

Mechanism to Deal with Internal & External Grievances

There is complete transparency and efficiency in the internal assessment. Awareness of evaluation and assessment system in the orientation program: The students are made aware of the internal evaluation processes.

Grievances related to name correction, DOB Correction, Grade change in Mark sheet, issue of duplicate mark sheet, results, and other certificates are handled at the Internal and External levels as per the requirement:

1. Redressal of grievances at the Internal/Institute level:

- Departmental/Faculty Level: The continuous evaluation of students is carried out by faculty with theory lectures, presentations, role plays, quizzes, assignments, and midterm tests. The midterm marks are allotted based on the course outcome-based question paper. Query if any is discussed with faculty and HOD.
- College Level: The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the Senior Supervisor along with the Director.

2. Redressal of grievances at the External/University level:

The queries related to University examinations or documents issued by the university are handled at the University examination section after forwarding such queries through the institute's examination section.

