### Chikkanna Government Arts College, Tirupur-641 602

#### 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, timebound and efficient

Students are given ample opportunities to express their grievances over their internal marks. These opportunities include:

- 1. Expression of their concern to the respective course teacher immediately after the evaluation of each test
- 2. Opportunity to take-up a retest or re-submission of assignments for improvement in the scores
- 3. Students are given absolute freedom to report their grievances to the Heads of the Departments
- 4. Internal marks are finalized only after obtaining the agreement of students on their scores.



DEFINITIAL PRINCIPAL Chikkanna Govt. Arts College Tirupur

### Sample Grievance Form

# Chikkanna Government Arts College, Tirupur - 641 602

Grievance Cell

### Application for Request / Grievances / Complaints / Feedback

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1	Name of the applicant	
2	Class and Roll No.	
3	Phone Number	
4	Date of application	1
5	Name of the Father / Mother	
6	Name of the Tutor	
7	Objective of the Application	Request / Complaint / Grievance
8		
9	Signature of the Applicant	
<b>9</b>	Signature of the Applicant Signature of the Tutor	
•		
10	Signature of the Tutor	pliant submits any complaint or grievance)
10	Signature of the Tutor Signature of the Head of the Department	diant submits any complaint or grievance)
10	Signature of the Tutor Signature of the Head of the Department (For the use of the Grievance Cell if the app	oliant submits any complaint or grievance)
10 11 1 2	Signature of the Tutor Signature of the Head of the Department (For the use of the Grievance Cell if the app Date of the scrutiny of the Application	oliant submits any complaint or grievance)
10 11 1 2 3	Signature of the Tutor Signature of the Head of the Department (For the use of the Grievance Cell if the app Date of the scrutiny of the Application Date of the enquiry made	pliant submits any complaint or grievance) Satisfactory / Not satisfactory
10	Signature of the Tutor Signature of the Head of the Department (For the use of the Grievance Cell if the app Date of the scrutiny of the Application Date of the enquiry made Action taken: Response of the applicant after the	

**Sample Permission Letter** 

Permission letter.

Timppon. 01.05.2022.

From! 8. Baroth (1921EDOIT) 111 BO History Department of History Chikkanna Gournant duts college Timper. 70: The Ited of Department History. Chikkenno Government Strifs College Tiroppor. Sub: pormission for re-examination. Respected Sir, Jam Benoth; Jam not able to etted the II. istornal ansasmont exam as I went to NSS Camp is our college harbeen 23.04.2022 to 29.04.222 · 20 Irequest you to give me a pormissions to remote the CIA examination.

Thenking . you.

HOD HIM ESPAR MENT OF HISTORY TRUNA CUI COL

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## CHIKKANNA GOVERNMENT ARTS COLLEGE, TIRUPPUR DEPARTMENT OF HISTORY

### **Internal Assessment**

III BA History - APRIL 2022 (VI - sem)

**Fitle of the paper:** 

for Civil Service Exerninations History Applied

Paper code:

63C

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