

## **MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME-BOUND AND EFFICIENT**

### **College Level:**

- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination.
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

### **University level:**

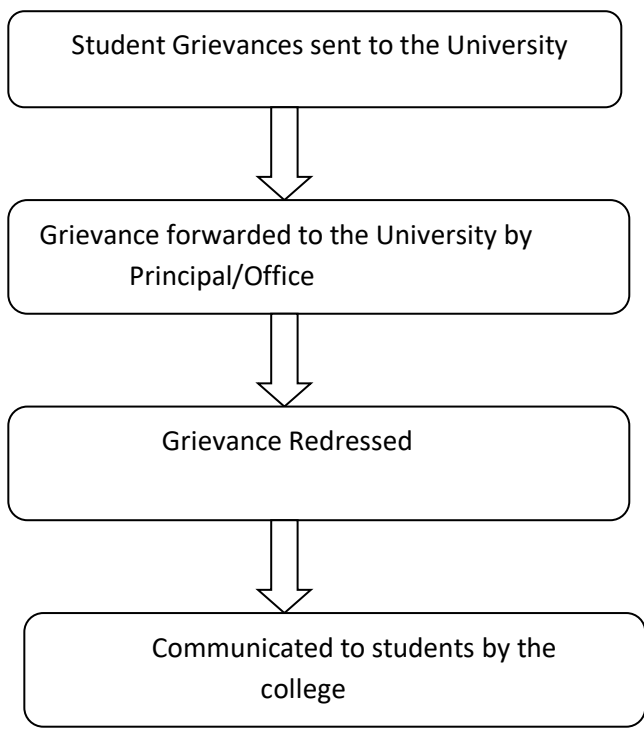
- With reference to evaluation, if the student scores less mark than expected, he/she can apply for reevaluation of his/her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for reevaluation if he/she feels that evaluation is not correct



  
PRINCIPAL  
KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES  
Ponnekal (V), Khammam (R)-507 170  
Khammam (Dist.) T.S.

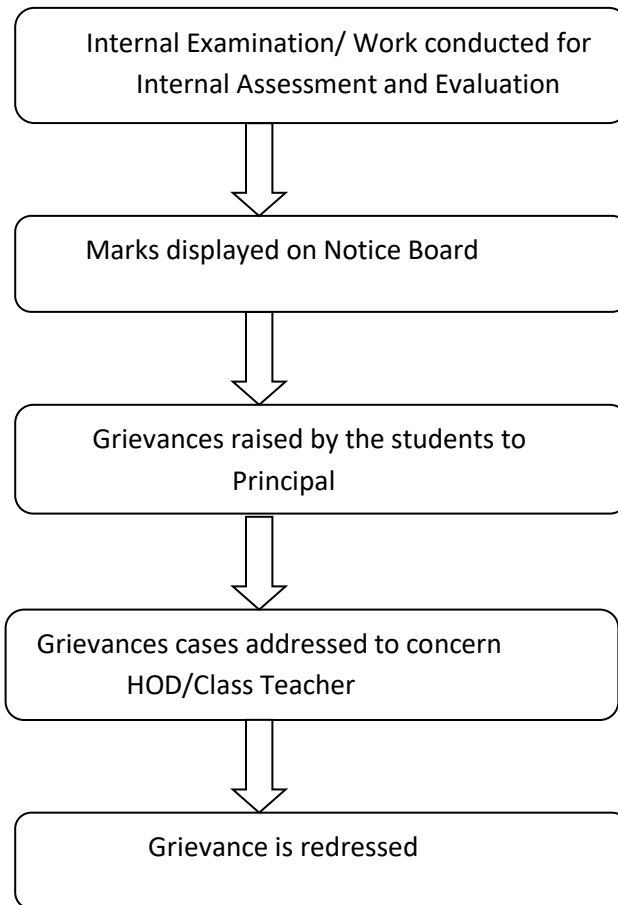


University level Grievances or before during the examination Declaration of result



**PRINCIPAL**  
KHAMMAM INSTITUTE OF TECHNOLOGY&SCIENCES  
Ponnekal (v), Khammam (R)-507170  
Khammam (Dist.) T.S.

Mechanism to Deal with Examination Related Grievances  
College Level



22-12-2021

Khammam

TO  
The Principal  
KISS, Khammam

Sub: Requesting for less Marks in Electromagnetic Fields

Respected Sir,

My self P. Sampath of V-J EEE. I got only 10 marks  
in Electromagnetic subject in unit-test-2. I expect more marks  
in this subject. Please kindly check my paper

Thanking you Sir

Yours faithfully

P. Sampath

V-J EEE

19/12/2021



**PRINCIPAL**  
**KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES**  
Ponnekal (V), Khammam (T)-507 179  
Khammam (Dist.) T.S.

22-11-2021

Khammam.

TO  
The Principal  
KITS, Khammam

Sub: Requesting for less marks  
in Electromagnetic fields.

Respected Sir,

My self G. Prem Kumar of II-I EEE.  
I got only 10 marks in Electromagnetic field  
subject in my test-I. I expect more  
marks in this subject. Please kindly check  
my paper.

Thanking you Sir.

Yours faithfully

G. Prem Kumar  
II-I EEE  
209P5A0227



**PRINCIPAL**  
**KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES**  
Ponnekai (V), Khammam (R)-507 170  
Khammam (Dist.) T.S.

To  
the class Teacher,  
Dept of EEE

subject: Reason of late joining to  
the college

Respected sir,

I, G. Sathish Kumar  
studying III - I EEE. I was joined to the  
college by one month late. So I am not  
able to write the exam.

So please I request that allow for  
the exam

Thanking you sir

Yours faithfully,  
G. Sathish Kumar,  
Dept of EEE.  
18RC1A0209.



**PRINCIPAL**  
KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES  
Ponnekal (V), Khammam (R) - 507170  
Khammam (Dist.) T.S.

Date: 23-12-2021

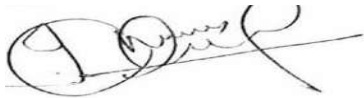
To,  
The Principal  
Khammam Institute of Technology & Sciences  
Khammam

Subject: A Report on Grievance redressed regarding unit test.

Respected sir,

With reference to above mentioned subject we are conducted unit test of **Electromagnetic fields** for **II-I EEE students** on **15-12-2021**. After displaying the result of this subject, there are two grievances were came from **P Sampath and G prem kumar** regard less marks both got **10** marks in Electromagnetic fields and declared failed. After regarding the grievance both the students are passed in this subject with **13 & 14** Marks respectively.

Thanking you sir



Yours faithfully

**PRINCIPAL**  
**KHAMMAM INSTITUTE OF TECHNOLOGY&SCIENCES**  
**Ponnekai (V), Khammam (R)-507170**  
**Khammam (Dist.) T.S.**

Class Incharge



D Sowmya

Assistant Professor

Dept of EEE



*Sri Kavitha Educational Society's*  
**KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES**  
*(Affiliated to JNTUH & Approved by AICTE, New Delhi)*  
Ponnekal (Village), Khammam (Rural), Khammam (Dist) -507170  
Phone: 08742 – 285399, 9908567792

Date: 23-12-2021

### Grievance Redressal Committee

S.No	Name of the member	Post	Signature
1	Dr. P.Krishna Murthy	Chairperson	
2	Mr.Sd.Kasim Pasha	Exam Branch I/C	
3	Mr.R.N Srinivas Rao	Member	
4	Dr.V.Devender	Member	
5	Mr.V.Sudharshan	Member	
6	Mr.N.Arun Babu	Member	
7	Mr.N.Chandra Sekhar	Member	
8	Mr. Venkanna	Member	
9	Mr.Ch.Krishna Prasad	Member	

Secretary & Correspondent  
KITS



**PRINCIPAL**  
KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES  
Ponnekal (V), Khammam (R)-507170  
Khammam (Dist.) T.S.