



KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE

RAMTEK-441 106, DIST. NAGPUR, MAHARASHTRA,

(Managed by Vodithala Education Society, Hyderabad)

Approved by AICTE, COA, New Delhi and Govt. of Maharashtra

Permanently Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

NAAC ACCREDITED

ISO 9001:2015
ISO 14001:2015
Certified Institute

E-mail: info@kits.edu

Web : www.kits.edu

DTE Institute Code : 4104

Phone: 07114-255309 / 255313

Fax : 07114-255236

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

Response:

- The institution strictly adheres to the evaluation process approved by the Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) curriculum.
- According to university norms, for non-CBCS courses, 20% of marks are reserved for internal assessment and 80% of marks for the end-semester examination conducted by the university. For CBCS courses, 30% of marks are reserved for internal assessment and 70% of marks are based on the end-semester examination conducted by the university.
- The institute's mechanism is transparent and robust for the effective execution of evaluation reforms introduced by the university.
- The institute has a Dean (Examinations) for smooth conduction of the examination.
- In the Induction program, the newly admitted students are made aware of the guidelines regarding internal assessment, exam grievance cell etc.
- Internal marks are based on unit tests, assignments, activities and subject viva voce.
- Internal Assessment contains mid-test I and mid-test II. The test I contains two units with a weightage of 15 marks. Test II contains the remaining three units .
- Internal practical examination is conducted for laboratory courses for awarding internal marks based on VIVA and laboratory examination.
- The question paper pattern for the internal examinations has been standardized by the institution which is in line with the university question paper pattern.
- The question paper is moderated by HoD before the final execution for all semester subjects.
- The academic performance of the student and attendance of the student are maintained and recorded in each department.
- The students are allowed to review their evaluated answer copy and discuss the same with the concerned faculty.



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- The revaluation of answer sheets from other staff members is carried out for any grievance raised by the student.
 - The department displays result analysis on the notice board to maintain transparency.
 - Also, the result analysis, attendance and evaluation report are shared with all the parents after the mid-test by sending an SMS on the parent's mobile phone.
 - Practical Project evaluation is as per the guidelines of RTMNU Nagpur.
 - Final year projects are to be carried out as a part of the curriculum and the evaluation of the projects is done regularly. The marks are awarded based on their presentation, performance and progress of the project.
 - Industrial case studies are evaluated based on reports submitted by the students after completing case studies and presentations before the evaluation committee.
 - The mechanism to deal with examination-related grievances concerning the Institute level and University level are as follows

Institute level:

- At the beginning of every semester, the method of assessment is explained to the students.
- Answer sheets of mid-sessional examinations are corrected within three days of the examination.
- Answers to mid-sessional question papers are discussed in the classroom.
- The answer sheets are shown and discussed in the respective classes so that the mistakes/errors of the students can be printed out and rectified. Any grievances related to assessed answer books are resolved by respective faculty members.
- Students can also approach the Head of the department, in case of any grievances.

University level:



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- After the declaration of university results, students can apply for the reassessment for which they request a photocopy of their answer books from the University.
 - If the students have grievances after receiving a photocopy of the answer book, they can apply for reassessment/revaluation.
 - Reassessment results are declared by the university in a specific course of time.
 - The examination section attends to the grievances of the students related to the University examination. The Institute takes special care in dealing with such issues.