



**HI-TECH**  
**INSTITUTE OF ENGINEERING & TECHNOLOGY**  
 (A Unit of Anand Educational Society)  
 (Approved by AICTE and Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)

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**Mechanism to deal with examination related grievances is transparent, time bound and efficient.**

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university.

- 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 papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
- The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
- Noting the values in observation and validating the theoretical aspects student must submit lab record regularly.
- 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 lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses.
- For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.
- To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college.
- 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.

**In brief, the grievance are resolved in the following manner:**

**(a) Before Examination:**

Common grievances of students before the examination are late application form filing, non-receipt of admit card of examinations or wrong entries in the same. In either case, grievances are communicated to University Examination Section and resolved at the earliest. College Exam Cell helps the student for filing the application form.

**(b) During Examination:**



(i) Internal Examination: During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out of syllabus questions then students may report it to the invigilator after that the Examination Controller takes cognizance and resolves the grievance.

(ii) Theory Examination: College Instant reports to University Examination Section, if there are any grievances regarding question papers of any subject. Grievances regarding question paper include questions asked out of syllabus, typing errors, etc.

**(c) After Result Declaration:**

After result declaration by university, if any student has objection with result, he/she comes to college Exam Coordinator for the same. College Exam Coordinator addresses their issues. If students are not satisfied about their marks, he/she may apply for online reevaluation form. In other cases like absentees case, the application of student is forwarded to university for corrective action.