



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)

NAAC B++ Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Bhogapuram (Mandal), Vizianagaram 531162.

www.aietta.ac.in, principal@aietta.ac.in

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.

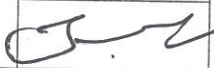
College Level:

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	Chairman	
2	Dr A.Chandra Sekhar	CSE	Director	Member	
3	Mr. A.C.Ramanjaneyulu.G	MECH	IOE	Examination Incharge	
4	Dr G. Satyanarayana	CSE	Prof.& HOD	Member	
5	Mr A. Arjuna Rao	EEE	Assoc.Prof. &HOD	Member	
6	Ms M.Lakshmi Sramika	MECH	Assoc.Prof. &HOD	Member	
7	Mr B.Shiva Baskar Rao	ECE	Assoc.Prof. &HOD	Member	
8	Mr R.Venkatesh	CIVIL	Assoc.Prof. &HOD	Member	
9	Mr J.R.G.Patnaik	BS&H	Assoc.Prof. &HOD	Member	
10	Dr.U.Ramu	MBA	Prof.&HOD	Member	


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

Vizianagram,
Date :- 15/5/2022

To
The principal,
AIET vizayanagram,
Subject [seeking permission for your transport RTC Day-Scholar
during external exam]

Respected Sir,

I am K. Sneha Studying 2021-2022 2nd B.Tech
CSE having Roll no - 20071A0509. I would like to
inform you that we are writing Semester exams in
other colleges as it is too far from my place.
Actually I am coming to college in RTC Bus mode
Requesting you to provide college bus transportation
facility during the Semester Examinations. please do
the needful.

Thanking you

Yours Sincerely,

K. Sneha

K. Sneha (20071A0509)


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