



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

Examination Grievance Redressal Policy

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Adi Shankara Institute of Engineering and Technology (ASIET) follow the open and continuous internal evaluation system prescribed by the university. This document provides information on the redressal policy related to any sort of grievances raised by the students in connection with the internal examinations conducted at ASIET.

1. PROLOGUE

The university's rules and directions serve as guidelines for the institution in all curricula, exam, and evaluation-related matters. The institution follows the internal evaluation system as per the guidelines of the affiliated university. The college administers two internal assessment tests, closely following the evaluation methods and norms prescribed in the university regulations. Students and faculty members are informed of the dates for internal evaluations at the start of the semester via the institute academic calendar, prepared by the IQAC of the institution based on the academic calendar published by the university.

The internal exam schedule is published well in advance by the internal exam cell of the institution and passed on to department-wise exam cells through respective Heads of Departments. The department-wise exam cell in turn exhibits the same on the department notice boards and circulates it online among the staff and students of the department to ensure that it has reached all the students.

The course instructor creates two sets of question papers and a question bank as per KTU standards covering all the CO's, adhering to the Bloom's Taxonomy and the theory of Outcome-Based Education. The department-wise exam cell and Internal Exam cell of the institution choose the final set of internal exam question paper for each course in consultation with the respective HOD.

After receiving the consent from the principal, question papers are distributed to the invigilators (normally faculty members) on test day. The internal exam cell ensures the smooth conduct of

the internal assessment tests, and the respective HODs makes sure the internal answer sheets are valued promptly. The answer key/scheme of evaluation prepared by the course instructor, is documented along with a sample question paper for future reference.

2. OBJECTIVES

- To establish a continuous internal evaluation system in the campus.
- To ensure a transparent mechanism in the award of internal marks.
- To address the grievances raised by the students.
- To dispose any such grievance in time.

3. SCOPE OF THE POLICY

This policy shall apply to the conduct of all examinations pertaining to the continuous internal evaluation of the students at the college. For the purpose of this policy ‘students’ are defined to include

- **All students who are currently registered with the institution.**

This policy shall apply to the all the examinations including

- **Internal Examinations (Series Tests)**
- **Class Tests**
- **Module Tests**
- **Model Examinations**
- **Any other examinations which are considered for the award of internal marks**

4. STRATEGIES EMPLOYED FOR MAINTAINING TRANSPARENCY

The answer sheets of the exams (Internal/ Series Tests), collected from the internal exam cell by the representatives of various departments and shall be distributed to the course instructors for evaluation. These answer scripts and the answer sheets of module tests and other tests conducted by the respective department/course in charges, shall be valued promptly by the faculty assigned. After valuation and discussions on the answer key and scheme of evaluation, the answer scripts shall be distributed among the students for their self-assessment.

5. REGISTERING GRIEVANCES AND ITS DISPOSAL

In the event of any complaint, students are given ample provisions to raise their grievance. The following practices are ensured to address the grievances of the students.

- **Students who have objections about the valuation and the marks awarded, shall raise their concerns with the respective faculty member.**
- **Course instructors shall clarify the concerns through a revaluation of the answer scripts in the presence of the respective student.**
- **Any student who is still dissatisfied with the evaluation and distribution of marks may voice their concerns to their respective HOD.**
- **The HOD shall intervene and may seek the advice of another faculty member who is competent to evaluate the answer sheet and shall finalize the evaluation and marks awarded.**
- **If a student still feels unfair in the evaluation, the student may represent the same at the Student Grievance Committee of the institution.**
- **All the grievances shall be addressed within a timeframe of 3 days from the date of complaint.**

Apart from the discrepancies regarding the evaluation of answer scripts of the internal examinations and the award of marks, students are also given ample provisions to raise other exam related grievances.

- **Physically challenged students can request a change of venue for exams through their department exam cell coordinator to the internal exam cell.**
- **Medical/ Duty leaves shall be granted by the Principal as per the guidelines of the university prescribed in the regulations.**
- **If a student is unable to appear for an internal test for a legitimate reason, an examination (re-test) shall be conducted for that student with the consent of the respective HOD. The student shall submit a formal request to the course instructor with necessary approvals from the faculty advisor and HOD for the retest.**
- **Also, a Mentor/Advisory system is followed by the institution to monitor their progress of the students. Each faculty member is held responsible for overseeing close to 20 students as their mentees. The mentors also help their mentees with personal problems, academic and non-academic concerns, and offer counseling and directions. Students may also raise any grievance to the notice of the mentor.**

The mentor may look into the situation and proper directions may be given to the student.

6. FINALIZATION OF INTERNAL MARKS

The internal marks are finalized only after resolving the students' grievances, if any. Marks from internal assessments are also made public through the college's learning management system. The internal marks are communicated to students and parents via online platforms and parent-teacher meetings are held to evaluate their children's performance.

7. UNIVERSITY LEVEL - GRIEVANCE REDRESSAL SYSTEM

The Student Grievances Portal of the affiliated university meets AICTE's mandatory requirements and offers an online platform with tracking and follow-up for grievance resolution.

- **Students can report out-of-syllabus questions to their course instructors, who can then represent the same to the University and can also suggest modifications in the scheme of evaluation.**
- **If the student feels that lower grades than expected has been awarded in the end semester examinations of the theory courses, a request for re-evaluation of the answer script can be forwarded to the University by remitting the required fee.**
- **Provision to obtain a scanned copy of his/her answer scripts is also available from the University, for a fee.**

Proper directions and necessary helps are offered to the students in this regard by the faculty advisors and the University Exam Cell of the institution.