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## CRITERIA 2- TEACHING- LEARNING AND EVALUATION

### 2.5 Evaluation Process and Reforms



**Mechanism of Internal/ External Assessment is Transparent, and the Grievance Redressal System is Time-Bound and Efficient**



## DESCRIPTION

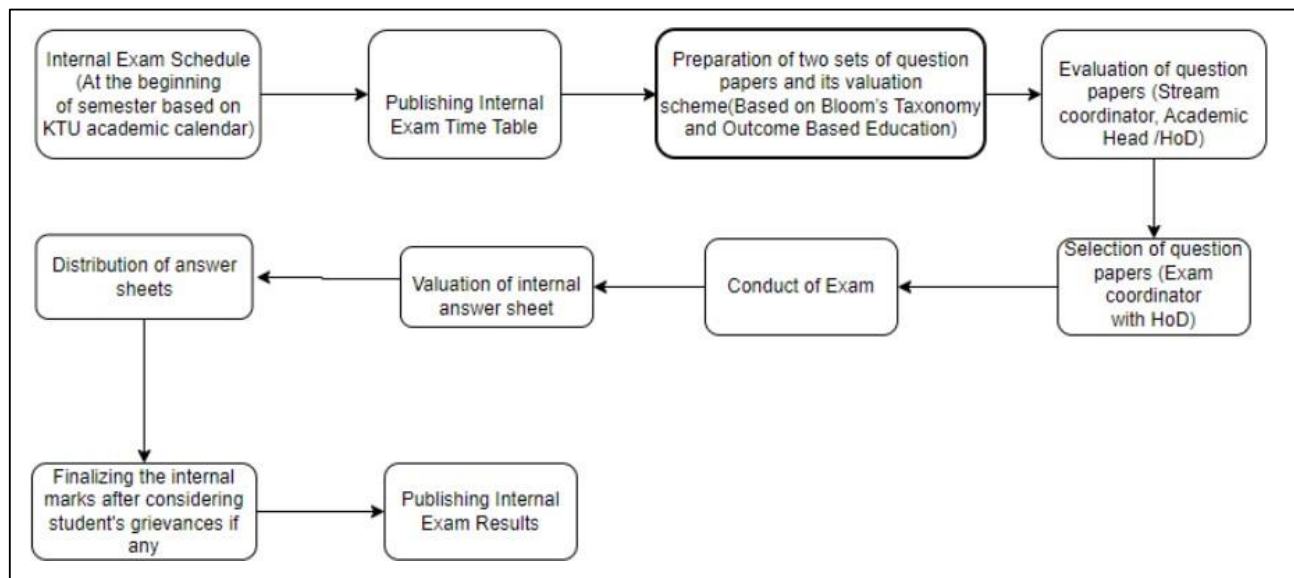
### College Level - Internal Assessment System

The rules established by the university serve as the college's direction in all areas relating to the curriculum, exams, and evaluation. College has an open and continuous internal evaluation system. In each paper, a minimal set of marks are given through internal evaluation, and the major marks are determined by university evaluation based on how well students performed in semester-ending exams. For internal evaluation, maximum weightage is given to the internal assessment test, followed by the assignments/module tests/seminars, and finally the daily attendance are considered. For Laboratory courses, internal marks are calculated based on the following factors: regular performance in lab hours, timely submission of laboratory records (both rough and fair), viva voce sessions and internal exam conducted at the end of experiment cycles.

The evaluating method closely follows university regulations. The college administers two internal assessment tests. Students and faculty are informed of the dates for internal evaluations at the start of the semester via the Institute academic calendar, which is created by IQAC based on the KTU academic calendar. The college exam cell will publish the internal exam schedule before a week has passed, and the department exam cell will receive it through the HOD and display it on the notice board.

KTU standards are followed in framing the internal assessment questions. It adheres to the Bloom's Taxonomy and the theory of Outcome-Based Education, where COs are attained. The first and second internal tests' question papers are written in a way that they cover all CO's. The subject-handling faculty creates two sets of question papers as well as a question bank with as many questions from each unit, covering all the areas and questions from past years. The departmental course specific stream coordinator, academic head and HOD verifies the quality of the question papers and question bank. The final internal exam questions for each course are chosen by the Exam team and College Internal Exam Coordinator in discussion with the Academic Head/HOD. After receiving the consent from the principal, question papers are distributed to the department's internal exam organizers on test day. The internal exam coordinator makes sure the test runs smoothly, and the HOD makes sure the internal answer sheets are valued correctly. The answer key/scheme of evaluation are created by the faculty, and they are documented along with a sample question paper for future reference

After the valuation of answer scripts, it will be distributed among the students for their self-assessment. Students who have questions about evaluation are given the opportunity to address their concerns with the respective faculty. The internal marks will finalize only after considering the grievances if any. The finalized internal test results are communicated to students and parents via online social platforms within two days, and parent-teacher meetings are held within a week to evaluate their children's performance. Marks from internal assessments are also made public through the college's ERP software.



### **College Level - Grievance Redressal System**

If a student is unable to appear for an internal test for a legitimate reason - a medical condition, for Example - an examination (re-test) is indeed conducted for that student in accordance with the rules, providing that the student files the necessary documentation. If a student raises any concerns regarding the assessment of their answer scripts, they can inform the respective faculty member, who will then proceed to re-evaluate the student's response sheet in the student's presence and clarify their issues or doubts. The faculty members promptly make necessary revisions to the final score or assessment of the answer books during the revaluation process. If any student remains dissatisfied with the evaluation and allocation of marks, they have the option to express their concerns to the Head of the Department (HOD). The HOD can then intervene and consult another instructor teaching the same course for guidance or a second opinion. Internal grievances are resolved within a maximum of two days.

The performance of the students is analyzed by the faculty to determine fast and slow learners whenever class tests or internal evaluation tests are conducted. Counselling encourages students to do better in the future. Each faculty member is responsible for overseeing close to 20 students as their mentors and advisors. The mentors help their mentees with personal problems, academic and non-academic concerns, and offer counselling and direction.

### **University Level - External Assessment System**

The University conducts external assessments on a semester-wise basis. Towards the end of each semester, KTU releases circulars containing information about the exams, including a tentative timetable. Students are instructed to register for the exams through the University portal by submitting the required fee. Students who require a change in their exam center have the option to apply for a different center of their choice. Alternatively, if no specific request is made, they will be assigned their college as the default exam center. Once registered, students can download their hall tickets, which contain important instructions to be followed during the exam. The examination is supervised by invigilators and observers who ensure proper conduct and control throughout the process.

The examination is scheduled to last for three hours. After the completion of the exam, all answer scripts will be collected and carefully sorted before being packed. Each packet will contain a specific number of answer scripts, and they will be transferred to different valuation camps for evaluation. The University will notify each faculty member who is assigned to a particular course via email, requesting them to prepare the evaluation scheme. Additionally, the concerned faculty members will receive intimation from the university, informing them to report to the designated evaluation camp and collect the papers for assessment. A detailed time schedule will be provided to each faculty member to ensure the completion of the evaluation process within the allotted time frame.

After the completion of the evaluation, the faculty members are required to scan the barcode present on each answer script and enter the corresponding marks into the KTU valuation portal. Once all the marks have been entered, the faculty members need to submit the final results. Once all the faculty members have completed this process, the University will publish the semester marks on their portal. Students can access their results by using their registered number. The highest achievable grade is denoted by 'S' while the lowest grade is marked as 'P'. This is the process followed for assessment at KTU.

### **University Level - Grievance Redressal System**

The Student Grievances Portal addresses a variety of student complaints and grievances that need to be addressed. In accordance with the mandatory requirements set forth by the AICTE, the portal includes an online platform for student grievance resolution that includes tracking and follow-up of the complaints. In terms of evaluation, if a student receives a lower grade than expected, he or she may request a re-evaluation of their answer script by paying the required fee. The university gives students a photocopy of the answer papers if they have any complaints about the evaluation. The revalued marks or grades will be published within one month. Additionally, the university also

addresses complaints pertaining to question paper creation, inclusion of out-of-syllabus questions, or misprints in the question paper. The university aims to provide timely solutions to resolve issues, typically within one to two months.