

## **MECHANISM TO ADDRESS INTERNAL ASSESSMENT GREVEANCES**

### **GOVERNMENT COLLEGE KARIAVATTOM**

The institution follows a 3 -tier grievance mechanism related to internal marks distribution for all the students. As soon as the University declares the date for uploading continuous assessment(CA) marks, the concerned faculties will prepare internals as per the rules and will be shown to the students. If any grievances raised by a student, they can approach the concerned faculty (Tier-1) directly and resolve the issue. If the problem persists, they can write a complaint to the Department Level Monitoring Committee (Tier-2). The concerned HOD will schedule a DLMC meeting with the faculties, solve the problem and record in the DLMC minutes. If the grievance fails to solve, the student can approach the College Level Monitoring Committee (CLMC Tier-3). The CLMC convenor will schedule an emergency meeting with all CLMC members under the chair of Principal, discuss and takes decision on the concern of the student and will be recorded in the CLMC minutes. If corrected, the internal marks will be uploaded by the faculty-incharge level, verified by the HOD and forwarded to university by the principal. Hard copy of the consolidated final marksheet will be signed by every student, filed in DLMC and copy will be sent to university.

### **INTERNAL ASSESSMENT GRIEVANCE REDRESSAL STRUCTURE**

