

## Metric ID 2.5.3

Evaluation-related Grievance Redressal mechanism followed by the Institution: ...

The University adopts the following mechanism for the redressal of evaluation-related grievances.

Options(Opt one which is applicable to you):

1. Double valuation/Multiple valuation with appeal process for retotalling/revaluation and access to answer script
2. Double Valuation/Multiple valuation with appeal process for revaluation only
3. Double Valuation/Multiple valuation with appeal process for retotalling only
4. Single valuation and appeal process for revaluation
5. Grievance Redressal mechanism does not exist

## Findings of DVV:

Provide links to the examination procedure and re-evaluation procedure developed by the institution and duly hosted in the institution's website. Also provide Report of the Controller of Examination/ registrar evaluation regarding the Grievance Redressal for the year 2019-20 signed by competent authority.

## Response:

1. Links to the examination procedure and re-evaluation procedure developed by the institution and duly hosted in the institution's website has been attached.
2. Report of the Controller of Examination/ registrar evaluation regarding the Grievance Redressal for the year 2019-20 signed by competent authority has been attached.



**Prof.(Dr.) V.A. Kothiwale**  
Registrar

ATTESTED



Dr. V.A.Kothiwale  
Registrar

<https://kledeemeduniversity.edu.in/examination-convocation/>



News & Events Visit of Dr. Elizabeth O'Day, CEO and Founder, Olaris, Inc. USA for...

English

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# Examination/Convocation

Provisional form for various purposes

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- STANDARD OPERATING PROCEDURE
- GRIEVANCE REDRESSAL CELL

ATTESTED  
*[Signature]*  
Dr. V.A.Kothiwale





## KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)

Accredited at 'A' Grade by NAAC (2<sup>nd</sup> Cycle)

Placed in 'A' Category by MHRD (GoI)

Office of the Controller of Examinations, KAHER,

JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka State, India

Tele/Fax: 0831-2444444 Web: <http://www.kledeemeduniversity.edu.in> E-mail: [coe@kledeemeduniversity.edu.in](mailto:coe@kledeemeduniversity.edu.in)

Prof. (Dr.) S. S. Jalalpure Website: <http://www.kledeemeduniversity.edu.in> Ph. No. /Fax. No: 0831-2493781  
Controller of Examinations E-mail: [coe@kledeemeduniversity.edu.in](mailto:coe@kledeemeduniversity.edu.in)

### Examination Procedure

#### Appointment of Examiners for theory and practical examination

- The controller of examinations shall invite the applications for appointment of internal and external examiners, paper setters, moderators from the teachers of the academy and the other universities.
- The application forms and other details shall also be made available on the website of the academy.
- After the last date is over, the Controller of Examinations shall prepare the panel paper-setters, moderators and examiners (theory and practicals), classwise and subject wise and place before the Board of Studies in the respective subjects.
- The Board of Studies, after due scrutiny, shall recommend the pane(s) in their respective subjects, to the Board of Examination.
- The panels are recommended by the Board of Studies shall be placed before the Academic council for the approval.

ATTESTED

Dr. V.A. Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

#### Conduct of the Examination:

- Students register their names at KAHER website in examination section icon Student specific login to fill exam form data saved on cloud server in secure environment
- Filling of online Exam forms and payment exam fees through portal – after filling of feedback forms
- Reminder of form filling dates through SMS (without fine and with fine)
- Downloading of hall tickets through portal after payment of examinations fees
- Sending of block wise invigilator dairy to institute (25 students each block)
- Highly secure online QP uploading and delivery system. QP is in encrypted format. QP is available in college login as per defined date and time
- The principal of the college shall be the internal Senior Supervisor for the examinations at his Centre. The internal and external Senior Supervisors shall be responsible for the smooth conduct of the examinations at the centre during time of clinical/practical examination.



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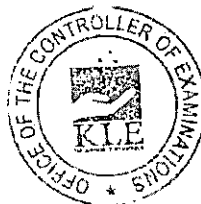
- A closed-circuit television (CCTV) with high resolution cameras have been installed which helps to monitor the activity of examination centre in real time. In this surveillance system, video cameras are installed at prominent and most crucial spots to ensure that the whole area in and around the examination centre (the examination halls in particular) are properly visible for monitoring purpose.
- Scanning of answer sheets for onscreen evolution with dual camera scanner. Answer paper saved on server in encrypted format. Server is secured with RAID5 NAS BOX
- Assigning of evaluation username and password sent through SMS for examiners
- RFID card provided to elevators to prevent unauthorized entry to the evaluation centre.
- Onscreen evaluation (on intranet only). Data saved in well secured server protected with fire wall and RAID5 NAS BOX.
- Use of Examination management software with automatic check system. Additionally manual checks by about 15 concerned officials to ensure accuracy and zero error in result computation.
- Two evaluations for UG. If more than 20% difference in marks then third evaluation four evaluations for PG average is taken.
- Result processing with EDPS software.
- Announcement of results with SMS notifications to students
- Viewing of results online through respective student portal.
- Provision of viewing answer sheet.

ATTESTED

Dr. V.A.Kothiwale  
Registrar

KLE Academy of Higher Education and Research,  
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)  
Belagavi-590 010, Karnataka

Date: 20<sup>th</sup> May 2020



Controller of Examinations  
KAHER, Belagavi