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TO WHOMSOEVER IT MAY CONCERN

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

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MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME-BOUND AND EFFICIENT

Response:

The institute has the examination cell for grievances regarding to address examination related issues.

The college conducts two types of examinations,

1. Internal Examinations
2. External Examinations

As part of internal examinations, internal assignment and mid examinations are conducted. The redressal of grievances regarding evaluation in both internal assessment and university examination is through the following process.

Institute level:

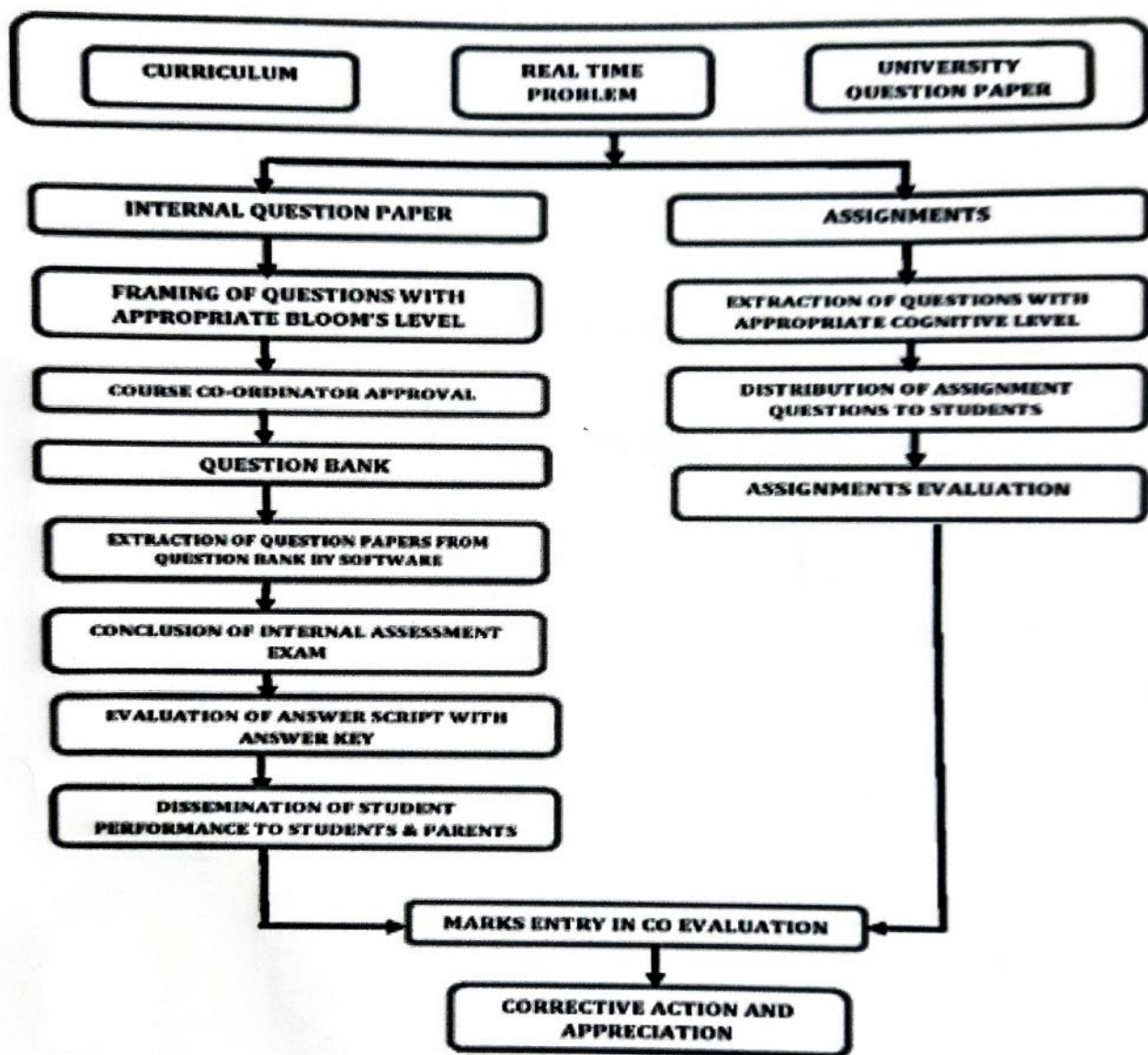
Process to be Followed in Internal Assessment Test (IAT) & Continuous Assessment Test (CAT)

The process is classified as (i) Test Evaluation (ii) Assignment Evaluation

Test Evaluation and Dissemination of Test Performance

1	The subject teacher prepares the question bank by taking questions from the text book, previous year university question papers and real time problems.
2	The questions are prepared with different cognitive level (viz., analyzing the problems, implementation of modern tools, formulating the problems etc), by appropriate Bloom's Taxonomy to test the student's broader understanding of a subject.
3	Question bank of each and every unit comprises three portions: <ul style="list-style-type: none"> ✓ One third of the questions is direct and can be answered by all students. ✓ One third of the questions need application knowledge to answer. ✓ Remaining one third of the questions need critical thinking to answer.
4	CO is marked with Bloom's Level for all the questions.
5	Question bank is submitted to HoD for approval after course coordinator scrutiny.
6	The HoD instructs the coordinator to reconstruct the Question bank if the question bank doesn't offer the right level of challenge.
7	The question for IAT & CAT are extracted from the Question bank By the examination cell members
8	Continuous Assessment Test & Internal assessments are conducted as per the academic calendar.
9	The internal examination system has continuous Assessment Test and Internal Assessment Tests with one and 2.5 units of the course as respective test portion to evaluate the student's performance.
10	Internal assessment tests are conducted in small quantum of portion rather than entire syllabus which predominantly supports the end semester success of our students.
11	The test sequence during every academic semester is given in the Table 1
12	All assessment tests are evaluated with answer key scheme by subject teachers.
13	After the evaluation process, papers are distributed to the students.
14	The faculties discuss the answer key in the class after every internal test to clarify their doubt and enable them perform well in the forthcoming examination
15	Marks are entered in the Faculty Log book, LINWAYS and CO attainment sheet

16	The marks obtained by the students are disseminated to their parents by letter from the Class Advisor
17	Students are given permission to take up re-test only on genuine grounds.



INTERNAL EXAMINATION PROCESS

Academic Week	Test Type	Portion	Duration	Marks	Question Pattern
Third	CAT – I	Unit-I	45 Min	25	$(5 \times 2) + (1 \times 15) = 25$
Sixth	CAT – II	Unit-II	45 Min	25	$(5 \times 2) + (1 \times 15) = 25$
Eighth	IAT – I	2.5 Units	3 Hrs	100	$(10 \times 2) + (5 \times 16) = 100$
Tenth	CAT – III	Unit-III	45 Min	25	$(5 \times 2) + (1 \times 15) = 25$
Eleventh	CAT – IV	Unit-IV	45 Min	25	$(5 \times 2) + (1 \times 15) = 25$
Twelve	IAT – II	2.5 Units	3 Hrs	100	$(10 \times 2) + (5 \times 16) = 100$
Thirteen	CAT – V	Unit-V	45 Min	25	$(5 \times 2) + (1 \times 15) = 25$

Table 1 CAT & IAT SEQUENCE

ASSIGNMENT EVALUATION

Assignment Rubrics

1. Identification of all critical tasks and actions (3Marks)
2. Formation of relevant truth table (3Marks)
3. Submitted on time (1 Mark)
4. Design completion and Functionality Explanation (2 Marks)
5. Originality(1Marks)

1	Referring previous year university question papers, real time application and questions are given as assignments even in the form of small projects
2	Minimum three assignments are given per semester.
3	Assignment issue and submission dates are announced by the respective faculty members.
4	Bright students are given some experiment-oriented assignments beyond the syllabus.
5	All submitted assignments are scrutinized by the faculty in charge and marks awarded appropriately.
6	Assignment marks are entered in the CO attainment sheet for attainment calculation.

Analysis of Students Performance

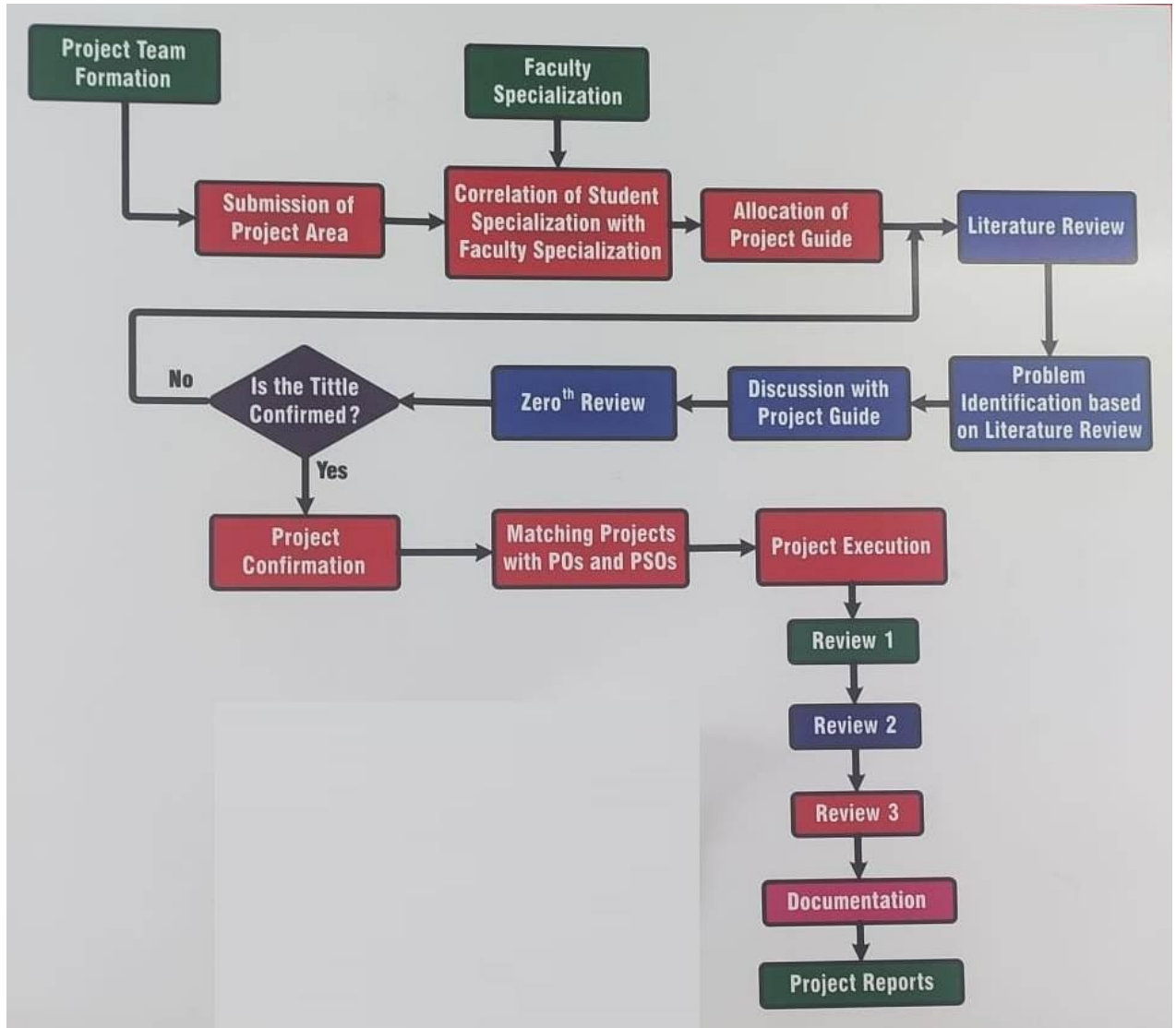
1	As soon as the evaluation of tests and assignments are completed, result analysis is conducted to gauge the students' performance on each and every subject.
2	Based on the analysis, allocation of additional contact/ doubt clarifying classes, tutorial classes, slow learners' classes are decided to improve the students' performance
3	Students are categorized as Weak, Mediocre and Fast learners based on their test performance and necessary support has been is provided for their prospects.

Outcome of Continuous Assessment Process

1	Consistently attaining high semester result by concentrating on individual subject performance during internal assessments.
2	The analysis of data obtained through continuous assessment helps the weak students to be counseled and supported by the counselors and year coordinators.
3	The analysis of data obtained through continuous assessment helps the weak students to be counseled and supported by the mentors and Class Advisors.
4	The assessment process triggers the students to plan their course of action for the semester examination

PROJECT EVALUATION PROCESS

The main objective of the Project Work for the students to learn and experience all the major phases and processes involved in solving “real-life engineering problems”.



Process of Monitoring & Project Work Evaluation:

- Project batches are formed as per the instruction given by project coordinators
- Synopsis will be submitted to the project coordinators for scrutinizing. Project Batches are allotted to the internal guides based on the specialization and competency skills of the faculties,
- Each internal guide will continuously monitor their students on a weekly basis to observe the progress of the work.
- The project guide along with project coordinator conduct 3 project reviews as per the rubrics, which is set by the Department and the submit the Internal Assessment marks to the Head of Department.
- External Project Viva voce is conducted by the panel of examiners deputed by the University. Based on the viva voce the marks are awarded to the students and submitted to university.
- The department will encourage students to participate in technical Expo and the project guides motivate and guide the students to publish in standard conference/journal forums.

Project Work Evaluation:

Course Outcomes are defined

CO NO.	CO OUTCOME	HIGHEST COGENETIVE LEVEL
CO 1	Use literature to identify the objective, scope and the concept of the work	K3
CO 2	Apply suitable methods and materials to carry out experiments by conserving eco-system	K3
CO 3	Develop a prototype/experimental set-up necessary to complete the project	K5
CO 4	Discuss the results obtained to derive conclusions	K2
CO 5	Defend the work by preparing a report as per the University format.	K5
CO 6	Assess health, safety and legal relevant to professional engineering practices.	A3
CO 7	Comply the environmental needs and sustainable development.	A2
CO 8	Justify ethical principles in engineering practices	A3

CO 9	Perform multi-disciplinary task as an individual and / or team member to manage the project/task.	A3
CO 10	Comprehend the Engineering activities with effective presentation and report.	A3
CO 11	Interpret the findings with appropriate technological / research citation	A2

The Assessment components and its CO weightages are as follows

ASSESSMENT COMPONENTS	CO WEIGHTAGE				
	CO1	CO2	CO3	CO4	CO5
Review I	80%	40%	-	-	-
Review II	20%	40%	75%	60%	-
Review III	-	20%	25%	40%	100%
University Exam	---	---	---	---	---
CO WEIGHTAGE TOTAL	100%	100%	100%	100%	100%

Mark distribution of Cos for each Assessment Components are shown below

	CO1	CO2	CO3	CO4	CO5
Review-1	40	10	-	-	-
Review-2	10	10	15	15	-
Review-3	-	5	5	10	30

Rubrics for Project Internal Evaluation

Rubric(R0): Zeroth Review

Parameters	Allocated Mark's	High 8-10 marks	Medium 6-7 marks	Low 0-5 Marks
Title - Feasibility	10	Title relevant to societal concern and environment characters	Title relevant to experiment works	Title relevant to case study
Abstract(Identification of Problem Domain and Detailed Analysis)	10	Detailed and extensive explanation of the purpose, and need of the project	Average explanation of purpose and need of the project	Minimal explanation of the purpose and need of the project
	Allocated Mark's	High 4-5 marks	Medium 2-3marks	Low 0-1 Marks
Presentation	5	Contents of presentation are appropriate and well delivered. Proper eye contact with audience and clear voice with good Language	Contents of presentation are appropriate but not Well delivered. Eye contact with few people and unclear voice	Contents of presentation are not appropriate and not well delivered .Poordelivery of presentation

Rubric(R1): First Review(50)

Parameters	Allocated Mark's	High 30-40 marks	Medium 20-29 marks	Low 0-19 Marks
Literature survey and Problem statement(Study of the Existing Systems and Feasibility of Project Proposal)	40	Detailed and extensive explanation of the specifications and the limitations of the existing systems	Moderate study of the existing system; collect some basic information.	Minimal explanation of the specification and the limitation of the existing systems incomplete information
	Allocated Mark's	High 8-9 marks	Medium 6-7 marks	Low 0-5 Marks
Objectives and Methodology of the Proposed Work	10	All objectives of the proposed work are well defined; Step to be followed to solve the defined problem are clearly specified	Average justification to the objectives proposed; steps are mentioned but unclear ;without justification to objectives	Objectives of the proposed week are not identified or not well defined; incomplete and improper specification

Rubric(R2): Second Review(50)

Parameters	Allocated Mark's	High 8-9 marks	Medium 6-7 marks	Low 0-5 Marks
Literature survey and Problem statement(Study of the Existing Systems and Feasibility of Project Proposal)	10	Detailed and extensive explanation of the specifications and the limitations of the existing systems	Moderate study of the existing system; collect some basic information.	Minimal explanation of the specification and the limitation of the existing systems incomplete information
Methodology and Material selection(Design Methodology)	10	Division of problem into modules and good selection of computing framework, appropriate design methodology	Division of problem into modules but inappropriate selection of computing framework, design methodology not defined	Modular approach not adopted, design methodology not defined
	Allocated Mark's	High 9-15 marks	Medium 5-8 marks	Low 0-4 Marks
Development of Prototype/Experiment	15	Development of Prototype with consideration of social needs and environmental concern.	Development of Prototype with case study	Development of Prototype without consideration of social needs and environmental concern.
Discuss the Experimental results	15	All objectives of the proposed work are well defined; Steps to be followed to solve the defined problem are clearly specified	Average justification to the objects proposed; Steps are mentioned but unclear, without justification to objectives	Objectives of the proposed work are either not identified or not well defined; incomplete and improper specification

Rubric(R3): Third Review(50)

Parameters	Allocated Mark's	High 4-5 marks	Medium 2-3marks	Low 0-1 Marks
Methodology and Material selection(Design Methodology)	5	Division of problem into modules and good selection of computing framework, appropriate design methodology	Division of problem into modules but inappropriate selection of computing framework, design methodology	Modular approach not adopted, design methodology not defined

			not defined	
Development of Prototype/Experiment	5	Development of Prototype with consideration of social needs and environmental concern.	Development of Prototype with case study	Development of Prototype without consideration of social needs and environmental concern.
	Allocated Mark's	High 8-9 marks	Medium 6-7 marks	Low 0-5 Marks
Discuss the experimental results	10	All objectives of the proposed work are well defined; Steps to be followed to solve the defined problem are clearly specified	Average justification to the objects proposed; Steps are mentioned but unclear, without justification to objectives	Objectives of the proposed work are either not identified or not well defined; incomplete and improper specification
	Allocated Mark's	High 25-30 marks	Medium 20-24 marks	Low 0-19 Marks
Consolidation of the work & Report	30	Reports to the guide regularly and consistent in work	Reports to the guide but lack consistency	Irregular in attendance and inconsistent in work

The total marks obtained in the three reviews shall be reduced for 20 marks and rounded to the nearest integer.

The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

AFFILIATING UNIVERSITY EXAM PROCESS:

Grievance regarding semester examinations conducted by Anna University is handled as per university proceedings.

Re-evaluation:

Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

Challenge Evaluation:

A student can apply for challenge evaluation within a week after the announcement of the revaluation results. If the student wins the challenge university favors students with proper award of marks and the challenging evaluation fee is refunded to the students.

The following are the some of the discrepancies in the University Examination for which letters have been forwarded through the Chief Superintendent of the college to the Controller of the Examination, Anna University :-

1. Change of name in the student hall ticket.
2. Withdraw from the examination to avoid arrear due to unexpected health concerns .
3. withdrawal from the examination to avoid arrear to facilitate student exchange or internship to foreign organization/ institutions on unavoidable circumstance of changing the dates.
4. If two different arrear papers/regular papers appear on the same date to the same student.
5. Out of syllabus in the question papers and discrepancy.
6. When results of the students are withheld.

If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter with the Chief Superintendent. The examination cell is fully involved in dealing with examination related grievances.

The cell brings the grievances to the knowledge of the Chief Superintendent immediately and suitable remedial action. Strict instruction is given to students to maintain punctuality and late comers are not permitted to enter the exam hall after the stipulated time.

The letters related to examination grievances are sent to the Controller of Examinations, Anna University, immediately, hence, the grievances are dealt in a time-bound manner efficiently by the Examination Cell. As soon as the results of the University Examinations are announced, cross-checking is done by the Examination Cell to assure that the grievance redressal has been carried out in an effective manner; if not, a faculty is sent to the University immediately to follow it up.