



2.5.2 - Mechanism to deal with internal examination related grievances is Transparent, time- bound and efficient.

1. At the beginning of the, semester, faculty members inform the students about the various components in the assessment process during the semester.
2. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance.
3. To ensure proper conduct of formative tests, two invigilators are assigned to each hall.
4. Evaluation is done by the course handling faculty members within three days from the date of examination
5. The corrected answer scripts can be verified by HOD at random to ensure the standard evaluation process.
6. The marks obtained by the students in internal assessment tests are displayed on the department notice. board.
7. After that the marks are uploaded periodically on the university web portal
8. Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.
9. For the quality of the projects, the evaluation is done by internal and project guides.
10. The End Examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances at Institute Level:

Department Level:

The continuous evaluation of the students is carried out by the faculty regarding theory lectures, labs, assignments, Class tests. The internal marks are allotted based on defined strategies and displayed on notice board . Query if any is discussed with faculty and HOD.



☎ 040-66414455/63
Fax : 040-66781220

AVANTHI DEGREE & P.G. COLLEGE

(Affiliated to Osmania University & Recog. by Govt. of Telangana)

3-4-875/A/1, Barkatpura, Hyderabad - 27. (Block-I),
Road No. 12, Above Honda Showroom, (Block-II), Narayanaguda, Hyderabad - 20.

College Level:

The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students face any problems, they are solved by the Institution Chief Examination Officer. The grievances during the conduction of Online/Theory Examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the University by Examination Section.

College Level:

The queries related to results, corrections in mark sheets issued by the University are handled at Osmania Examination Branch after forwarding such queries through the college Examination Section.

S.No	Name of the Member	Programme	Designation	Role
1	Dr. D. Venkata Rao	-	Director	Member
2	Mr. N. Venugopal Rao	B.Com	Vice-Principal	Examination In-charge
3	Ms. B. Durga Neelima	B.Com	HOD-CS	Member
4	Mr. G. Venu Gopal	B.Sc.	HOD - Statistics	Member
5	S. Chandrakanth Reddy	BBA	Assoc. Professor	Member
6	Ms. P. Deepthi	B.Com	Assoc. Professor	Member


PRINCIPAL

PRINCIPAL
Avanthi Degree & P.G. College
(Affiliated to Osmania University)
(Block-I), Barkatpura, (Block-II) Narayanguda,
Hyderabad.