



2.5.1 Mechanism of Internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

About:

The college has a well structured and dynamic Internal Examination Grievance Cell, linking students with the faculty in the continuous evaluation process. The cell follows the guidelines of the affiliated university for conducting internal examination and redressing grievances.

Description:

- Both Internal and external examinations for every semester is conducted as per the timetable issued by JNTUK, Kakinada.
- We will circulate the Timetable of both Examinations to all HODS and Faculty members for acceptance.
- After that we will circulate the time table to the students by keeping it in our College Notice Board.
- The Examination Cell will prepare the Invigilation chart for Faculty and seating plan arrangement for the students is made with internal jumbling mechanism based on the Time Table.
- Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall.
- The invigilators are expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem he/she may bring the matter to the notice of the Chief superintendent (CS).
- Generally, scheduled forenoon session Examinations start at 10.00AM and afternoon session Examinations start at 2.00PM. Invigilator should arrive at the venue at least 30 minutes before the start of the Examination.
- All invigilators appointed in a hall are requested to report back in the examinations branch after completion of the examination and the members are collectively responsible for the return of the answer books.
- Invigilators should inform immediately to the Chief superintendent (CS) in case of any unusual incidence during the examination.

Mechanism of Internal Assessment

1. Schedule of Mid Term Exam (MTE) & Semester End Examination and assignment is given in Academic calendar which is displayed well in advance before commencement of session.
2. The course teachers display question bank in advance for MTE - I and MTE - II which is conducted for one hour as per academic calendar.
3. All the records and data of attendance in internal Examinations, Question papers, and valued answer sheets, summary of marks sheets are properly maintained by the teachers for academic monitoring.
4. We will conduct the Class Assessment Test, after valuation marks are displayed on data mentioned in the academic calendar by faculty members.

Objectives:





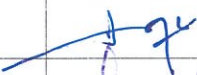
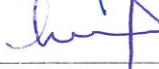

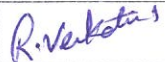
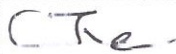




- Monitor the internal examination process.
- To solve the student's grievances related to internal and external examination.
- To solve the teacher's grievances related to internal and external examination.

Procedure for grievance redressal

- Students have to approach respective examination coordinator.
- An application duly stating the grievances to the exam section which is to be forwarded through concerned HOD.
- After getting a clear study on application, the exam section will forward it to the Principal.
- The Principal in consultation with the concerned faculty will examine it and make are mark on the application before sending it back to the examination department.
- By taking the necessary steps, grievance committee will be resolved with the panel of committee constituted by institute in a smooth manner.



Committee:

S. No	Name of Member	Branch	Designation	Role	Signature
1	Dr.S.N.V Ganesh	EEE	Principal	Principal	
2	Dr A.Chandra Sekhar	CSE	Director	Director	
3	Mr.A.C.Ramanjaneyulu.G	MECH	IOE	Examination Incharge	
4	Dr Gandhi Satyanarayana	CSE	Professor	HOD CSE	
5	Mr A. Arjuna Rao	EEE	Assoc. Prof.	HOD EEE	
6	Ms M.Lakshmi Sramika	MECH	Assoc. Prof.	HOD MECH	
7	Mr B.Shiva Baskar Rao	ECE	Assoc. Prof.	HOD ECE	
8	Mr R.Venkatesh	CIVIL	Assoc. Prof.	HOD Civil	
9	Mr J.R.G.Patnaik	BS&H	Asst.Prof.	HOD S&H	
10	Dr.U.Ramu	MBA	Assoc. Prof.	HOD MBA	
10	G Sneha (20Q71A05C5)	CSE	Student	Student Member	
11	V Prakash (20Q71A05G1)	CSE	Student	Student Member	
12	M Appalaraju (20Q71A0535)	CSE	Student	Student Member	


Chairman

PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH
Cherukupally (V. Chittivalasa (SAU)
Bhogapuram (M),
Vizianagaram (Dist.)-531162

