



# **Indira Institute of Technology & Sciences**

(Approved by AICTE, New Delhi, Affiliated to JNTU, Kakinada)

(Sponsored by V.H.R. Educational Society, Markapur)

Darimadugu (v), Markapur (Mandal), Prakasam District-523 316 AP

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

The IITS adheres to the JNTUK's norms, ensuring complete transparency in the internal assessment process.

### **Internal Examinations:**

Since the institute is associated with JNTUK Kakinada, we are required to adhere to the university's academic calendar. This calendar outlines important dates such as the start of classwork, the preliminary timetable for mid-term exams, and the dates for semester examinations. We must follow this calendar at the beginning of each academic year.

The university provides comprehensive instructions and a clear system for conducting internal assessments of both theoretical and lab tests, as outlined in the regulations (R13, R16, R19, R20, etc.). The University will release a notification including the precise timetable of internal examinations. This information will be provided to students in advance through a circular issued by the college principal. The internal evaluation question papers are distributed by the respective course coordinator/faculty member in accordance with the standards set by the university.

The evaluation of response scripts is conducted by topic experts or faculty members specializing in the respective subject within a timeframe of three days from the date of the test. The objective of this evaluation is to provide students with an opportunity to assess their performance levels and to verify the accuracy of the evaluation process. If students encounter any discrepancies during the evaluation process, they can seek assistance from the relevant faculty members and the Head of the Department. The assessed answer scripts undergo random verification by the Head of Department (HoD), Principal, and Internal Quality Assurance Cell (IQAC) to ensure adherence to assessment standards.

The students' scores from the internal examinations will be submitted to the university's online site in the specified format within the given timeframe. The uploaded scores will then be reviewed by the relevant faculty members to ensure accuracy and to identify any incorrect entries. Student grades are periodically reported to parents and also posted on department notice boards.

### **Laboratories:**

In laboratory courses, students are often evaluated based on their proficiency in executing programs and experiments, their attendance, their performance in oral examinations, and their timely submission of lab records. The university will appoint an expert evaluator to conduct an external evaluation of the lab.



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## **Projects evaluation:**

- Project evaluation is conducted using a transparent evaluation procedure:
- The Project Review Committee will be established at the start of the semester, comprising senior faculty members from each department.
- The PRC will handle the task of categorizing students into project groups, overseeing the distribution process, and conducting regular evaluations.
- Each student will undergo three planned evaluations administered by the PRC and will only be deemed ready for the final evaluation upon receiving project approval from both the PRC and the Project guide.
  - Ultimately, students will undergo a final evaluation conducted by an assessor designated by the university from external institutions. They will receive marks based on their performance in the final assessment.