

## **Grievance Redressal :**

The following mechanisms are in place for redressal of examination related grievances of students and to ensure transparency.

### **1. Re totaling, Revaluation & Reappearance for Backlogs**

#### **a. Re totaling\*:**

Re totaling of the end-semester examinations answer scripts is permitted on request, on payment of the prescribed fee within seven days from the date of announcement of the result.

#### **b. Revaluation\*\* :**

Revaluation of the end-semester examinations answer scripts is also permitted on request, on payment of the prescribed fee within seven days from the date of announcement of the results.

\* *For UG Programs*    \*\* *Only for UG Programs*

#### **c. Reappearance for Backlogs:**

I. A student who has secured 'F' grade in a course shall have to reappear at the subsequent Semester/Trimester - end examinations held for that course to improve the grade.

II. A student who has secured 'F' grade in a practical course shall have to attend special Instruction classes held during summer to improve the grade.

III. A student who has secured 'F' grade in Project work / Industrial Training etc shall have to improve his/her report and reappear for Viva – voce at the time of special examinations to be conducted in the summer vacation.

### **Special Examinations**

A student who has completed his period of study and still has "F" grade in a 'specified number'\* of theory courses is eligible to appear for special examinations normally held during summer vacation.

\* Calculated based on the prescribed years of study of a program (n) + one course. For example, a 4 year B.Tech. Program student can appear for special examinations if he has "F" grade in a maximum of five theory courses (4 + 1) only.

### **Special Drive Examinations**

Candidates who have completed their period of study and who have 'F' grade in only one theory course even after special examinations are eligible to appear for special drive examination.