** Office of the Principal**

**Altaf Memorial Govt. Degree College, Kilam, Kashmir**

**NAAC Accredited**

**Cell No: 9419040661 Tele/Fax: 01931-294562 Email:** **principalgdckilam@gmail.com**

**Circular**

**Sub:** Internal Assessment Grievance for the Academic Session 2023.

**Ref: No.** AMGDCK/Circular/IAF/22/2076 Dated:12-02-2022

In continuation to the circular cited above, this is for the information of all the concerned students of the college who, after collecting their feedback and zerox or pdf (soft copy) of evaluated answer scripts/assignments from the concerned HODs/teachers feel unsatisfied with the awards/marks obtained in the assessment, can submit the application form on the prescribed format (copy enclosed) and put the same in the **Grievance/Complaint Box** of the college within ten days from the announcement of the results. The **Convener of the Grievance and Redressal Committee** is also hereby informed to redress the grievance genuinely within one week from the reception of the grievance. Further, the convener/committee shall keep the credential of the student confidential, wherever the student wishes so.

**Principal**

No. AMGDCK/Circular/IAG/22/2095

Dated:19-02-2022

Copy to:

1. IQAC Coordinator.
2. Convener Grievance and Redressal.
3. Convener Website committee for upload on the college website
4. Office file for records

**Altaf Memorial Govt. Degree College, Kilam.**

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**GRIEVANCE /REVALUATION FORM FOR INTERNAL EXAMINATIONS**

Class/Examination Enrolment No…………………… Date: ……………………………..

University Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UG examination of Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Assessment/internal examination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Session \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Declaration of Result\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Reception of Feedback/zerox of answer script \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marks obtained (as in results/feedback status)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Max. Marks\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason of Grievance/revaluation of assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you wish your credential be kept confidential \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Yes/No)

**I solemnly declare that the above particulars are correct to the best of my knowledge and in case any discrepancy found I shall be personally for the consequences.**

**Signature of the candidate**