

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY**

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

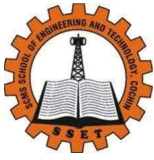
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## **Criteria 2**

# **Teaching Learning and Evaluation**

*Criteria 2.5: Evaluation Process and Reforms*



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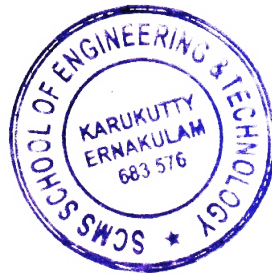
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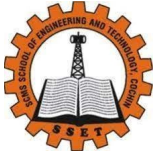
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*2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient*

Sl. No	Particulars
1	Manual of Policy for Internal Examination
2	Internal Examination Question Paper Process
3	Sample Question Paper Scrutiny Fromat
4	Sample Classroom and seating Arrangement
5	Publish Evaluation in LMS



  
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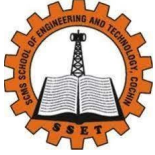
# **Manual of Policy for Internal Examination**



**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
KARUKUTTY, ERNAKULAM**

**INTERNAL EXAMINATION HANDBOOK  
(For Internal Circulation Only)**

**(2019 Scheme)**



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

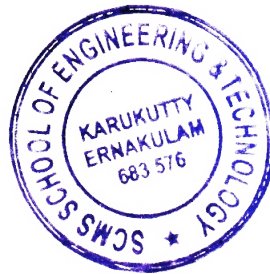
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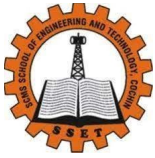
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## Contents

1. INTRODUCTION
2. QUESTION PAPER SETTING
3. CONDUCT OF EXAMINATION
4. EVALUATION AND PUBLICATION OF RESULTS
5. GRIEVANCES AND REDRESSAL



  
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## 1. INTRODUCTION

The internal examination committee is empowered with conduct of examination at SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, Karukutty, Ernakulam, Kerala for all programmes sanctioned to it. The objectives of the internal examination committee are:

- ❖ Conduct of examination as per the schedule in the academic calendar of KTU.
- ❖ Ensuring systematic, precise and uniform procedure in conducting the examination for all the programs and semester.
- ❖ Smooth and hassle free conduct of examination.

## 2. QUESTION PAPER SETTING

- I. A circular along with the time table will be disseminated for the submission of the question paper at least one week before scheduled date of internal examination.
- II. Course wise one question paper will be set.
- III. There shall be minimum two internal evaluation tests, each of 2 hours duration. Each test shall cover 50% of the syllabus and shall be for 50 marks.
- IV. The question paper will be scrutinized by the committee formed by the respective department and handed over to the examination cell through the department examination cell representatives.
- V. Question papers will be forwarded for taking copies.

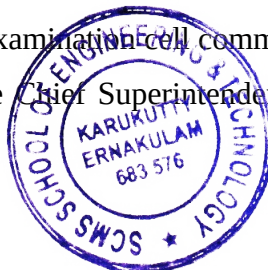
## 3. CONDUCT OF EXAMINATION

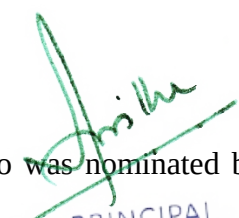
### I. Arrangements

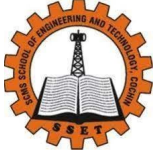
Internal examinations are conducted in class rooms of Administrative block, Academic Block-1 and Academic Block 2.

### II. Examination Committee

- a) Principal constituted the examination cell committee.
- b) Committee consists of the Chief Superintendent, who was nominated by the



  
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Principal on his/her behalf, and one representative from all departments.

- c) The committee will be reconstituted every two years.

### III. Power, Functions and duties of examination committee

- a) Ensure smooth conduct of examinations.  
b) Assigning the invigilation duty for the faculty members as per the requirement.  
c) Take necessary action on malpractices.  
d) Taking necessary action on complaints regarding conduct of examination.  
e) Distribution of answer sheets to the respective faculty.  
f) Conduct a meeting of committee members two times in a semester. Additional meetings will be conducted based on the requirement.

### IV. Examination control Room

- a) AD 111 served as the main examination control room in which necessary facilities are available.  
b) Seating, sorting of question paper and all such arrangements are conducted in this room.  
c) AD 01 used for distribution and collection of answer sheets on exam days.

### V. Squad Committee

A squad which includes a team of faculty members was formed by the Principal to ensure that no unfair things are happening during examination.

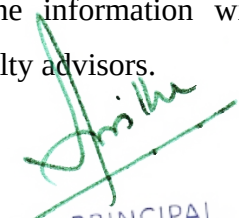
#### Duties of Squad

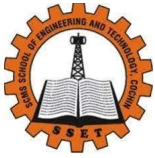
- a) Before Examination
- Ensure that all students get into their allotted class rooms on time.
  - Committee members will make sure that the area near examination halls are free from any kind of suspicious/unfair activities/things
- b) During Examination
- Committee members will split into groups and inspect all class rooms for any kind of malpractices.
  - If any kind of such activities are noticed, the information will be communicated to the respective HoD through faculty advisors.

### VI. Invigilation

- a) Duties will be assigned to faculty well in advance.



  
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b) Duties will be distributed among the faculty.

### Duties of Invigilators

1. Invigilators should report to the examination control room 30 minutes prior to the commencement of examination.
2. Collect the materials and cross check for any mistakes or any missing documents.
3. Invigilators should reach the examination hall 15 minutes before the scheduled start of examination.
4. Distribute the answer sheets and open the question paper packet 5 minutes before the commencement of examination and distribute to students.
5. Get signatures from all students in the attendance sheet provided.
6. If any issues for students occurred during examination, communicate the same to the examination control room.
7. After the examination, collect the answer sheets according to class and handover the same to the exam control room with all other documents.

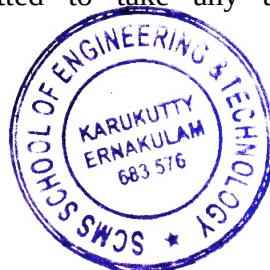
### Announcement to be made by the invigilator

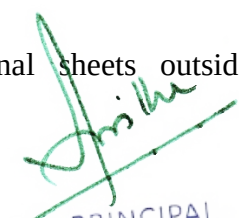
8. Check the answer sheets for any damages.
9. Make sure that mobiles and any other non-permissible materials are not possessed.
10. Students must write their name, class, roll number, date of examination and class at the top portion of the answer sheet.
11. Page numbers must be mentioned in all additional sheets and the total page number needs to be mentioned in the front of the main sheet.
12. All unused answer sheets need to be returned to the exam control room by the invigilator.

### VII. Answer Sheets

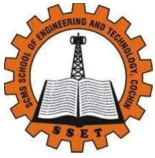
- a) Answer sheets provided by the college are used for the examination.
- b) One main sheet and additional sheets, as per requirement, will be distributed to the students during examination
- c) Students are not permitted to take any additional sheets outside the examination hall.

### VIII. Seating Arrangement



  
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- a) The seating arrangement of the students in the examination hall is to be displayed in the notice board at the entrance of each block before the commencement of examination.
- b) The seating arrangement for every slot will be shuffled.
- c) Display board with seating arrangement will be handed over to the invigilator for placing in the examination hall.

### IX. For Students

- a) Students should bring their college ID card for writing the examination.
- b) Students shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.
- c) Students presenting themselves more than 15 minutes after the commencement of examination should not be admitted for the examination of that day.

#### Discipline in the examination hall

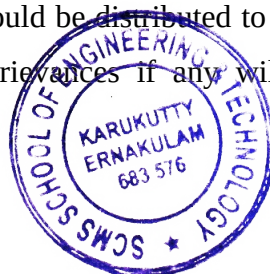
1. Students are forbidden to ask questions to the invigilators of any kind during the examination.
2. Invigilators are instructed to refuse to answer any inquiries whatsoever, relating the question papers whether in explanation of the meaning or in correction of typographical errors.

#### Leaving the Examination Hall

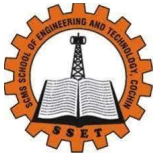
1. Only after an hour students are allowed to leave the examination hall after handing over the answer sheets to the invigilator.

### 4. EVALUATION AND PUBLICATION OF RESULTS

- I. The Examination Committee will distribute the answer scripts to the course teacher immediately for valuation through department In-charges.
- II. A notice mentioning the last date of mark entry in LMS will be circulated.
- III. The valued answer scripts should be distributed to the students within ten days in the respective classes and grievances if any will be addressed by concerned



*[Handwritten Signature]*  
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faculty member.

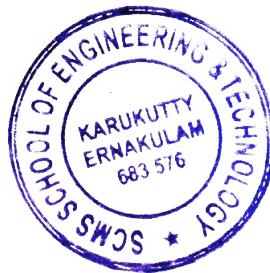
IV. The class-wise consolidated mark lists will be published on the noticeboard.

V. In addition, the students can access the result through student portal.

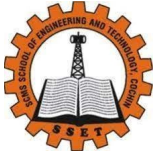
VI. Parents can also view the same through their login.

### 5. GRIEVANCES AND REDRESSAL

Sl. No.	Type of Grievance	Action taken
1	Out of syllabus in question paper	Communicated with respective course faculty
2	Malpractice noticed by invigilator or squad committee.	Reported to respective HoDs through faculty advisor
3	Health issues for students during examination	Invigilator will inform the exam cell committee and necessary action will be taken accordingly
4	Unable to attend exam	If the student can produce a valid reason and the same need to be forwarded to the exam cell through HoD. In that case retest will be allowed.
5	Issues noticed in answer sheet valuation by the students	The issue will be discussed with the concerned faculty at the time of answer paper distribution and the issue will be rectified.



  
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# **Internal Examination Question Paper Setting**

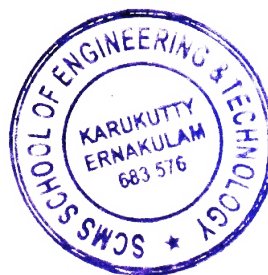
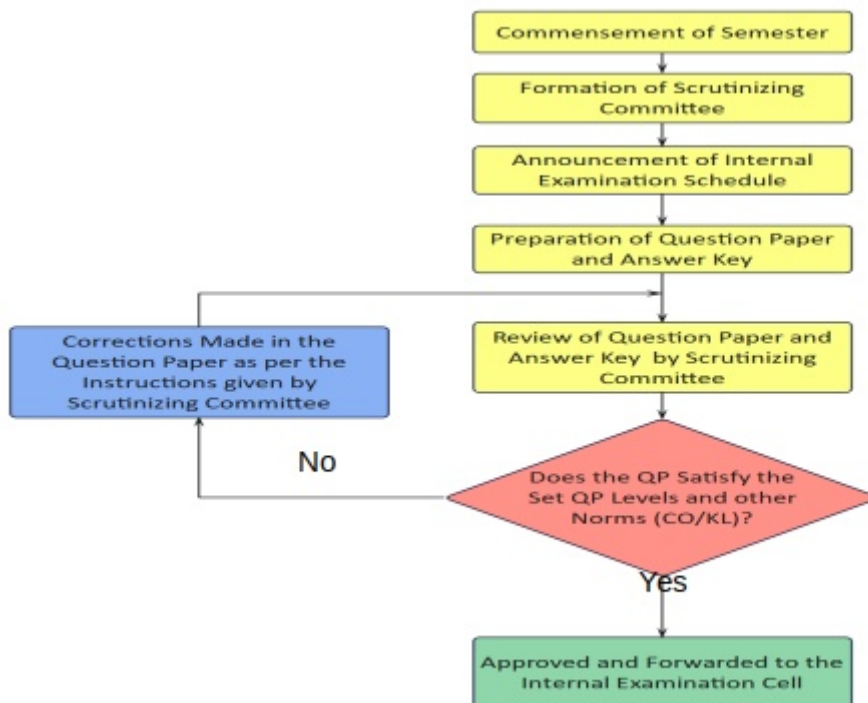


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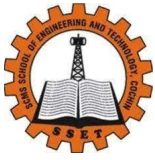
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## Process Flow for Internal Examination Question Paper Setting



  
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## **Sample Question Paper Scrutiny Format**

# SCMS School of Engineering & Technology, Karukutty

## Department of Computer Science and Engineering

### Internal Exam Question Paper Scrutiny Report

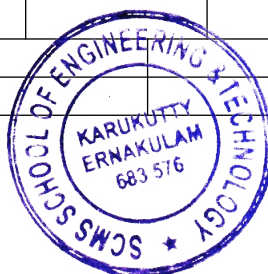
#### Details of Question Paper

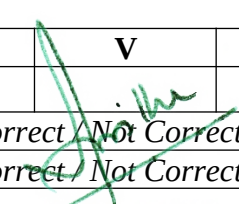
Internal Test –		Regulations –	
Programme:	Semester:	Max. Marks: 50	Duration: 2 Hrs
Course Code & Title:			
Batch:	Class:	Date:	Time:
Knowledge Levels (KL)	K1 -Remembering	K3 -Applying	K5 -Evaluating
	K2 -Understanding	K4 -Analysing	K6 -Creating

<u>Scrutiny Details</u>		
1.	Name and Designation of Question Paper Setter	
2.	Date of Submission for Scrutiny	
3.	Name and Designation of Question Paper Scrutineer	
4.	Date of Submission to Exam Cell Coordinator	

#### Check List

Fill the following details after completing the verification of Question Paper							
Sl. No	Parameters	Verified and found <i>Correct / Not Correct</i>					
1.	Course code & Course Name	<i>Correct / Not Correct</i>					
2.	Number of Pages on top of QP	<i>Correct / Not Correct</i>					
3.	Max Marks & Duration	<i>Correct / Not Correct</i>					
4.	Pattern of Question Paper	<i>Correct / Not Correct</i>					
5.	Numbering of Questions	<i>Correct / Not Correct</i>					
6.	Marking of Compulsory Questions, Choices & Instructions (like - Use of Tables, Graph Sheets etc.)	<i>Correct / Not Correct</i>					
7.	Module wise distribution of Marks						
	<b>Module</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
	%						
8.	Mark Distribution of Questions	<i>Correct / Not Correct</i>					
9.	Clarity of the Questions	<i>Correct / Not Correct</i>					



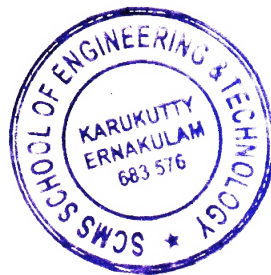
  
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10.	Legibility of Figures & Equations	<i>Correct / Not Correct</i>					
11.	Has the mapping of questions with course outcome been given	<i>Yes / No</i>					
12.	CO Nos	<b>CO1</b>	<b>CO2</b>	<b>CO3</b>	<b>CO4</b>	<b>CO5</b>	<b>CO6</b>
	CO Addressed(Y/N)						
12.	Approximate Knowledge Level Distribution (%)	<b>K1</b>	<b>K2</b>	<b>K3</b>	<b>K4</b>	<b>K5</b>	<b>K6</b>
13.	<b>Recommendation: -</b>	<b>Accepted*/Accepted with Minor changes **/ Rejected***</b>					
	**Suggested Corrections (either on the Question Paper itself or attach additional page)						
	***Reasons for Rejection:						
14.	Whether the Scheme of Evaluation is sufficient for Valuation, if not, give suggestions:	Sufficient/ Not Sufficient					
15.	Whether the scheme of Evaluation can be Accepted/ Rejected	Accepted/ Rejected					

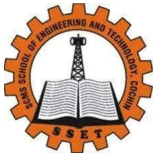
Name and Signature of Question Setter :

Name and Signature of Subject Expert Committee :

Head of the Department :



*[Handwritten Signature]*  
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# Sample Classroom and Seating Arrangement

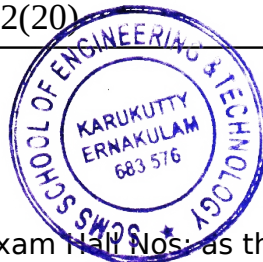


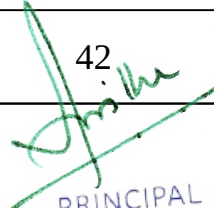
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**THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL  
EXAM TEST - II, DECEMBER 2023**

**CLASS ROOM ARRANGEMENT**

DATE			12/12/2022	TIME : 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
1	SA1	S3 CS1 S5 CS1 S3 CV	3CS1 1-19(19) 5CS1 1-21(21) 3CV(1-2)(2)	42	AC I 203
2	SA2	S3 CS1 S5 CS1	3CS1 20-40(21) 5CS1 22-42(21)	42	AC I 202
3	SA3	S3 CS1 S5 CS1	3CS1 41-61(21) 5CS1 43-63(21)	42	AC I 01
4	SA4	S3 CS1 S3 ME S5 EE	3CS1 62-68(7) 3ME 1-25(25) 5EE 1 -9(9)	41	AC I 04
5	SA5	S3 CS2 S5 CS2	3CS2 1-21(21) 5CS2 1-21(21)	42	AC I 05
6	SA6	S3 CS2 S5 CS2	3CS2 22-42(21) 5CS2 22-42(21)	42	AC I 101
7	SA7	S3 CS2 S5 CS2	3CS2 43-64(22) 5CS2 43-62(20)	42	AC I 106



  
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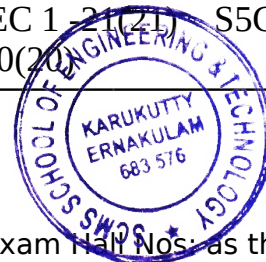
NB: Students are advised to note the exam Hall Nos. as they are liable to change for each session.

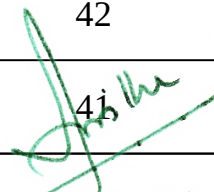
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EXAM TEST - II, DECEMBER 2023**

**CLASS ROOM ARRANGEMENT**

DATE			12/12/2022	TIME : 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
8	SA8	S5ME1 S5CS2 S5 AU	5ME1 1-20(20) 5CS2 63-66(4) 5AU 1-18(18)	42	AC II 206
9	SA9	S3 ME S5 ME1	3ME 26-44(19) 5ME1 21-42(22)	41	AC II 306
10	SA10	S3 ME S3 CO S5ME2	3ME 45-49(5) S3CO 1-16(16) 5ME2 1- 20(20)	41	AC II 307
11	SA11	S3 CO S3 AU S5 ME2	S3 CO 17 - 35(19) S3 AU 1-11(11) S5ME2 21 -32(12)	42	AC II 207
12	SA12	S3 CO S5 CE1	S3 CO 36 - 56(21) S5 CE1 1-21(21)	42	AC II 302
13	SA13	S3 CE S5 CE1	S3CE 1-19(19) S5CE1 22-44(23)	42	AD 305
14	SA14	S3 EC S5CE2	S3 EC 1 - 21(21) S5CE2 1-20(20)	41	AD 307



  
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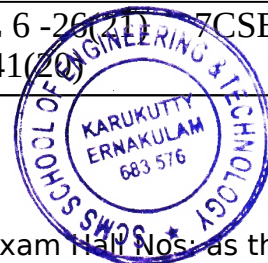
NB: Students are advised to note the exam Hall Nos. as they are liable to change for each session.

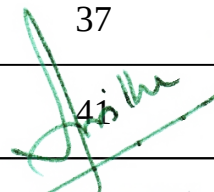
**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY  
VIDYA NAGAR, KARUKUTTY, ERNAKULAM**

**THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL  
EXAM TEST - II, DECEMBER 2023**

**CLASS ROOM ARRANGEMENT**

DATE			12/12/2022	TIME : 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
15	SA15	S3 EC S5EC S5CE2	S3 EC 22 -38(17) S5 EC 1-16(16) S5 CE2 21-29(9)	42	AD 306
16	SA16	S3 EE S3 CE S5 EC	S3 EE 1 - 12(12) S3 CE 20-23(4) S5 EC 17- 40(24)	40	AD 406
17	SA17	S7 CS1 S7 ME	7CS 1 - 20(20) 7ME 1 -20(20)	40	AC I 201
18	SA18	S7 CS1 S7 ME	7CS 21 - 40(20) 7ME 21 -40(20)	40	AC II 305
19	SA19	S7 CS1 S7 ME S7 CE	7CS1 41 - 59(19) 7ME 41 -56(16) 7CE 1- 5(5)	40	AC I 06
20	SA20	S7 CS2 S7 AU	7CS2 1-21(21) 7AU 11 -26(16)	37	AC II 301
21	SA21	S7 CE S7CSE2	7CE 6 -26(21) 7CSE2 22-41(20)	41	AC I 107



  
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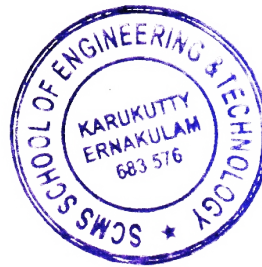
NB: Students are advised to note the exam Hall Nos. as they are liable to change for each session.

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY  
VIDYA NAGAR, KARUKUTTY, ERNAKULAM**

**THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL  
EXAM TEST - II, DECEMBER 2023**

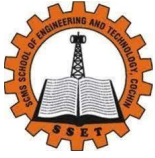
**CLASS ROOM ARRANGEMENT**

DATE		12/12/2022		TIME : 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
22	SA22	S7 CE S7 CSE2 S7 EE	7 CE 27 -38(12) 7CSE2 42-57(16) 7EE 1- 11(11)	39	AD 405
23	SA23	S7 EC S7 AU	7 EC 1-29(29) 7AU 1-10(10)	39	AD 404



  
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NB: Studentms are adviced to note the exam Hall Nos: as they are liable to change for each session.



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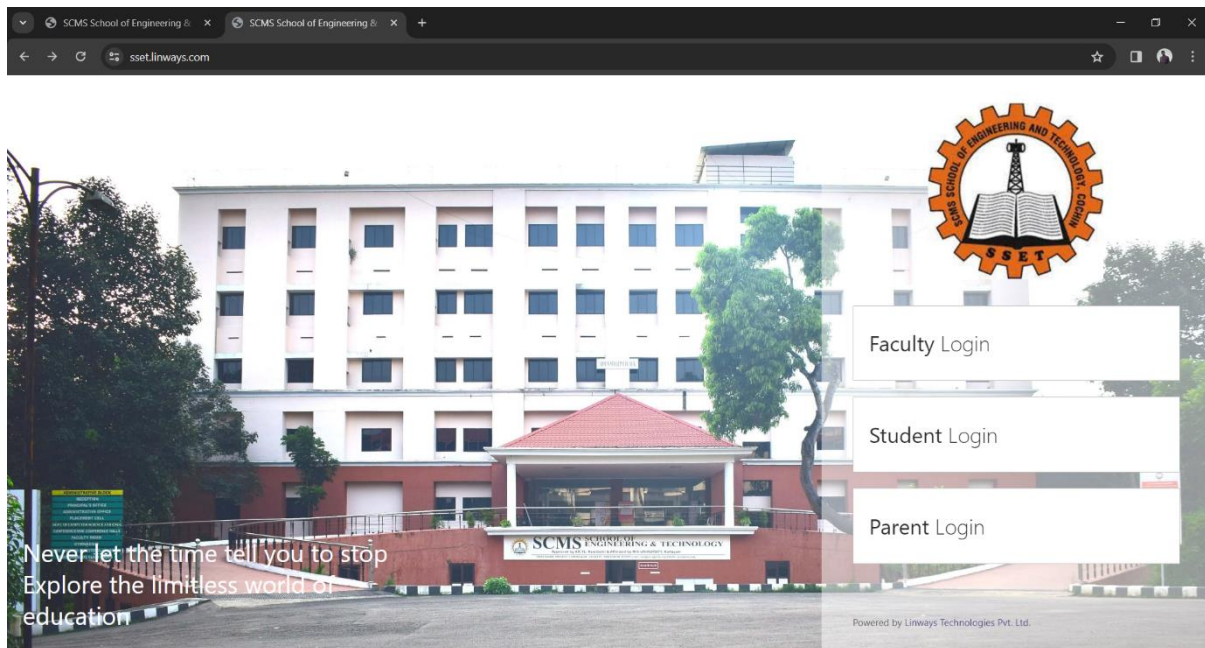
VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: [sset@scmsgroup.org](mailto:sset@scmsgroup.org) Website: [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset)

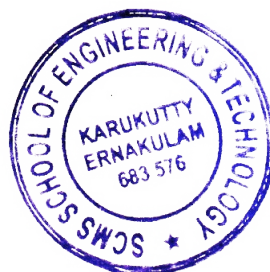
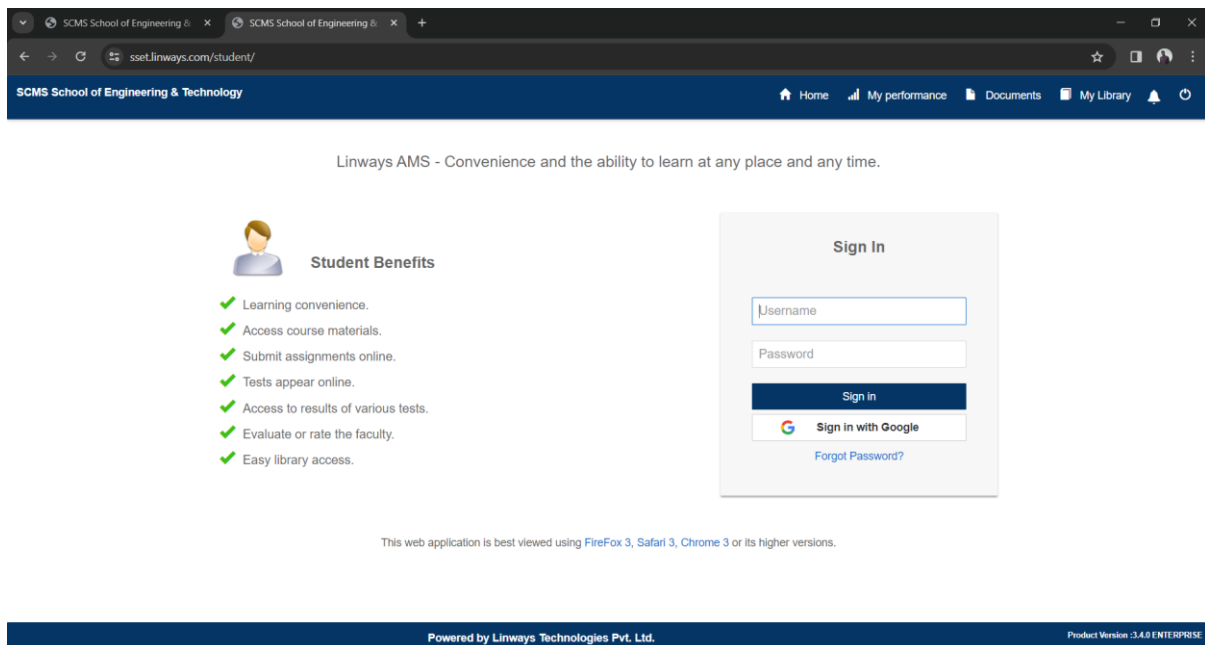
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## **Publish Evaluation in LMS**

## Portal first page



## Login page



*Amitha*  
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## Home page

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BATCH: CSE2020-I, S7

Calendar | Timetable | Subjects | Attendance

Examinations | Assignments | Special events | Ordinary events  
Holidays | Multiple Events | Quizzes

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 New Year	2 Mannam Jayanthi Mannam Jayanthi	3	4	5	6
7 Holiday	8	9	10	11	12	13 Holiday
14	15	16	17	18	19	20

## Performance tab

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**MY PERFORMANCE**

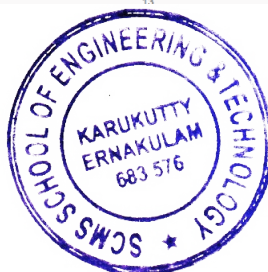
Current Semester: S7

**Internal Exam - 1**

Subject Name	Marks Obtained	Percentage	Class Average	Max Marks
MCN401 INDUSTRIAL SAFETY ENGINEERING	41	82%	33.97	50
CST401 ARTIFICIAL INTELLIGENCE	20	40%	22.86	50
CST413 MACHINE LEARNING	21	42%	26.25	50
CET445 NATURAL DISASTERS AND MITIGATION	35	70%	29.54	50
<b>Total</b>	<b>117</b>			
<b>Percentage</b>	<b>58.5%</b>			
<b>Weighted Percentage</b>	<b>58.5%</b>			

**Internal Exam - 2**

Subject Name	Marks Obtained	Percentage	Class Average	Max Marks
MCN401 INDUSTRIAL SAFETY ENGINEERING	30	60%	34.31	50
CST401 ARTIFICIAL INTELLIGENCE	20	40%	23.58	50
CST413 MACHINE LEARNING	13	26%	28.00	50



*Principle*

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## Exam Timetable tab

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Home / Exam timetable

**EXAM TIMETABLE**

**INTERNAL EXAM - 1 FOR BATCH CSE2020-I**

Internal Exam - 1 for batch CSE2020-I						
Sl.No.	Exam Name	Subject	Date	Start At	End At	Max.Marks
1	INDUSTRIAL SAFETY ENGINEERING	MCN401	16-10-2023	01:30 PM	03:30 PM	50
2	ARTIFICIAL INTELLIGENCE	CST401	16-10-2023	09:30 AM	11:30 AM	50
3	MACHINE LEARNING	CST413	16-10-2023	01:30 PM	03:30 PM	50
4	CLOUD COMPUTING	CST423	16-10-2023	01:30 PM	03:30 PM	50
5	APPLIED EARTH SYSTEMS	CET425	16-10-2023	01:30 PM	03:30 PM	50
6	NATURAL DISASTERS AND MITIGATION	CET445	16-10-2023	01:30 PM	03:30 PM	50

[Print Timetable](#)

**INTERNAL EXAM - 2 FOR BATCH CSE2020-I**

Internal Exam - 2 for batch CSE2020-I						
Sl.No.	Exam Name	Subject	Date	Start At	End At	Max.Marks

## Student attendance section

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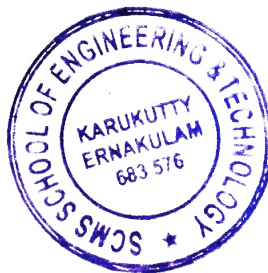
ATTENDANCE BETWEEN TWO DATES

From: 2023-10-01 To: 2024-01-19 Semester: S7

[Submit](#)

DL - Duty Leave, \* - Attendance Not marked

Dates	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8
2023-10-03	P	P	P	P	P	P	*	*
2023-10-04	P	P	P	P	P	P	*	*
2023-10-05	P	P	P	P	P	P	*	*
2023-10-06	P	P	P	P	P	P	*	*
2023-10-07	A	A	A	A	A	A	*	*
2023-10-09	DL	DL	DL	DL	DL	DL	*	*
2023-10-10	P	P	P	P	DL	DL	*	*
2023-10-11	P	P	P	P	P	P	*	*
2023-10-12	P	P	P	P	P	P	*	*



*[Handwritten Signature]*

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## Student attendance – subject wise

Using attendance rule  
from 2023-08-01 to 2023-12-31

Sl No	Subject Name	Number of Attended Hour (Duty Leave Hours Included)	Total Hour	Duty Leave Hours	Attendance Percentage	Attendance Percentage in Class
1	INDUSTRIAL SAFETY ENGINEERING (MCN401)	58	67	6	86.57%	77.61%
2	ARTIFICIAL INTELLIGENCE (CST401)	59	67	2	88.06%	85.07%
3	MACHINE LEARNING (CST413)	51	57	10	89.47%	71.93%
4	COMPILER LAB (CSL411)	33	39	0	84.62%	84.62%
5	SEMINAR (CSQ413)	45	48	0	93.75%	93.75%
6	PROJECT PHASE I (CSD415)	70	73	0	95.89%	95.89%
7	NATURAL DISASTERS AND MITIGATION (CET445)	43	49	2	87.76%	83.67%
<b>Total</b>		<b>359</b>	<b>400</b>	<b>20</b>	<b>89.75%</b>	<b>84.75%</b>

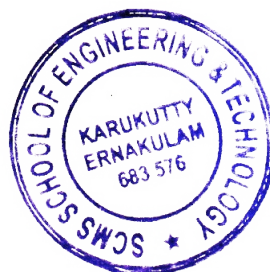
## Assignment marks section


Semester :  
S7

Assignment 1		
Subject	Mark	Max. Marks
CST413-MACHINE LEARNING	15	15.00

Assignment 2		
Subject	Mark	Max. Marks
CST413-MACHINE LEARNING	15	15.00



  
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## Grievance form

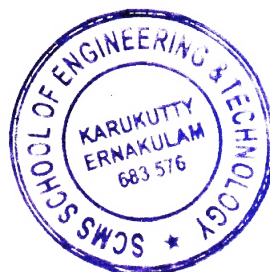
The screenshot shows a web browser window with the URL `sset.linways.com/student/student.php?menu=grievance&action=sendGrievance`. The page header includes the school name and navigation links for Home, My performance, Documents, and My Library. On the left, a user profile menu is visible, with 'Grievance' selected and 'Send Messages' highlighted. The main content area is titled 'SEND MESSAGE' and contains a form with the following fields:

- To:** A dropdown menu currently showing 'HOD'.
- Subject:** An empty text input field.
- Message:** A large text area for writing the message.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom right of the message area.

## College evaluation section

The screenshot shows a web browser window with the URL `sset.linways.com/student/student.php?menu=evaluation&action=eval`. The page header is identical to the previous screenshot. The left sidebar menu has 'Evaluation' selected, with 'College Evaluation' highlighted. The main content area is titled 'EVALUATIONS' and contains an 'EVALUATION LIST' table.

Sl.No.	Evaluation Name	Evaluate
1	S7- B.Tech - College Feedback- AY2023-24	COMPLETED
2	S7 B.Tech Student Satisfaction Survey 2023	COMPLETED
3	S6- B.Tech - College Feedback- AY2022-23	COMPLETED
4	S5- B.Tech - College Feedback-End Semester - AY2022-23	COMPLETED
5	S5- B.Tech - College Feedback - AY2022-23	COMPLETED
6	S4- B.Tech - College Feedback - AY2021-22	COMPLETED



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# All Subjects

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Assignment Mark  
My Performance  
University Results  
Hostel & Transport  
Message box (0)  
Grievance  
Rules and Regulations  
Committee  
Evaluation  
Job  
Feedback

NOTIFICATIONS

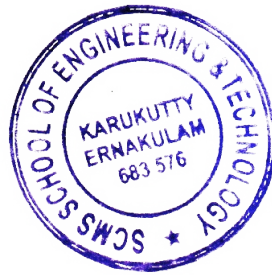
Assignments Announcements From Tutor Exams

BATCH: CSE2020-I, S7

Calendar Timetable **Subjects** Attendance

Semester: S7

CET445 (Mr. DEERAJ A. D.)	CSD415 (Dr. Manish T.I.)	CSL411 (SINDHYA K NAMBIAAR)	CSQ413 (Dr. Manish T.I.)	CST401 (Dr. ARSHEY M.)	CST413 (BINU JOHN)
MCN401 (Ms. Surya S G.)	TUTOR (Dr. SONAL AYYAPPAN)	TUTOR (SINDHYA K NAMBIAAR)			



*[Handwritten Signature]*  
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