



1	Introduction
	The purpose of this policy is to establish a mechanism to deal with internal examination related grievances in a transparent, time-bound, and efficient manner.
2	The policy
	To address any student grievance pertaining to the internal assessments the following flow of action shall be followed. <ol style="list-style-type: none">1. Aggrieved students must approach the faculty with the "internal exam grievance redressal form" and try to solve the discrepancy.2. If not satisfied with the above step, the student should give a written request to the HOD through the course leader.3. HOD based on the merit of the case, asks for details from the faculty concerned.4. If satisfied with the response from the faculty, HoD informs his/her decision to the aggrieved student.5. If the student is not happy with the solution, he approaches the Principal through the HOD. (Such transactions must be recorded at the department level)6. If the Principal receives the case, he will constitute a subject/course expert committee to look into the matter.7. The committee must submit an inquiry report to the Principal.8. Principal conveys the decision to the aggrieved student.9. If the student is still aggrieved, he/she must approach the college-level grievance committee (which is headed by the Principal).10. The grievance committee gives recommendations based on the facts.11. The Principal conveys the decision of the committee to the aggrieved student.12. If the student is still not satisfied, he may go to the KTU Ombudsman.
3	Related information
	NIL
4	Annexure
	Internal exam grievance redressal form

Signature of the policy approving authority	 Principal	27/10/2022 Date of approval
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INTERNAL EXAM GRIEVANCE REDRESSAL FORM

Name of the student:

Register No:

Branch:

Semester:

Internal assessment number:

Name of the course with code:

Name of the faculty handling the course:

Details of grievance

Sl. No	Nature of grievance	Details			Comments of the faculty with signature
		Marks awarded	Expected marks		
1	Mark counting mistake				
2	Unvalued answer	Question No			
3	Expecting more marks	Question No	Marks awarded	Expected marks	
4	Others	Specify			

If the student is satisfied with the decision, then he/she must return a signed copy of the form to the faculty.

Declaration: I accept the decision of the faculty.

Signature of the student with date

If the student is not satisfied with the decision of the faculty, then he/she must submit the form to the concerned HoD.