

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

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

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examination.

- At the Institute level, an examination committee, comprising of a senior teacher as a convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding the evaluation process.
- The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in the question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the Head of the Department (HoD) concerned. All such representations are taken positively and are reassessed by another teacher if necessary.
- Parents are informed about their ward's performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retests for the Internal Assessment is conducted for Students who remain absent for internal exams due to genuine reasons.
- In the pandemic time our institute conducted 3 internal test and mark displayed in the google classroom for their satisfaction and the absentees are noted by all the respective subject teachers and the particular date announced to the absentees for one more chance to take up the test with the discussion through HoD and to their convenient' the test conducted for the absentees if they go with valuable reasons during the date of test period.
- Within a time-bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal.



A handwritten signature in blue ink, appearing to be "S. R. H.", written over a light blue grid background.

**PRINCIPAL**  
JCT College of Engineering & Technology  
PICHANUR, COIMBATORE - 641 105.