**NAAC WRITE-UP**

**2.5.1. *Mechanism of internal assessment is transparent and robust in terms of frequency and mode***

The Institute adheres to the system specified by Rajasthan Technical University for internal assessment mark.

In each subject the faculties used to take flipped discussion, surprise tests, quiz, Midterm and also sometimes innovative application and research oriented tests.

For theory and practicals, a continuous assessment will carry some weightage while the End Semester University examination will carry remaining weightage. The weightage depends from subject to subject

The time tables for internal assessment tests are planned and published and displayed in notice boards well in advance. The seating arrangement for the examination of the day will be notified on examination cell notice board. Students are informed about calculation of internal marks in the class as soon as they join the college. For each subject question paper is prepared by the concerned faculty in the prescribed format. All papers are scrutinized by the HoD in consultation with senior faculty members and course faculty. The tests are conducted by a centralized examination cell; the invigilation duties are planned and executed by the examination department. Each faculty has a marking scheme with answer key. Evaluated answer booklets are immediately returned to the candidates for their scrutiny. They are also randomly scrutinized by Department Academic Audit Committee. Internal assessment results are shown to students whereby they can improve and ask in case any doubt arises. The marks are collected by the examination cell coordinators and analyzed by the Head of respective department and Principal. Parents of slow learners are informed about the special remedial classes needed for their ward during parent-teacher meetings organized twice in a semester. End Semester results are informed to the parents through SMS and are also advised to follow the Rajasthan Technical University portal for viewing their wards’ results.

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

The Institute has a practice of scrutinizing the question papers and answer scripts for correctness and uniformity. If any student has any grievance in the valuation process he / she can intimate his / her grievances either in person or in writing. The committee will sort out the grievance within three days.

If student is not happy with outcome of any decision of the department, then in order to maintain transparency a rule is there whereby the student can appeal with proper justification to the Principal or submit the grievance on the portal (http://technonjr.org/grievance-redressal/).

If a candidate has any grievance regarding University examinations, the candidate submits an application

through the Head and it will be forwarded to the University for redressal.

The following measures are adopted for ensuring efficient grievance redressal mechanism for the benefit of the students.

1. If a student is absent for a test for genuine reasons, he/she is given a chance for writing retest at the discretion of the Director.

2. If a student is not satisfied with his / her performance in any particular test or examination, he/ she is given an opportunity to take up a retest on a later date with a different question paper.

3. If a student could not attend a particular laboratory examination for genuine reasons, he / she is permitted to appear for the examination within the prescribed slot.