



## R.L. JALAPPA INSTITUTE OF TECHNOLOGY

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### 2.5 Evaluation Process and Reforms (30)

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

**Response:** our institution believes in transparency in every sphere of operation and ensures the robustness.

**Transparency:** The Continuous Internal Evaluation (CIE) is a well-structured, well-defined process as shown in figure 1.

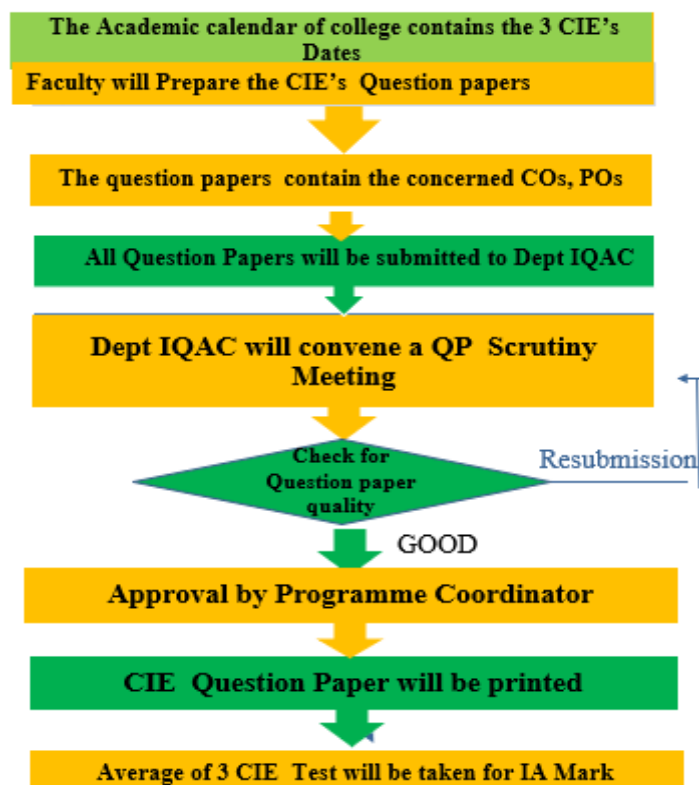


Figure 1: Structure of Continuous Internal Evaluation.

The institution employs a decentralized internal assessment process, which is supervised by the chief coordinator, IQAC and department heads. To ensure a smooth administration of the CIE, each department has its own CIE coordinator who provides necessary support. The schedule for these exams is announced in the Institute Calendar of Events at the beginning of

the semester. The department CIE coordinators ensure that the test schedule is promptly updated on the notice board.

The seating arrangement for each session is shared and displayed on the department notice board. During the CIE, the IQAC-selected Invigilators and squad visit the classrooms.

The Principal serves as the Chief Superintendent (CS) for the theory semester end examinations (SEE). The Principal appoints the internal Deputy Chief Superintendent (DCS), while the University appoints the external DCS. The CS and DCS are responsible for resolving any issues that may arise during the SEE process.

The Principal takes charge as the CS in managing the creation of the practical batch for SEE of practical courses. The University appoints both internal and external examiners. The examiners promptly submit the marks to the University web portal after the examinations.

**Grievance Redressal is Time bound and Efficient:**

Complaints brought to the Head of the Department (HoD) are addressed promptly within a day.

The In-charge faculty members evaluate the bluebooks and distribute them to the students during the one week time after the completion of the CIE and displayed commonly in the notice board.

Under the supervision of the faculty members, the students review their evaluated answers and seek clarification with the scheme of evaluation for any concerns they may have. The finalized CIE mark is released within one week after the last working day of the semester, and it is mandatory to submit it to the university through a designated online website within the specified timeframe.

The university ensures transparency in conducting examinations through the following measures:

- i) Prior to the scheduled start time of the State Entrance Examination (SEE), as per the VTU regulations, all students are required to occupy their allotted seats at least 30 minutes in advance for the distribution of University Question papers.

- ii) The Question Paper Delivery System (QPDS), which is connected to the Principal's Office, initiates the downloading of the respective question paper in a confidential room to maintain confidentiality.
- iii) To oversee the QPDS process, an External Deputy Chief will be appointed from another affiliated institute.
- iv) The University has nominated a team of officials known as the Squad team, who will make surprise visits to examination centers to ensure that there is no malpractice.
- v) As per the Registrar instructions, the answer booklets will be sent to the University regional office.
- vi) After that, the answer booklets will undergo digital evaluation at the centralized evaluation centers of the University.
- vii) The University conducts valuations with the appointed Moderator and Evaluator.
- viii) To handle queries related to hall tickets, student registration, marks cards, results, and other matters at the University, the Institute has appointed a senior faculty member as the VTU coordinator.

The Principal promptly informs the university upon discovering complaints about the SEE.

In addition, upon receiving prior approval from the University, the institution arranges for scribes to assist students as required.

The following the announcement of the SEE results, students have the right to request a reevaluation and a copy of their answer sheet.

Generally, the University releases the SEE results within a period of 10 to 15 days after the completion of the examination. Upon being notified by the University, the class coordinators and Local Guardians in coordination with exam section applications will be submitted to the university in accordance with the university notifications.

Any complaint related to the SEE will be brought to the attention of the University, and it is typically resolved within a timeframe of one to three weeks.

