



TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

EXAMINATION POLICY

This policy states about internal examination and examination related Grievance Mechanism at Techno Institute of Higher Studies (TIHS) Lucknow-

SCOPE-

Techno Institute of Higher Studies, Lucknow is an Institute that is affiliated to University of Lucknow, Lucknow. Examination manual of Lucknow University is followed regarding the assessment and evaluation process of student's performance. As the semester end examination is conducted by the affiliating university, the scope of this policy is limited to the Internal Examinations which are conducted by the institute.

OBJECTIVE-

The implementation of the system has to be fair, transparent and time bound. Conduct of internal examinations across all the programs and timely redressal of examination related grievances.

Internal Examination Policy:

We at Techno Institute of Higher Studies, Lucknow follow the following examination policy to improve student's learning and improve their overall personality.

- Students are well informed regarding the internal/ sessional examination policy and the university governed semester end examination ordinance, during the orientation program.
- Students know about the dates of submission of assignments well in advance and hence, can plan accordingly.
- The mechanism of internal assessment is transparent and can be carried out in a systematic manner for theory courses, laboratory courses, seminars, summer internship, projects and fieldworks.
- The dates and schedule of examination, assessment of theory/laboratory courses, and projects are also displayed through notices and messages to the students, well in advance.
- The continuous and comprehensive evaluation forms the basis of internal assessment. Usually the internal assessment of students in theory courses consists of sessional/class tests, assignments / presentations / quizzes according to the curriculum.
- The internal examination can be conducted after one month from the date of commencement of classes or after completion of two units or 50% of the syllabus.

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- Question papers are to be prepared by concerned course faculty members, submitted to the Controller of Examination (COE) of the institute and then approved by concern HoD/Dean. Sufficient numbers of copies of the question paper are prepared by the COE in advance. However the mapping of the question paper with course outcomes as per Bloom's Taxonomy must be provided.
- Before each examination a meeting of examination cell is held for any further moderation of the question papers or examination procedures.
- Answer sheets are evaluated and checked within 4-7 working days by the concerned course faculty member and returned to the COE.
- Results are analyzed and discussed at HoD/Dean level. A comparative evaluation of student's performance can also be assessed.
- Internal assessment of lab courses consists of practical examinations, practical record, attendance, viva-voce, presentation; day-to-day performance on the basis of each experiment is assessed.
- The Institute may gradually adopt ERP / use of technology for online assessment and evaluation process in each program.
- Students not appeared in Internal Examination have to give written application with genuine reason along with supporting documents. Alternative evaluation method is adopted as per the decision taken by the concerned authorities. These may include re-session/examination or presentations for such students.

Result Declaration

- All the students should report fifteen minutes before the schedule time.
- Any kind of technical or non technical i.e. 'electronic gadgets' aids are strictly prohibited (except permissible type of calculators) in the Examination Hall.
- It is utmost important that the students must fill all the entries mentioned in the answer sheet clearly and correctly.
- Students should take the signature of invigilator on answer sheet.
- Unfair Means (UFM) policy will be same as per University policy.

Notices regarding Internal Examination

- Notice for dates of internal examination – One week in advance
- Notice for invigilation Duty –1-3 days prior to the exam.
- Seating plan on Notice Board – Same Day
- List of Students not appeared in internal exam is prepared on the same day.

Policy for internal marks

- Table- Distribution of Internal examination programme marks in UG and PG courses

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S. No.	Internal Marks Distribution	NEP		NON-NEP		CBCS
		UG Courses (B.Sc.; B.Com.; BBA; BA-JMC)	PG Courses (MA-JMC)	UG Courses (B.Sc.; B.Com.; BVA; B.Ed.)	UG Courses (B.Com.; BCA; BBA)	PG Courses (M.Com.)
1	Project/Mid-Sem	10	15	10	15	15
2	Presentation/Assignment	10	10	5	10	10
3	Attendance	5	5	5	5	5
Total		25	30	20	30	30

Note: BCA (NEP) 2023-2024 with 30 marks Internal

- To facilitate an effective ongoing review, the faculty is given considerable space to employ effective continuous assessment.

In compliance with the UGC (Grievance Redressal) Regulations 2023, a 'Grievance Redressal Cell' has been established to address students and employees complaints in a proper, impartial, and confidential manner and its functioning has been explained in Internal Complaint Council (ICC) Policy.

Any student or employee may register a legitimate grievance through Complaint Drop Box or directly to Examination Cell, Internal Complaints Cell and Proctorial Board members.

Mechanism to deal with examination related grievances-

- The institute has a well-defined transparent, time-bound and efficient process for addressing the grievances with reference to the evaluation process. The Examination Cell addresses all issues related to exams, marks, and on-line application etc., any discrepancies observed or found are brought into the notice of the cell which is resolved by following a set protocol address.

The following steps are initiated by the Examination Cell to ensure smooth and robust implementation of internal examinations.

- The Heads of the Departments / mentors monitor effective and timely implementation of the system and procedure of evaluation. Meetings are held with the department faculty members as and when it is required.
- Students having grievances related to the mid semester, end semester and Annual exams conducted by the university are directed to approach the University by the Examination Cell educating them about the protocol which students are to be followed.
- A follow-up is done by the cell once the grievance is submitted in the University.
- Timely updates are given to the students until the issue is resolved at the earliest.

The following steps are taken to address grievances of students at the institutional level:

- The Examination Cell address issues related to internal exams as well.
- Any grievance with respect to internal assessment will also be handled by the respective faculty member and Head of the Departments if the complaint or grievance is minor.

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- If the issue is a major one, beyond the purview of the faculty member and Head of the Departments, then the issue is brought into the notice of the Examination Cell for proper redressal.
- All issues related to examinations evaluation and other related issues are handled according to the norms given by the University of Lucknow, Lucknow.
- Parents are also called if the issue demands; they are also updated about the matter so that the matter can be resolved in transparent manner.
- The issue is resolved within a day and if it is a serious issue a stipulated time is taken to resolve the case.



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