

## 2.5.2 Supporting Documents

Our institute do have a standard procedure for the grievances in the internal assessment. The evaluated answer sheets are shown to the students to bring out the discrepancies, if any. This practice helps to sort out the student's grievances. Students can discuss with the subject teachers about the evaluation of the answer sheet. Subject teacher's initially settles the student's grievances regarding internal assessment. Still if Student is not satisfied, can approach to the Head of the department. A separate institute level examination committee is formed to maintain the transparency in the evaluation system. This mechanism helps in bringing transparency in the overall internal assessment. Institute have also designed a system for the redressal of grievances related to internal examination under which student had to fill up the Grievance Redressal Form and submit it to the departmental examination committee. Departmental examination committee considers it and sort out the grievance.

### Flow chart showing mechanism for Redressal of Credit test answer sheet at institute level

