

Policy for redressal of issues in evaluation and grading

NIIT University follows a continuous internal evaluation system with relative grading. The system is very transparent and as stipulated in the Academic Regulations vide Clause No R.36, the evaluated answer scripts of all examinations, including Comprehensive examination, are shown to students. Students have an opportunity to get clarification on evaluation, if needed and correction, if any, is done by the Course Instructor then and there and recorded. Thus, the requirement for re-evaluation is taken care of.

It can happen that the answer copies of the Semester/ Term-ending Comprehensive examination are not seen by the students because they have left the Campus for vacation. The policy proposed here as given below, should take care of such situations.

1. It is mandatory for the Course Instructor to show the evaluated answer copies of all examinations to students for which s/he must send a mail on ERP communicating the time (outside of class hours), date and venue where the answer copies will be shown. The Instructor should obtain a signature from the student on a Proforma (Annexure 1) after the student has seen the answer copy. If a student has any doubt about the marks awarded to her/ him in any question, it is obligatory for Instructor to provide the explanation. If as a result of the student query, there is a revision in the marks awarded, Instructor must record the same in the above Proforma.
2. If a student does not turn up to see the answer copy during the time on an announced date, s/he forfeits her/ his right to raise a query pertaining to marks in that examination.
3. Answer copies of the Mid-Semester/ Term examinations are to be handed over to students. Answer copies of the Comprehensive examination are shown to students, but not handed over. These must be preserved by the Instructor for a period of six months.
4. It is expected that the answer copies of the Mid-Semester/ Term examinations would be evaluated within seven working days from the date of examination and those of the Comprehensive examination would be evaluated within ten days from the date of the Comprehensive examination and final grades processed within 10 days from the date of the examination.
5. Since it is a common experience that the students are not on Campus to see the answer copies of the Comprehensive examination, the policy requires that the Instructor must still follow the process as said in # 1 above, but answer copies be shown to students *who desire to see it within one week after the start of the new Semester/ Term in spite of the fact that the grades have been already processed* .

6. Under the above situation, if a student points out an error in totalling or in marking, the Instructor is required to take corrective action if satisfied, even though the course grades have been processed. In such situation, the Instructor will be obliged to re-process the grade in question through SAAM to Examination Committee without loss of time.
7. Notwithstanding the provisions stated above, if a student is not satisfied with the marks awarded by the Instructor, a student can make a written request to the Area Director within 24 hours from the time of seeing of the answer copy. Area Director will mediate and resolve the issue in the best academic interest.
8. Once the course grades are declared to students on ERP at the end of the Semester/ Term, if a student is not satisfied with the Grade/ Report awarded to her/ him, s/he can make a written request (Annexure 2) for review of Grade/ Report to Registrar *within seven days* from declaration of grade/ report by paying a prescribed fee. All such requests will be placed before the Examination Committee for necessary action. No request from any student pertaining to review of Grade/ Report will be entertained after seven days from the date of the Grades/ Reports declaration on ERP except in situation covered in No 6 above.
9. Evaluation in courses such as Industry Practice and Internship are conducted off-Campus and do not have written examinations like the classroom-based courses. Nonetheless, the transparency and accountability of evaluation is to be equally met. In these courses, a student can put up a written request to her/ his Off-Campus Faculty from NU within three days from the date of declaration of marks and/ or Grade/ Report. It will be the responsibility of the Off-Campus Faculty to process the request and get resolution within a week from the date of receipt of the request.

Proforma for receipt/ showing of answer copies by/ to students**Semester/Term..... AY****Course Code: Course Name:****Mid Sem/Mid Term/End Sem/End Term.....**

S.No	Enrolment No	Name	Date of receipt/ seeing	Signature of student	Faculty comment with Signature if marks revised
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Request for review of marks/ Grade/ Report
(to be submitted to the Registrar)**

Name of Student:

Enrolment No:

Course Code:

Course Name:

Course Instructor-in-Charge

Query (Marking or Grading):

If Marking, which examination:

Reason for asking for review:

Student signature

Date of request