

2.5.2 Supporting Documents

The institute does have a standard operating procedure for grievances related to internal assessment. At the initial stage, evaluated answer sheets are shown to the students to maintain transparency in internal assessment. This practice helps eliminate chances of student's grievances in the initial stage only. Students can discuss with subject teachers the evaluation of the answer sheet. Subject teachers primarily settle the student grievances regarding internal assessment. This mechanism helps in bringing transparency in the overall internal assessment. Institute have also designed a system for the redressal of grievances related to internal examinations under which students have to fill up a grievance redressal form and submit it to the department level exam committee. The departmental examination committee considers it and sort out the grievances.

Flow chart showing mechanism for Grievances Redressal related to internal assessment

