

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

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)

MAHIMA DAS <mahima.das@ipr.in> Fri, Aug 30, 5:25PM

to me

Greetings ma'am,
My internship marks is coming to 30 as mentioned in **sheet**. But in consolidated **sheet**, 29 is presented. Please look into it and rectify.
Thanks and regards,
Mahima Das

xxx

Regarding IA Marks inbox

DHANYA MOL JOSE <dhanya.moljose@ipr.in> Mon, Jul 18, 5:03PM

to coordinator.ug, me, dew

Respected Sir,
I am Dhanya Mol Jose, U18DK22A0064, 4PM. This is to inform you that my attendance for ECA+AEP+CA has been marked as 86.2% in the final tabulated **sheet**. Whereas, it is marked as 97% in MyCamu. The screenshot of both files are attached herewith for your reference. I kindly request you to resolve the issue at the earliest.

Yours Sincerely

Dhanya Mol Jose
U18DK22A0064

2 Attachments • Scanned by Gmail




IA Marks Query



Shivangi Mehrotra 23MCP048 -shivangi.mehrotra@iipr.in-
to: Suritha, anu.annapious, zarine.asterimmanuel, me, nethravathi

Fri, Aug 30, 5:33 PM

Good evening teachers, this is in regards with my OLRM IA Marks where my total marks are not put out of 30 in the sheet can you please look into it.

Thanking you
 Yours sincerely
 Shivangi Mehrotra
 2MPC

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 & Time	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