

CIRCULAR

18.10.2023

Guidelines for Faculties for Evaluating Internal Examinations and Addressing Student Queries

1. Evaluation of Internal Examinations

Timely Evaluation: Ensure all answer scripts are evaluated within seven working days of the examination. Late submissions should be reported to the Academic Head.

Objective Grading: Follow the evaluation criteria provided in the marking scheme to maintain consistency and transparency.

Comprehensive Feedback:

- Highlight strong points and areas of improvement in the answers.
- Provide constructive feedback to encourage better performance in future assessments.

Marking Scheme Adherence: Strictly follow the marking scheme provided by the academic committee. In case of ambiguity, consult the Academic Head before finalizing scores.

Record Keeping: Maintain digital and hard copies of award sheets and marks for a minimum of one academic year for audit purposes.

2. Ensuring Transparency

Post-Evaluation Review: Share the evaluated scripts with students to ensure clarity and resolve discrepancies promptly.

3. Handling Queries from Students

- **Scheduled Query Resolution:**
 - Allocate specific days and hours for addressing students' concerns related to internal examinations.
 - Notify students about these timings in advance via email or notice board.
- **Polite and Professional Communication:**
 - Address student queries with respect and patience.





- Avoid dismissing any concerns; every query should be considered valid and addressed appropriately.
- **Rechecking and Re-evaluation:**
 - Allow students to request rechecking of their answer scripts within a set timeframe (e.g., one week after results are declared).
 - Re-evaluation should be done by another faculty member to avoid bias.
- **Documentation:**
 - Maintain records of all queries and their resolutions for future reference.
 - Use a standard form for students to submit rechecking/re-evaluation requests.

4. Student Support and Guidance

Grievance Redressal:

- Create a formal process for students to escalate unresolved issues to the Academic Head or an Internal Examination Grievance Committee.

By adhering to these guidelines, the faculty at FIMT can ensure a fair, transparent, and student-centric evaluation process for internal examinations.

Mr. Manish Jha

Academic Head

