in Karnataka for the evaluation procedure. The institution has created a successful procedure as shown in Figure 2.4 in detail which is transparent and based on outcome-based education. A centralized examination committee is constituted, comprising the Principal as Chief Superintendent and a senior faculty member as Deputy Chief Superintendent, other teaching faculty, and non-teaching staff as members for the smooth conduction of internal and semester-end examinations (SEE). The exam committee looks after the examination-related aspects and is responsible for framing rules, notifications, circulars, and other documents related to IA and SEE.
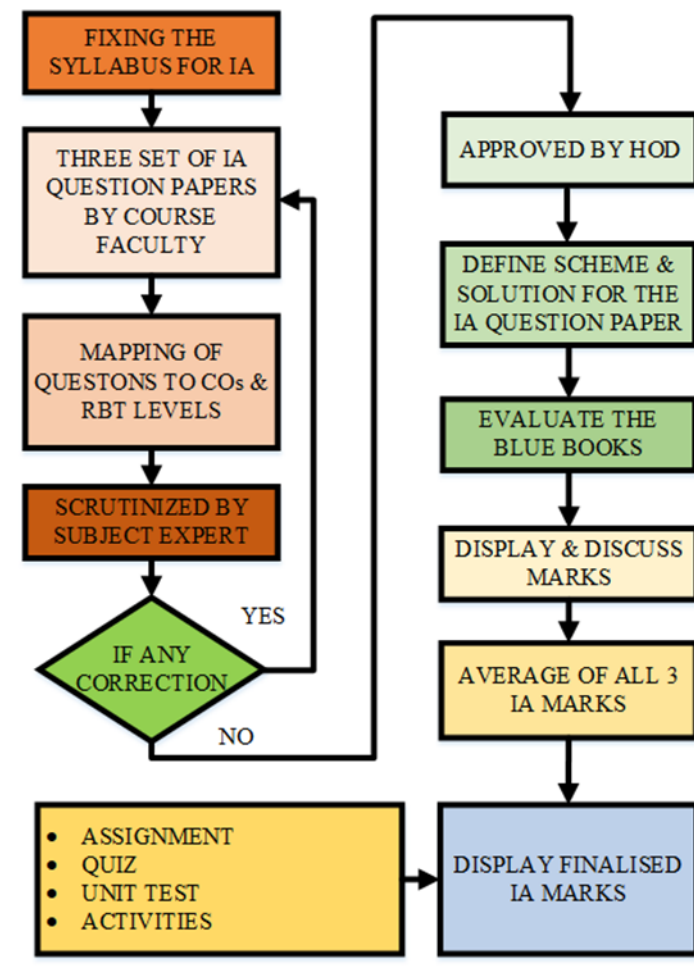
Figure: 2.4 Process of Continuous Internal Evaluation (CIE)

The academic calendar is prepared at the start of the semester in line with the university calendar. A student has to appear for all the three Internal Assessments as per the academic calendar. Each faculty handling the course must submit one question paper as per the instructions shared by the exam cell and reviewed by the head of the department. A senior faculty identified by the exam committee from the respective department must scrutinize the question papers and select the best question paper.

All the examination-related grievances are addressed as follows:

At the Institution level:

At the institution level, the IA committee consisting of coordinators from all the departments and the exam controller is nominated by the principal. The examination committee is responsible for the centralized IAs. Impartial evaluation is done by the respective faculties. After the evaluation, the answer books are to be shown to the students to enhance self-evaluation and for their self-satisfaction. If any clarification is required, it is addressed in the class itself by the concerned faculty. The model answers discussed in class assist the students in identifying their mistakes and making the required modifications to their question-answering strategies. The internal marks are shown on the notice board and the Quiklrn (ERP) platform.

If a student is not satisfied with the marks awarded in IA, they can approach the HoD or Principal if needed to address the problem. Based on the performance of the students in Internal Assessments, bright and slow learners are identified by the class coordinators. The students can discuss their issues with their mentors also. Parents are notified over the phone about the performance of the ward. Remedial sessions are conducted for the students who perform poorly in the Internal Assessments. If the student misses their IA for valid reasons, another chance may be given for additional IA. The Internal Assessment marks are entered into the University online portal within a stipulated time frame.

At the University level:

Any query related to exam results, evaluation of answer scripts, correction in mark sheets are handled at the VTU examination section. If a student has any grievances related to the evaluation

of university answer scripts, he or she may approach the concerned faculty for follow-up action. In this situation, students may apply for the revaluation of their answer scripts.Re-evaluation results are made public as per the university standards. The university keeps the entire process on schedule and open.