

Mechanism to deal with examination related grievances is transparent, time bound and efficient.

There is complete transparency in the internal examination. The criteria adopted is as directed by the university.

1. At the beginning of the each year, the institute informs the students about the various components in the assessment process during the year.
2. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
3. To ensure proper conduct of unit tests, invigilators are assigned duties to each hall. The subject faculty members do the evaluation.
4. 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 internal assessment tests are displayed on the department notice board.
5. Day to day performance of the students is assessed by every department which includes regularity, performance, and viva.

Redressal of grievances at institute level:

Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, clinical, assignments, unit tests.

. Query if any is discussed with faculty and HOD.

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College Level: The Institute has appointed a Senior Professor for smooth conduction of examinations. If students are facing any problems, they are solved by the Examination Coordinator. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal of the institute.