



Smt Radhabai Sarada Arts, Commerce and Science College

Anjangaon Surji

Internal Assessment Grievance Redressal – A Policy Document

Both Internal and External Assessment carries great importance for the evaluation of students' end semester performance. Grievances associated with the internal assessment are handled by Grievance and Redressal Committee at the college level. The Grievance and Redressal Committee is constituted under the chairmanship of the Principal to look into the matter and appropriate measures are taken sensibly, transparently and within the stipulated time limit. College follows the guidelines laid down by Sant Gadge Baba Amravati University Amravati for redressal of grievances. Grievance and Redressal Committee works under the following mechanism:

- Filling **The Grievance Redressal Form for Internal Assessment** is a must to register the grievance on student's part.
- The grievances regarding internal practical examinations are resolved immediately by the concerned teachers and HODs of the various departments.
- Internal Examination answer sheets are shown to the students after the assessment by the concerned subject teachers for further clarification of the students.
- Internal examination marks of various subjects are filled and submitted through Online Portal of the University by the Login Id of the concerned subject teachers.
- Proper communication with the University Examination Officials should be made in order to sort out any query related to Online Portal Marks Entry.
- Evidence of Portal Marks Sheet should be provided in case of requirement.

Enclosure: The Grievance Redressal Form for Internal Assessment.

Dr Bashisth Choubey
Principal



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Grievance Redressal Form

Name of the Student :	
Class :	
Subject (Paper) :	
Email Id :	
Contact Number:	

Grievance:

Date:

Signature of the Student

Action taken by the HOD/ Teacher in Charge:

Date:

Signature of HOD/ Teacher in Charge:

Principal's Remark:

Principal