



ACHARYA INSTITUTE OF TECHNOLOGY

Affiliated to Visvesvaraya Technological University, Belagavi
Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka
and Accredited by NBA (AE, BT, CSE, ECE, ME, MT)

2.5.1. Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient (499 words)

AIT is aligned to the regulations of the VTU. Institution implements a systematic and transparent approach to **Continuous Internal Evaluation (CIE)** and **Semester End Examinations (SEE)**. As per university norms, the CIE comprises internal assessments and assignments with designated weightages.

CIE

1. Communication and Transparency:

- **Syllabus and Regulations:** Frequency and regulations for CIE, Assessment process and any changes are conveyed to students at the commencement of each semester.
- **Calendar of Events:** Internal Assessment (IA) is provided in the AIT-COE to all the departments by dean academics, with the approval of Principal and the same is communicated to students at the commencement of the semester.

2. Assessment Structure:

- **Centralized Conduct:** Internal Assessments are centralized, with two/three assessments conducted per semester based on VTU guidelines. The IA schedule, including the timetable and seating arrangements, is managed by the IA coordinator.
- **Question Paper Preparation:** Course coordinators set the question papers along with an evaluation scheme, solutions aligned with course outcomes and Bloom's Taxonomy levels. The QP is scrutinized by the module coordinator and the revised is approved by the Head of Department (HoD) to ensure they meet quality standards, particularly on their complexity and emphasis on critical thinking. Once approved, question papers are submitted to test coordinator for printing.

3. Evaluation Process:

- **Internal Assessments:** Evaluation includes IA, assignments, quizzes, and case studies for theoretical subjects. For practical subjects, assessments involve experimental execution and model practical exams. Projects, seminars, and internships are evaluated based on student presentations, reports, and models.



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- After the IA, the course coordinator shall discuss and share the IA QP along with the scheme and solution to the students.
- The evaluated blue books are made available to students to enable them to assess their performance in the test.
- In case of family demise, university activities, medical emergency etc, one additional IA will be given.
- Zero tolerance towards Malpractice during IA.
- **Rubrics and Feedback:** Evaluation follows detailed rubrics and assessment frameworks. After assessments, blue/yellow books are evaluated based on pre-approved schemes and solutions, and students are provided with their evaluated scripts to verify marks.
- **Grievance Redressal:** Students can appeal to the HoD/Dean-Academics and resolved within 3 days.

4. Reporting and Remedial Actions:

- **Mark Entry and Parent Access:** Final marks are notified to students and parents, through proctors. Students scoring less than minimum requirement are counselled, and remedial classes are organized to address their academic needs.
- The Final CIE marks (IA+ Assignment) uploaded to university web portal.

SEE

1. Examination Conduct:

- **Question Paper Setting:** VTU assigns question paper setting to faculty and is scrutinized/finalized by the Board of Examiners (BOE) of the University. Question paper is received on the day of exam 30 mins before through double secured password.

In QPDS, question papers are printed and distributed to students via invigilators.

- **Evaluation:** VTU digitally evaluates SEE answer scripts, while practical exams are conducted by both external and internal examiners.
- **Grievance:** photocopy, re-evaluation and challenge evaluation are made available from VTU.
- **Malpractice:** are handled as per VTU norms.

PRINCIPAL

Criteria 2- Teaching- Learning and Evaluation

Key Indicator- 2.5. Evaluation Process and Reforms

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

Sl. No.	Description	Link to the Relevant Document
1	Calendar of Events A. VTU Calendar B. AIT Calendar C. Department Calendar	VIEW
2	VTU Guidelines for conduction of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).	VIEW
3	Dissemination of Assessment and Evaluation guidelines during First Year Orientation Program	VIEW
Process Document for Continuous Internal Assessment at Acharya Institute of Technology		
4	A. Internal Assessment and Question Paper Setting I. Communication from Dean Academics to HOD regarding internal assessment conduction II. Discussion on conduction of internals and question paper setting in module coordinator meeting B. IA- Conduction Evaluation and Rubrics I. IA time table with seating arrangement and B-form II. Communication of IA guidelines to students III. IA Question paper setting and scrutiny from module coordinators IV. Question paper and scheme V. Centralized question paper setting	VIEW



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	VI. IA marks entry in faculty ERP portal VII. IA marks display in student AERP App VIII. Display of minutes of mentor meeting in student ACERP IX. Remedial Classes for slow learners	
	C. Assignments	
5	Publishing rubrics and final IA marks to students I. Final IA marks sent to students for any modifications and corrections II. Finalized IA marks uploaded in VTU portal III. Continuous Evaluation of lab and project with rubrics	VIEW
6	Semester End Exam (SEE) Communication of Guidelines regarding SEE to Students	VIEW
7	Impact analysis on support towards slow learners	VIEW
8	SEE results and grievance redressal	VIEW