

Mukund Education Society's

ANMATI ENGINEERING COLI

Approvals/ Affiliation A.I.C.T.E. New Delhi, D.T.E. Mumbai, Govt. of India Sang Gadge Baba Amravati University (S.G.B.A.U) Amravati, Maharashtra, india.

N.H.161, Washim, Malegaon Road, Sawargaon Washim, Maharashtra, India - 444 505 Email: engineering@sanmati.in

Engineering U.G. and P.G programmes Contact Details Phone: 855 184 1000, 855 284 1000 Fax: 07252 234302 website: www.sanmati.in

Date:

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SEC/AOAR-2021-22/CRITERIA SUPPORTING DOCUMENTS/Cr.2.5.2 DATE 16/11/22

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

Response:

To evaluate Academic improvements, Continuous Internal evaluation (CIE) is implemented in each semester under the guidelines of university. The college adheres the syllabus prescribed by the university. An academic calendar clearly specifies the dates of various academic events to take place during the academic session. The evaluation system, as adopted by the Institute, has two components viz.

- 1. The Continuous Internal Evaluation (CIE)
- 2. The End Semester Examination (ESE)

The ratio of Weightage is 20% in CIE and 80% in ESE for UG (for theory) and for practical, is 50% both for CIE and ESE. The internal assessment is based on : Sessional Tests, Assignments and Attendance. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts two Sessional Tests in each semester. The conduction of sessional test is done at the department level along with the setting of questions papers, seating arrangement, invigilation and result declaration on notice board. The tests papers are evaluated within three working days from the last date of examination and evaluated answer sheets are distributed among students for clarification and discussion in the class. The tests marks obtained by the students are also displayed on respective department notice board for their information. It makes the evaluation process transparent without any biasing. The results of all the components of internal assessment such as assignments, attendance & Sessional Test etc. are made awarded grades/marks, student may appeal to HOD. The answer Sheets are given back to the students after evaluation for their information, providing sufficient transparency and accountability. CIE marks are shown to students along with their answer Sheet by the teacher concerned, enabling them to have access to the evaluated answer Sheet before the marks are forwarded to the examination section. CIE Components also includes, home assignments, Viva-voce at department level.

- work **CR-2** Coordinator

NAAC Coordinator