



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

JB Institute of Technology is an affiliated institute of VMSB Uttarakhand Technical University, Dehradun and therefore it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a final exam which is uniformly conducted for students across all the affiliated institutes of VMSB Uttarakhand Technical University. The final exam for each paper has 70% weightage of overall assessment and the remaining 30% constitute internal assessment marks.

- ❖ The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.
- ❖ The institute has a well-defined system in place to deal with examination related grievances.
- ❖ The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.
- ❖ The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are shown to students with detailed remarks and suggestions are given by faculties for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.
- ❖ The marks are sent to the university only after each student has been given ample opportunity and time to review and register her complaint, if any.
- ❖ The final Internal Assessment marks are reviewed by the Departments. There is an Examination Committee at the Institute level that looks into any discrepancies in Internal Assessment marks and takes requisite steps to ensure transparency and objectivity.
- ❖ If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the Institute.

Hence the Institute employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.