

*Shram Sadhana Bombay Trust's*  
**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
BAMBHORI, POST BOX NO.94, JALGAON – 425001.(M.S.)

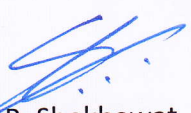
**INTERNAL EXAMINATION GRIEVANCE POLICY**

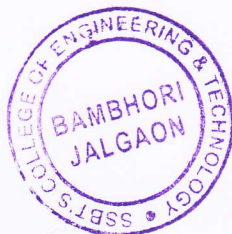
The institute is affiliated to K.B.C. North Maharashtra University, Jalgaon (M.S.) and follows the syllabus of the university. As a part of syllabus, the internal assessment of students includes Internal Sessional Examination (ISE) for theory subjects and Internal Continuous Assessment (ICA) for practical & project.


The Internal Sessional Examination (ISE) for theory subjects is based on the prescribed course plan & Academic Calendar. The respective subject faculties prepare question papers. After the evaluation of answer papers, the papers are shown to the students to have an idea of their performance in the examination. If any student has any grievances related to the evaluation of the answer paper, the student can ask for clarification to the concerned subject faculty member. Based on the internal examinations conducted by the college, internals marks are generated. These ISE marks are published on the concerned department notice board so that the students can check their marks and can clarify any queries regarding their internals marks with the concerned subject faculties. Internal Continuous Assessment (ICA) for practical is based on Attendance (A), Performance (P), Journal (J), and Viva (V) during the lab sessions. ICA marks for practical are awarded by the concerned faculties. Internal Continuous Assessment (ICA) for project is based on students' performance, active participation, knowledge / skill acquired throughout semester, Report writing and presentation by the students as per guidelines given in the University syllabus. ICA marks for project are awarded by the concerned guide and a panel appointed by concerned HoD.

Complete transparency is maintained during the internal assessment. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and students.

Grievance regarding the internal assessment is taken care of by the respective Departments. Any grievance related to the internal assessment, the students can meet subject teacher / Mentor / HoD for clarification within FOUR days of publication on the concerned department notice board.

  
Dr. S. P. Shekhawat  
IQAC Coordinator



  
Dr. K. S. Wani  
PRINCIPAL  
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