

## Internal Examination Grievance Policy

The institute has a well structured and dynamic Internal Examination Grievance Cell, linking students with the faculty in the continuous evaluation process. The cell follows the guidelines of the affiliated university for conducting internal examination and redressing grievances. Internal examination for every semester is conducted as per the time table given by the university. Proper seating arrangement for each class is made with internal jumbling mechanism. All the necessary steps are taken to avoid malpractices in the examination hall. The Main objective is to monitor the internal examination process, to solve the student's grievances related to internal examination and to solve the teacher's grievances related to internal examination.

### Procedure for grievance redressal.

- Students have to approach respective examination coordinator with grievance form.
- An application duly stating the grievances to the exam section which is to be forwarded through concerned HoD.
- Having gone through the application, the exam section will forward the grievance proceedings to the Principal.
- The Principal in consultation with the concerned faculty will examine it in detail and make a remark on the application before sending it back to the examination department.
- After taking necessary steps, grievance will be resolved with the panel of committee constituted by institute in a completely transparent manner in 72 hours.
- A committee with chairperson, officer incharge examinations, senior faculty deputed by chairperson, HoD's of departments & Examination coordinators.

  
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