



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA

Affiliated to APJ Abdul Kalam Technological University, Approved by AICTE
ISO 9001: 2015 Certified | Accredited by Institution of Engineers (India), NBA, NAAC
Ph: 0490 2212240, 2213399 Email: office@vjec.ac.in Website: www.vjec.ac.in

NAAC Cycle 2

Criterion: 2.5.1

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

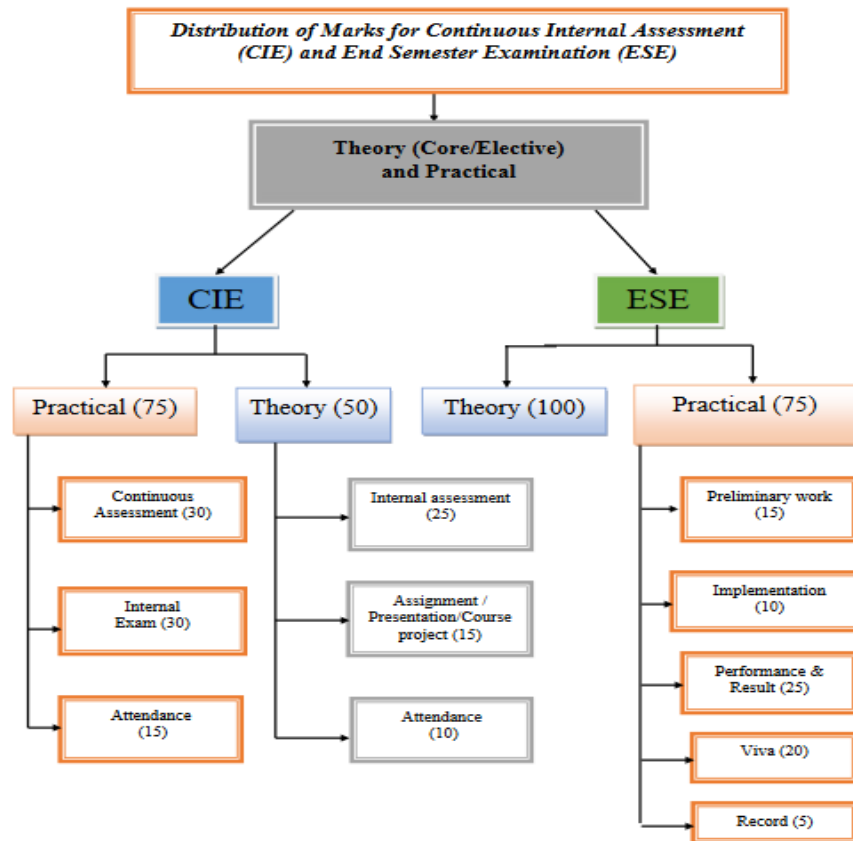
Response: Affirmative

The Institute is affiliated to APJ Abdul Kalam Technological University, Kerala. The University regulations for conducting the Continuous Internal Evaluation (CIE) are followed for both UG and PG programmes.

Assessment Process

- The evaluation process involves a multifaceted approach, considering a range of criteria including subject proficiency (assessed through test papers), comprehension skills (evaluated through assignments), attendance records (indicating Regularity), seminar presentations (assessing demonstration abilities) and viva voce sessions.
- Guidelines differ by course and semester. Weightage varies between courses.
- Theory course max marks: internal 50, end semester 100, except some like Professional Communication and for lab courses CIE and ESE have equal weightage.
- College handles internal assessments, while the APJ Abdul Kalam Technological University. conducts external exams.





Measures to ensure the transparency and efficiency of internal assessment

- The college has established an internal examination cell responsible for ensuring the timely execution of schedules and diligently monitoring the entire process.
- Exams happen during the semester, with 3 tests, 2 assignments, and 1 internal lab exam
- Question papers follow the syllabus and are approved by IQAC and HOD.
- Answer sheets are evaluated and checked answer sheets are shown to the students.
- The results are uploaded in the CMS Spneos used by the college.
- Result analysis is done by the faculty advisor and sessional result analysis is discussed at HoD level.



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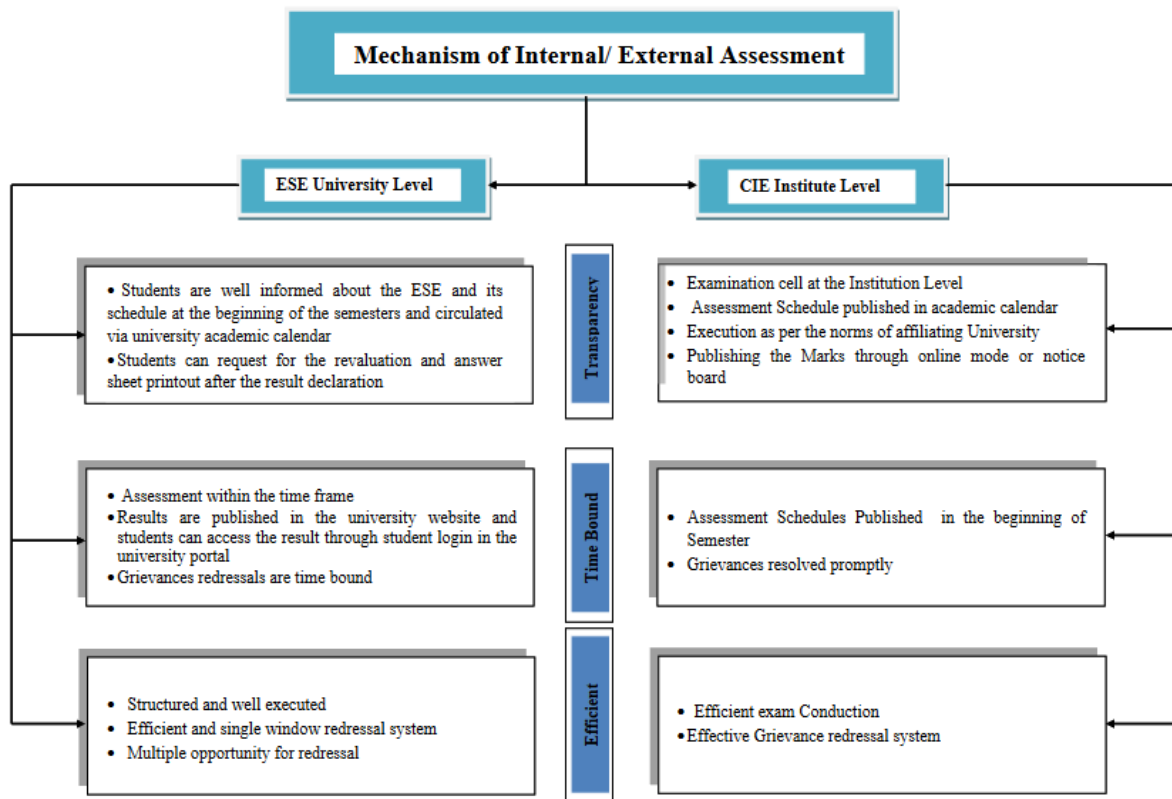
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- Internal marks are displayed on the notice board and Parent Teacher Association (PTA) meetings are conducted periodically to make an effective discussion on student's performance.
- Practical and project grades consider practical exams, record books, and work quality.
- A centrally monitored computerized attendance system is executed in the college and the students can verify their attendance online.
- Attendance Progression Certificate is published at the end of each semester.
- The college provides a chance for rectification of errors in assignments and seminars and retests are allowed for genuine reasons.
- After student validation the internal marks are uploaded to the APJ Abdul Kalam Technological University internal mark submission portal.
- All the records of attendance in internal Examinations, Question papers, valued answer sheets and marks sheets, are properly maintained by the teachers for academic audit.





Hierarchical System for Grievance Redressal Response:

At Institute level

- The teacher distributes evaluated answer scripts to students addressing student concerns.
- Any issues with papers or marks are resolved by the teacher.
- Faculty mentors counsel and provide remedial classes for failing students.
- Absentees due to genuine reasons can take retests for internal assessments.



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At University level:

- After the declaration of university results the students can apply for revaluation. The University provides the students with an option of obtaining photocopy of their answer sheets
- Other concerns like missing data, questions asked from outside the syllabus, or tough questions, are reported to the controller of exams by faculty.

