



Mechanism for Internal Examination Grievance Redressal: The College has a well organized mechanism for Redressal of examination related grievances. The students can approach the faculty members, the concerned HOD and the Principal to redress the examination related grievances. The institution follows the University policy regarding the conduct of Examinations. The entire mechanism to deal with examination related grievances is time bound as per the University rules and regulations.

Procedure of Internal Examination:

At the beginning of the semester, faculty members will inform the students about the various components in the assessment process during the semester as per the time-tables issued by JNTUH kukatpally.

- Timetables of both Examinations will be circulated to all HODS and Faculty members.
- The same timetables will be circulated to all the students and also displayed on the College, Notice Board.
- The internal assessment test schedules are prepared as per the university norms and communicated to the students well in advance.
- To ensure proper conduct of formative tests, two invigilators are assigned to each hall.
- Evaluation is done by the course handling faculty members and is informed to submit the evaluated answer scripts within three days from the date of conduct of examination.
- The corrected answer scripts are distributed to the students for their verification and in case of any grievances, steps are also taken to resolve it immediately.
- The marks obtained by the students in internal assessment tests are displayed on the department notice board.
- After that the marks are uploaded periodically on the university web portal along with their attendance.





- Day to day performance of the students is assessed for every experiment which includes regularity, viva and the promptness in submitting the record. For the quality of the projects, the evaluation is done by Project Review Committee along with project guides.

Redressal of Grievances related to Internal Examination(College level):

- After the Mid Exam evaluation, the descriptive answer scripts will be distributed to the students for verification.
- In case of any corrections, the student will take it to the notice of the concerned faculty.
- The concerned faculty will re-evaluate the answer script based on the scheme of evaluation and if no difference in marks is identified, the same will be communicated to the student by explaining the scheme of evaluation. If any difference in marks is noticed, the faculty will modify the marks.
- More than 90% of the issues will be resolved at the faculty level.
- In case the problem is not resolved by the faculty/or if the student is not satisfied, the same would be taken to the notice of concerned HOD.
- The HOD would handle such grievances by assigning the related sheets (question paper, scheme of evaluation, answer script) to the another subject expert for immediate reevaluation.
- After reevaluation if there is no change in the marks; the same would be communicated to the student(s).
- In case of any difference in marks, the concerned HOD will inform to the subject faculty to update the marks.
- The Mid marks are allotted based on defined strategies and displayed on notice board.





Mechanism for External Examination Grievance Redressal:

The college has a well organized mechanism for Redressal of examination related grievances. All the discrepancies regarding examination, faced by the college is immediately brought to the notice of the Controller of Examination of the University and corrections if any are done only after getting instructions from the University. It is very transparent and time bound.

Procedure of External Examination:

- The End Examination for the laboratory and projects shall be conducted with External examiner appointed from the other colleges as decided by the University.
- The Examination Cell will prepare the invigilation chart for Faculty and seating plan arrangement for the students with internal jumbling mechanism based on the time tables.
- Invigilators shall make announcement in the Examination hall about the rules regarding the conduct of Examinations including the prohibition of electronic devices by the students in the Examination hall.
- The invigilators are expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall.
- In case any problem is identified, he/she may bring the matter to the notice of the Chief Superintendent and depending on the seriousness of the issue, the same can/could be taken to Controller of the Examinations (CoE).
- Generally, scheduled forenoon session Examinations starts at 10.00 AM and afternoon session Examinations starts at 2.00 PM.
- Invigilators were informed to arrive at the respective examination halls at least 30 minutes before the commencement of the Examination.
- All invigilators appointed in a hall are informed to report back in the Examination Cell after the completion of examination and are solely responsible for the submission of the answer booklets to the concerned Examination Cell authorities.
- Invigilators were informed to report immediately to the Chief Superintendent if any unusual incidents identified/traced during the examinations.





- As per the University regulations, our students are allotted other institutions as exam centers and our college is allotted as centre for other Institutions.
- External examiners for labs & Project Viva will be appointed from university.
- Our faculty members will be relieved for exam duties as Observer, external examiner for other institutions as per the slots provided by the University.
- Our faculty members will be relieved for Spot valuation for paper corrections & Scrutiny as per the slots given by the University.

Redressal of grievances related to External Examinations (University level):

- The queries related to results, corrections in mark sheets issued by the University are handled at JNTU-H Examination Cell after forwarding such queries through the college Examination Cell. If the students are not satisfied with the marks evaluated by the University, the students are allowed to apply for Revaluation, Recounting and Challenged Evaluation by paying the necessary processing fee to the University. For students whose marks are not entered or incorrectly entered, the college sends a photocopy of the mark list with an application to rectify the error at the University level. Thus the college is prompt and take sut most care in handling any Grievances of the student(s).



PRINCIPAL
AVANTHI INSTITUTE OF
PHARMACEUTICAL SCIENCES
Gunthapally (V), Abdullapurmet (M),
R.R. Dist. Telangana.