



2.5 EVALUATION PROCESS AND REFORMS

2.5.1 Mechanism of internal/ assessment is transparent and the grievance redressal system is time-bound and efficient

East Point College of Engineering and Technology, Bengaluru, affiliated with Visvesvaraya Technological University (VTU), Belagavi, ensures transparency in its assessment process. Evaluation criteria and methods are established at the institute level and communicated to faculty and students at the beginning of each semester. Rubrics and guidelines are provided to faculty and explained to students to maintain fairness and consistency. Assessment methods like written tests, quizzes, assignments, laboratory examinations, semester-end examinations, mini-projects, major projects, seminars, and internships are used to assess students' learning. There are six levels of learning within the cognitive domain: remembering, understanding, applying, analysing, evaluating, and creating. Learning at each level is assessed by formulating questions using appropriate Bloom's taxonomy. The learners' levels are tested depending on the course outcomes.

Sl. No.	Continuous Internal Assessment	Supportive Documents Link	Semester End Examination Mechanism Link
1.	Theory course assessment	Click here	Link to the website: https://epcet.edu.in/exam/
2.	Laboratory course assessment	Click here	
3.	Project work Evaluation	Click here	
4	Internship Evaluation	Click here	
5	Technical Seminar Evaluation	Click here	





Grievance Redressal System

East Point College of Engineering and Technology has implemented a robust and efficient system for managing student grievances related to examinations. The process is designed to be transparent and timely, ensuring students receive the support they need.

Initial Support Channels

- Class Teachers and Mentors: Students are encouraged to first seek assistance from their class teachers and mentors for any exam-related concerns or clarifications.
- Dedicated Grievance Email: For prompt resolution of examination-related issues, students can reach out via the dedicated email address:
exam_grievances_epcet@eastpoint.ac.in.

Internal Test Grievances

- Resolution Process: For issues such as marks corrections, attendance discrepancies, and lab/project/seminar marks, students should initially approach their course instructor.
- Escalation: If the grievance remains unresolved, students can escalate the issue by emailing or submitting a request letter to the Examination Section. This letter must be signed by the Head of Department (HoD) and the Principal.
- Grievance Handling: The Examination Section addresses these grievances in coordination with the relevant faculty and department, ensuring a thorough review and prompt resolution.
- Status Updates: Actions taken are communicated to students, and the status of the grievance is updated on the exam portal following verification.

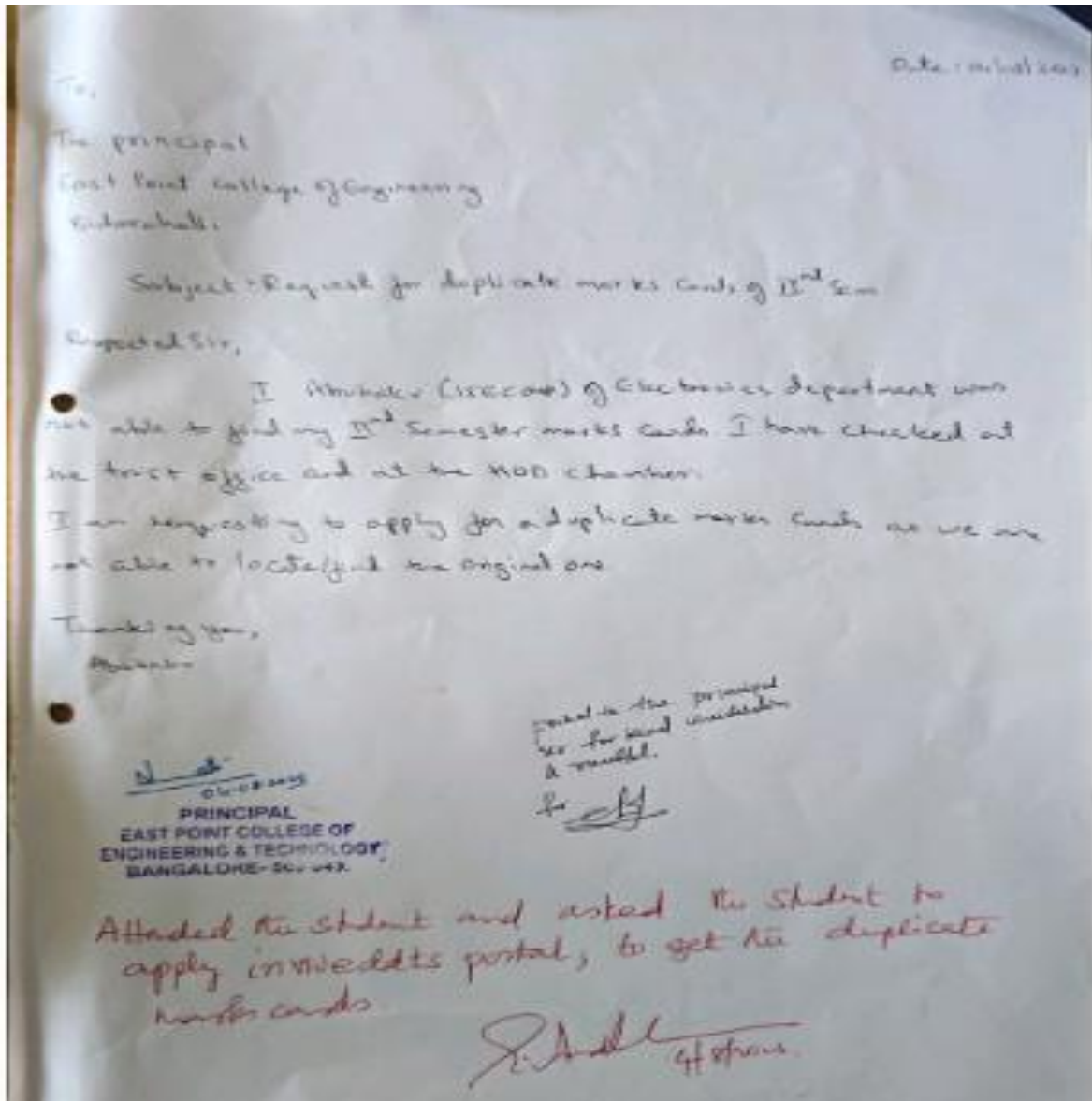
University-Level Grievances

For university related issues that extend beyond the college, such as: Name Corrections, Withheld Results, Result Discrepancies, Question Paper Issues, Credit and Transcript Issues, Grade Cards, Degree and Migration Certificates, Changes of College/University or Equivalence Certificates, grievances are forwarded to Visvesvaraya Technological



University (VTU) with a covering letter. The Examination Section at East Point College liaises with VTU and keeps students informed about the status after verification.

Document Samples:



Figure(a): Student Grievance Letter



Exam Grievances							
S.no	USN	Name	Dept	Sem	Subject	Subject Code	Explain the issues
1	1EP21MPD03	SUREKHA A	MECHANICAL M.TECH(PDM)	3			MARKS CARD NOT RECEIVED OTHER TWO STUDENTS RECEIVED MT22-005502 IS THE MARKS CARD NUMBER.
2	1EP18EE001	AKASH N	EEE	YEAR BACK		18MAT21	NOT RECEIVED MARKKS CARD FOR JULY AUG 2023
3	1EP18EE001	AKASH N	EEE	YEAR BACK			COMPLETED BACKLOGS FOR JULY AUG 2023 EXAMINATION NOT RECEIVED CONVOCAATION
4	1EP14EE037	KARTHIK RAJ	EEE	YEAR BACK			COMPLETED BACKLOGS FOR JULY AUG 2023 EXAMINATION NOT RECEIVED CONVOCAATION
5	1EP15EE007	ARCHANA M N	EEE	YEAR BACK	DSP	15EE63, 15EE54	NOT RECEIVED MARKKS CARD FOR JULY AUG 2023
	1EP15EE007	ARCHANA M N	EEE	YEAR BACK	SIGNALA AND SYSTEM	15EE54	NOT RECEIVED MARKKS CARD FOR JAN FEB 2023
6	1EP17EE401	NAVYASHRE E	EEE	YAER BACK			COMPLETED BACKLOGS FOR JULY AUG 2023 EXAMINATION NOT RECEIVED CONVOCAATION
7	1EP17CV038	RAHUL KUMAR V	CIVIL	YEAR BACK	MATHEMATI CS	17MAT21	Applied for photo copy and revaluation and showing not applied
8	1EP21IS094	Shanto Varghese	ISE	4th	all subjects of 4th sem		not able to apply enter the marks for 4th sem
9	1EP14IS074	Priyanka B	ISE	year back	mathematics	15MAT41	results not displaying in vtu portal



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Figure (b): Student grievance Received through Exam portal- Sample



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