



Estd. 1999

Chhatrapati Shivaji Institute of Technology

Approved by: AICTE, New Delhi | Affiliated to CSVTU, Bilai

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

CSIT is affiliated with Chhattisgarh Swami Vivekananda Technical University, hence it follows university's assessment standards and curriculum related guidelines. While the external assessment is done by the CSVTU, the internal assessment largely depends on the Institute. The CSIT's internal assessment system encompasses theory courses, laboratories, seminars, internships, and projects. The academic calendar mentions the important dates related to Commencement of Semester classes, Class Tests, Projects, Presentation and other co-curricular activities.

1. Class Tests are centrally managed and are designed as per the university's exam pattern. The teacher's set the question papers and submit to the exam department. The subject teachers evaluate the answer scripts and submit the subject result to the respective department. Before the submission, the scripts are shown to the students to see their performance, mistakes and evaluation. CT Results are pasted on the notice boards and are communicated to the Director. Students are shown their answer-sheets of their internal assessment exams, in case of any grievances in internal examination it is rectified by HOD.
2. In a semester two assignments are given by the concerned teachers which are graded by the subject teacher itself. A record of assignment is kept.
3. As per the guidelines of the CSVTU, the Teacher Assessment marks are also done by the teachers. The students' attendance, performance, active involvement in the teaching-learning process are taken for TA.

External Examination

1. End Semester University Theory Examinations:
 1. The exam form filling dates and Time Table, as notified by the CSVTU, are displayed on notice boards. Candidates fill the examination form on the CSVTU's exam-portal. The forms are approved by the Director on the portals itself.
 2. The Exam Centre Superintendent appointed by the Director, looks after all the affairs concerning the exam.
 3. The University allocates the exam center to the students, where they appear for the exam.
 4. The CSIT is also one of the reputed exam centers.



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5. The answer scripts of the students are evaluated digitally by the registered valuers at the designated Digital Valuation Center. CSIT is one among them. To maintain confidentiality, the university masks the scanned scripts.

Practical Examinations

1. The practical examinations are coordinated by the HoD in the light of the instructions from the CSVTU. The practical exams for all the subjects are required to be completed in the scheduled time-frame provided by the CSVTU. The concerned HoD appoints the External Examiner and Internal Examiner. The External Examiner evaluates students' performance in practical and conducts viva voce exam.
2. The mark statements are prepared and signed by both the Internal and External Examiner. Marks are uploaded in CSVTU Portal. The hard copy of the marks signed by Internal and External Examiner are submitted in University through Exam Cell.

Grievance Redressal Mechanism on Assessment:

Students are shown their answer sheets of their internal assessment exams. In case of any grievances in internal examination, it is rectified by HOD whereas grievances regarding External Examination pertaining to CSVTU are rectified by University.