



### **2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

VMSB Uttarakhand Technical University provides the Academic schedule which includes timeline for internal/external Examinations, internal assessment and uploading of final internal assessment marks on the University web portal.

Based upon the academic schedule provided by the affiliating University, the Institute prepares its academic calendar including schedule for conduct of internal examinations CIE-1 and CIE-2 in accordance with University guidelines. The academic calendar is circulated and displayed on the notice boards for information of faculties and students at the commencement of each semester.

In adherence to the Institute's Academic Calendar the examination cell provides guidelines for preparation of question papers and disseminates detailed date sheets in time for smooth conduct of examinations. Structured question papers in two sets of each course are prepared by the faculties in accordance with the Revised Bloom's Taxonomy (Remember, Understanding, Apply, Analyze, Evaluate, and Create) contemporary to the COs which are duly approved by PERC and HODs before submission to Examination cell.

Internal Examinations are conducted as per scheduled date-sheets and the answer sheets are evaluated meticulously by the respective course faculty within ten days of the conduct of examination. Evaluated answer sheets are shown to the students.

The respective departmental Heads audit the answer scripts and analyze the result awards. The examination cell prepares the result analysis and displays the same in departmental notice boards duly approved by the COE and Director of the Institution. Then the course faculty enters Internal Examination Marks in the institute's ERP software.

The internal assessment of marks prepared by faculty is comprised of following three components:

- The internal examinations (CIE-1 & CIE-2)
- Attendance of students in class
- Assignments



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and are uploaded on the University Web portal UMS as per the affiliating university schedule.

Grievance related to evaluation and internal assessment if any are handled in an efficient and time bound manner in the Institute. Where in scope for re-evaluation and necessary corrections thereof are registered and viable. Students are informed well in time at the beginning of the semester by respective HoDs about the transparent examination policy.

Students are allowed to register their grievance in the grievance register placed in the examination cell or through University's web portal [uktech.ac.in](http://uktech.ac.in) for external assessment. Actions on grievances related to evaluation are addressed within stipulated time.

Candidates can apply for photo-copy of answer scripts of semester examination for verification of marks. Subject teacher evaluates the answer scripts and recommends possibilities of re-evaluation for deviations if any. All communications with University are done through the Examination cell.

Candidates can also apply to challenge evaluation if re-evaluation is unsatisfactory. Genuine grievances related to question paper, deviation in syllabus and discrepancy in mark-sheets received from the students through the Examination cell are conveyed to University by the Director. Communication on student's grievances with the University are filed and preserved in the Examination cell. The university resolves the examination related grievances in a time bound transparent manner.