

**NANJIL CATHOLIC COLLEGE OF ARTS
AND SCIENCE
KALIYAKKA VILAI**

**INTERNAL MARKS GRIEVANCE
COMMITTEE**

Nanjil Catholic College of Arts and Science
Kaliyakkavilai- 629153, Kanyakumari District, Tamil Nadu

Internal Marks Grievance Committee

08-08-2021

Dear students,

It is informed that the college has an Internal Marks Grievance Committee and the members of the committee are as follows:

Dr. C. Arul Mary Thangam (HOD of Commerce)	Convenor
Dr .S.Thankam (HOD of Tamil)	Member
Dr.R .Murali (HOD of Chemistry)	Member
Mrs . Abhilash Sam Paulstine (HOD of Cmputer.Science)	Member
Dr.M. Sini Margret (HOD of Zoology)	Member

Students if you are not satisfied with the internal marks awarded by the teachers you are asked to approach the teacher concerned and the Department Head. In case of failure, students are asked to report the matter to anyone of the committee members immediately without delay.

We will take the necessary action in this regard.

With regards,


8/8/2021
(Convenor)


PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai, Kanyakumari District-629153

Internal Marks Grievance Committee

16-08-2021

Circular

The Internal Marks Grievance Committee is to be held on 19-08-2021 at 11.30 a.m in the Library to discuss the agenda mentioned below.

Agenda:

1. Valued answer scripts submission date.
2. Date of display of I internal mark list.
3. Date of approaching the grievance committee

Members

1. Dr.C.Arul Mary Thangam
2. Dr.S.Thangam
3. Dr.R Murali
4. Dr.M.Sini Margret
5. Mr. Abhilash Sam Paulstine K.C.

Signature

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18/8/21
M. L
R. S. P
[Handwritten signature]
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A. [Handwritten signature]
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.





NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI, KANYAKUMAI DISTRICT-629153

Internal Marks Grievance 2021-2022

Minutes

Venue : Library

Date: 19/08/2021

Time :11.30 am

Nanjil Catholic College of Arts and Science, Kaliyakkavilai Internal Marks Grievance Cell attempts to address genuine problems and complaints of students whatever be the nature of the problem. Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks.

Members Present

Dr.C. Arul Mary Thangam

Dr.S. Thangam

Dr. R.Murali

Dr. M. Sini Margaret

Mr. K.C Abilah Sam Paulton

Student Representatives

Mr.Analin Shajen, III BA English A2

Ms. S. Shalini II Msc Physics

The Meeting is presiding by the convenor. The members are informed about the importance of assessing the internal Marks. They are instructed to insist the colleagues about evaluating of Papers. The student's representatives are informed to be get allotted to getting information from the students about the grievances on Internal Marks. It is decided to display a circular in the main notice board about approaching the grievance cell and giving awareness about the cell. The meeting came to an end by a prayer by Dr. M. Sini Margaret.


Signature of the Convenor


Signature of the Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153





NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI, KANYAKUMAI DISTRICT-629153

Internal Marks Grievance 2021-2022

Report



Nanjil Catholic College of Arts and Science, Kaliyakkavilai has a well structured and dynamic internal examination grievance cell, linking the students with the faculty in the continuous evaluation process. If any grievance occurs it will be immediately considered and redressed.

Following mechanism is set to deal with examination related different grievances.

OBJECTIVES:

- Monitor the internal examination assessment.
- Solve the student's grievances related to Internal Marks.
- Emphasize on prevention of errors in assessing the Internal Marks
- Instilling feeling of confidence and security.
- Ensuring that the college is sensitive to the needs/ problems of student community.

There is complete transparency in the internal assessment. It monitors internal evaluation process. The student's grievances related to internal examination are solved by committee. An application is to be submitted by the student to the Internal Marks Grievance explaining their grievance. The examination cell on going through the application forward it to the Principal. The Principal in consultation with committee, solve the grievance and make the remark. The process is completely transparent and it deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of college.

The students are given opportunity to redress their grievances concerning internal marks if any. It also intervenes and seek opinion of another course teacher. The grievances are resolved by analysing performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his/ her presence. Any corrections in the total of marks or assessment of answer are immediately done by the faculty members.

Students are satisfied with the mark which was provided by the concern teacher. In this academic year 2021-2022 they never approached in this cell for any Internal marks grievances.


Signature of the Convenor




Signature of the Principal
PRINCIPAL
Vanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153