# Mechanism to Deal with Internal Examination Related Grievances is Transparent, Time-Bound, and Efficient

The institution has established a well-defined, transparent, and efficient mechanism to address internal examination-related grievances of students. The system ensures fairness, accountability, and timely resolution of complaints in accordance with institutional policies and academic regulations.

**1. Transparency in Grievance Redressed**

The grievance mechanism is transparent through:

- Clear communication of internal examination procedures and evaluation criteria to students.
- Display of marks, answer scripts, and feedback after assessments.
- Open access for students to verify their performance and seek clarification.
- Well-defined grievance submission procedures communicated through notice boards and institutional website.

**2. Grievance Redressal Process**

Students can submit their examination-related grievances through:

- Department-level grievance register or online grievance portal.
- Direct submission to faculty members or class mentors.
- Escalation to the Examination Cell or Internal Complaints/Academic Committee if require

The grievances may include issues such as:

- Errors in evaluation or totalling of marks.
- Non-receipt or delay in marks entry.
- Clarification regarding assessment criteria.
- Attendance or internal marks discrepancies.

**3. Time-Bound Resolution**

The institution ensures timely resolution of grievances by:

- Setting predefined timelines for grievance submission and resolution.
- Immediate acknowledgment of complaints by concerned departments.
- Resolution of minor issues within a short stipulated period.
- Escalation of unresolved cases to higher authorities for prompt action.
- Regular monitoring by IQAC and academic monitoring committees.

The institution's grievance redressal mechanism for internal examinations is structured, transparent, time-bound, and efficient. It ensures fair evaluation practices and contributes to maintaining academic integrity and student confidence in the assessment system.

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