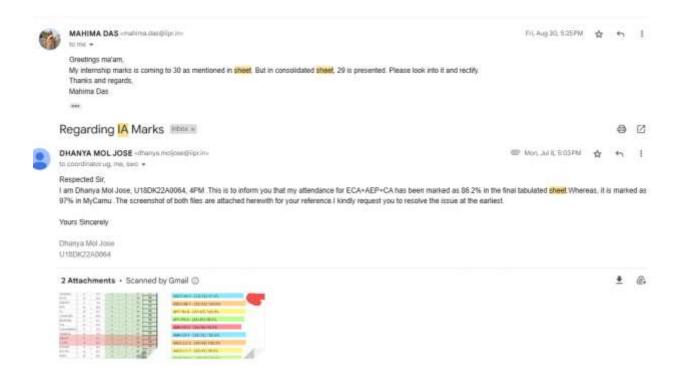


The entire process of Internal Examination is transparent to students. The process, criteria and marks of each component are displayed to students through ERP Platform, Camu and Google Spreadsheet. It is ensured by the teachers as well as the coordinators to address all kinds of Internal examination-related grievances from the side of students by email.

IA grievance redressal process is accommodating in various levels. The first point of contact is always the subject teachers and they are addressing the issues related to IA from their end. If it is not sorted it will be escalated to the class teacher, followed by the coordinator of examinations. The necessary steps

Email correspondence related to grievance redressal (if any)







Training programs for teachers/students (if any)

The training on Internal examination and related process were conducted during the various faculty meetings.

Nature of Training Program	Date & Tiem	Content/Agenda of Program
Offline Faculty Meeting	11-10-2023, 1:10 pm - 2:00 pm	IA Process
Offline Faculty Meeting	05-12-2023, 1:10 pm - 2:00 pm	Conduction of Pre-final Examination and Evaluation