



2.5.2

# SITAM

## SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Gajularega, Vizianagaram, Andhra Pradesh, India-535002.

Accredited by "NAAC"

Approved by AICTE and Affiliated to JNTUK, KAKINADA

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### Qualitative Metrics

#### Criteria 2: Teaching Learning and Evaluation

#### Key Indicator-2.5: Evaluation Process and Reforms

2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient.
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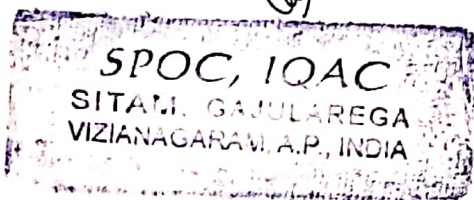
SITAM has a well-organized mechanism for redressal of examination related grievances. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.


#### Institute Level

All the students are clearly informed about the evaluation procedure, weightage of internal and external marks allotment as per their regulation provided by the university. After each internal test the answer scripts are distributed among students. If the students are having any issue regarding the assigned marks, they can discuss the same with the concerned faculty member. If still not resolved it is brought to the notice of higher authorities and proper measures are taken.

After each internals the class committee meetings are conducted in the presence of respective branch HoD and mentors of the class. A group of students are selected which includes advanced learners, slow learners, challenged learners and hostelers etc. If the students are having any kind of grievances related to question paper or syllabus coverage, it is informed to the concerned HoD and necessary action is taken.

At the end of each semester, the faculty members finalize the marks for internal tests and the same are displayed in notice boards for the students to verify for any discrepancies. The finalized



  
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marks are uploaded by the faculty into the university portal and are approved by Principal/HoD after due confirmation with the respective faculty.

### University Level

At the university level to ensure transparency and curb the mal practices, the university has introduced a jumbling system and theory end - semester examinations are conducted at a center other than the college. The queries related to results, corrections in mark sheets and other certificates issued by university are handled at JNTUK examination section after forwarding such queries through the college examination section.

The Examination Cell of the institute deals with examination related grievances if any. A log book is maintained in the office in which the exam related grievances are recorded. If any student has any grievance related to marks scored in the semester examinations, he/she can apply for the revaluation or challenge valuation. This circular will be circulated to the students in the classroom so that it will be easy for them to proceed with that if they are unhappy with the results.

If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of revaluation results. The evaluation process is carried out by two subject experts. Results will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. The entire process is maintained transparent and time bound by the university.



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