



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

- At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.
- The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall.
- Evaluation is done by the course handling faculty members within three days from the date of examination.
- The corrected answer scripts can be verified by HOD at random to ensure the standard evaluation process.
- The corrected answer scripts are distributed to the students for the verification and any grievance is redressed immediately.
- The marks obtained by the students in internal assessment tests are displayed on the department notice board.
- After that the marks are uploaded periodically on the university web portal along with their attendance.
- Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
- For the quality of the projects, the evaluation is done by Project Review Committee along with project guides.
- The End Examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances at Institute Level:

Department Level:

The continuous evaluation of the students is carried out by the faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

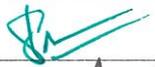
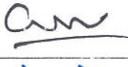
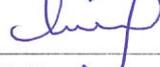
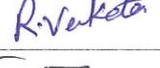
College Level:

The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students face any problems, they are solved by the Institution Chief Examination Officer appointed by the University. The grievances during the conduction of Online/Theory Examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the University by Examination Section.

Redressal of grievances at University Level:

The queries related to results, corrections in mark sheets issued by the University are handled at JNTU Examination Section after forwarding such queries through the college Examination Section. If the students are not satisfied with the marks evaluated by the University, the students are allowed to apply for Revaluation, Recounting and Challenged Evaluation by paying necessary processing fee to the University.

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	




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

Vizianagaram

Date: 07-05-2021

To

The Principal,
Avanthi Institute of Engineering and Technology,
Vizianagaram

Sub: Seeking Permission for transport.

Respected Sir,

I Pillala Shyam Venkat Arun studying Ist B.tech CSE bearing roll no. 20Q71A05F5. I would like to inform you that we are writing semester end examinations in other colleges. As it is too far from our home town, there is no other alternatives for us to reach the centre. So, I request you to provide the transportation during exam time.

Thanking You,

Yours Obediently

Pillala Shyam

20Q71A05F5

Ist CSE.



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

To

The principal,
Avanthi Institute of Engineering & technology,
Vizianagaram

Subject: Seeking permission for Internal Exam.

Respected Sir,

I K. Santhakumari studying I B-Tech CSE
bearing the roll no. 20071A0552. I would like to inform
you that I was late by 10 minutes to the internal lab
Examination due to APSRTC bus break down. I hope
my problem would be considered and I would be
allowed for the Examination

Thanking you!


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

Yours Obediently
K. Santhakumari
20071A0552
CSE Ist year

Vizianagaram
Date: 23-02-2021

To
The Principal
Avanthi Institute of Engineering and Technology,
Vizianagaram

Sub: Lack of cleanliness in hostel.

Respected Sir,

I Y. Nughana studying IVth B.Tech CSE bearing roll no 17Q71A0550. I would like to bring to your notice about lack of cleanliness in our room. Our room has not been swept from four days and the dustbins are overflowing with wastes. Due to that the room is stinking and breeding of mosquitoes are taking place. Hence I request you to direct the authority concern to take appropriate measures in this regard.

Thanking You,

Your Obediently

Y. Nughana

17Q71A0550

IVth CSE


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

Vizianagaram.

Date : 27-01-2021

To,
The principal,
Avanthi Institute of Engineering & Technology,
Vizianagaram.

Subject: seeking permission for Internal Exam.

Respected Sir,

I P. Sai Krishna studying 3rd year CSE bearing the (18Q71A0574). I would like to inform you that I was late by 10 minutes to the internal lab examination due to APSRTC bus breakdown. I hope my problem would be considered and I would be allowed for the examination.

Thanking you!

Yours obediently,

P. Sai Krishna

III year CSE

(18Q71A0574).



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