

BSW

MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

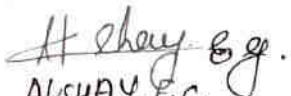
DATE	GRIEVANCE	COMPLAINTS
03/08/2022	Mistake in calculation of internal marks published	AKSHAY E G

ACTION TAKEN

Rechecked the progress report and attendance of the student who registered the grievance and from this H.O.D. found out that it was mistake happened while entering the marks. H.O.D. immediately instructed the concerned subject teacher to publish new internal mark reflecting the change.


Head of the department

SIGNATURES


AKSHAY E.G.
Complaints

BTTM

MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
15-12-2021	I sem Business statistics and Information Technology I Improvement of the internal mark.	Suftyan - Akbar
<p style="text-align: center;">ACTION TAKEN</p> <p style="text-align: center;">Retest has taken and be marks improved.</p>		

SIGNATURES

Head of the department



Complaints



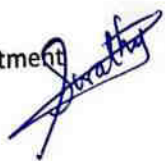
MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
18-12-2021	I sem Principles and practices of Tourism Counting mistake in the Internal mark sheet.	Akshay chandran M.V
ACTION TAKEN Recounted and rectified mistake.		

SIGNATURES

Head of the department



Complaints



COMMERCE

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANTS NAME
12/21	1 st Mcam - Got less marks than deserved	Sreedakshmi Sudhakaran

ACTION TAKEN

Revalued paper and corrected marks accordingly.

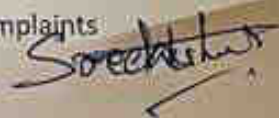
SIGNATURES

Head of the department

Haridas .k .



Complaints



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS- Name
11/1/21	4 th sem B.1om - Counting mistake done in the answer paper Corporate Regulation.	Aneem

ACTION TAKEN

Recourted and corrected

Head of the department

Haidas.k.

SIGNATURES



Complaints



COMPUTER APPLICATIONS

To
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI
FROM

Respected madam,

I AM SHAENA K from 3rd (semester) BCA studying in
Mar Dionysious college. I have not attended to the Internal/ class test/Audit
course/Mock viva 10/11/2021 (Date) because of
health issue (mention the reason for leave).

I would like to seek for apology for not attending the Internal/class test/Audit
course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam. I
expect your kind response at the earliest.

Shaena
Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

student is permitted to write the re-test

Leena
HOD of Computer Application

To

HEAD OF THE DEPARTMENT

DEPARTMENT OF COMPUTER APPLICATION

MAR DIONYSIOUS COLLEGE, PAZHANJI FROM

Respected madam,

I AM SHAENA K from 3rd

(semester) BCA studying in

Mar Dionysious college I have not attended to the Internal/ class test/Audit course/pok viva.../20.2/(Date) because of path \$5.54.6...

(mention the reason for leave).

I would like to seek for apology for not attending the Internal/class test/Audit course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam I expect your kind response at the earliest.

Sheface

Signature of student

Signature of Class teacher

dent is

ACTION TAKEN BY THE HOD

permilled

to write the re-test

Leena.

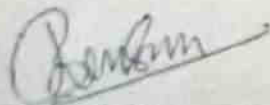
HOD of Computer Application

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
16/9/2021	Options given to Multiple choice is not proper.	Confusing question option given to the Multiple choice question was confusing

ACTION TAKEN: option given to the Multiple choice changed.



Signature of Head of Department:



Signature of Student:

DATE

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

INTERNAL GRIVANCE REDRESSAL FORM

GRIEVANCE

COMPLAINTS

16/9/2021

to Multiple. Choice, is not proper.

Options given Confusing question

Option given

to he Multiple

choice question.

was confusing

ACTION TAKEN:

changed.

option given to the Multiple choice

Signature of Head of Department:


Signature of Student:

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
14/9/2021	less mark is given for essay question.	Raise the complaint against Mark given to essay question.

ACTION TAKEN: Re valuated the answer sheet.


Signature of Head of Department:


Signature of Student:

MAR DIONYSIOUS COLLEGE, PAZHANJ-680542

INTERNAL GRIVANCE REDRESSAL FORM

GRIEVANCE

COMPLAINTS

less mark

Raise the

is given complaint against essay. Mark given to question essay question

4/9/2021

for

ACTION TAKEN: Re Valuated the answer sheet.

Signature of Head of Department:


Signature of Student

To
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI
FROM

Respected madam,
I AM JISMI.M.I from 5th (semester) BCA studying in
Mar Dionysious college. I have not attended to the Internal/ class test/Audit
course/~~Mock viva~~ 10/9/2021 (Date) because of
FEVER (mention the reason for leave).

I would like to seek for apology for not attending the Internal/class test/Audit
course/~~Mock viva~~.

I request you to kindly accept this letter as a request to write retest of this exam. I
expect your kind response at the earliest.


Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

Students is Permitted to write the re-test.

Leena
HOD of Computer Application

To

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI

FROM

Respected madam,

IAM JISMI MJ from.

5th

(semester) BCA studying in

Mar Dionysious college I have not attended to the Internal/ class test/Audit course/Mock-viva 10/9/2021 (Date) because of

tever...

(mention the reason for leave).

I would like to seek for apology for not attending the Internal/class-test/Audit course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam .I expect your kind response at the earliest.

Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

Student is Permitted to write the re-test.

Leena.

HOD of Computer Applete

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
19-9-2021	one question not checked	one question in the answer sheet found to be not checked.

ACTION TAKEN:

Revalued the question (paper checked)


Signature of Head of Department:


Signature of Student:


DATE

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

INTERNAL GRIVANCE REDRESSAL FORM

19-9-2021

GRIEVANCE

COMPLAINTS

One question one question

not checked in the answer

Sheet found.

to be not checked.

ACTION TAKEN:

Revalued the question paper checked)

Signature of Head of Department:

Jyica

Signature of Student:


Short

To
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI
FROM

Respected madam,
I AM ASWIN P from 6th (semester) BCA studying in
Mar Dionysious college . I have not attended to the Internal/ class test/Audit
course/Mock viva 11-1-2021 (Date) because of
HEALTH ISSUE (mention the reason for leave).

I would like to seek for apology for not attending the Internal/class test/Audit
course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam . I
expect your kind response at the earliest.


Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

Student is permitted to write the
retest .

Lena
HOD of Computer Application

To

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI
FROM

Respected madam,

IAM.....

ASWIN P...from

th

(semester) BCA studying in

Mar Dionysious college I have not attended to the Internal/ class test/Audit course/Mock viva 11-1-2021 (Date)

HEALTH ISSUE..

because of

(mention the reason for leave).

I would like to seek for apology for not attending the Internal/class-test/Audit course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam I expect your kind response at the earliest.

Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

Student is permitted to

he test

Leena

write the

HOD of Computer Application

To
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMPUTER APPLICATION
MAR DIONYSIOUS COLLEGE, PAZHANJI
FROM

Respected madam,

I AM AJITH R from 4th (semester) BCA studying in

Mar Dionysious college .I have not attended to the Internal/ class test/Audit
course/Mock viva .8-3-22 (Date) because of
..... Family issue (mention the reason for leave)

I would like to seek for apology for not attending the Internal/class test/Audit
course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam . I
expect your kind response at the earliest.

Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

Student is permitted to write the re-test.

Leena.
HOD of Computer Application

To

HEAD OF THE DEPARTMENT

DEPARTMENT OF COMPUTER APPLICATION

MAR DIONYSIOUS COLLEGE, PAZHANJI

FROM

Respected madam,

I AM

AJITH R from

1th

(semester) BCA studying in

Mar Dionysious college .I have not attended to the Internal/ class-test/Audit course/Mock viva 8.3.2.2 (Date) because of

.Family...issue...

(mention the reason for leave)

I would like to seek for apology for not attending the Internal/class test/Audit course/Mock viva.

I request you to kindly accept this letter as a request to write retest of this exam 1 expect your kind response at the earliest.

Signature of student

Signature of Class teacher

ACTION TAKEN BY THE HOD

is Permitted to write the re-test.

Student is

Leena.

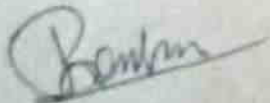
HOD of Computer Appl

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

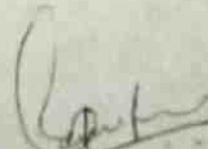
INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
12/9/2021	Error in tabulation	An Error is noted in the total mark of the student.

ACTION TAKEN: Re tabulated the Answer sheet.



Signature of Head of Department:



Signature of Student:

INTERNAL GRIVANCE REDRESSAL FORM

DATE

GRIEVANCE

COMPLAINTS

An Error is
noted in the total

12/9/2021

Error in tabulation

Mark of the student.

ACTION TAKEN: Re tabulaled the Answer sheet

Signature of Head of Department:

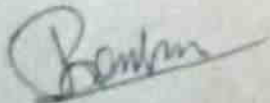
Signature of Student:

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

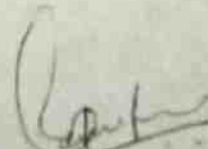
INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
12/9/2021	Error in tabulation	An Error is noted in the total mark of the student.

ACTION TAKEN: Re tabulated the Answer sheet.



Signature of Head of Department:



Signature of Student:

INTERNAL GRIVANCE REDRESSAL FORM

DATE

GRIEVANCE

COMPLAINTS

An Error is

noted in the total

12/9/2021

Error in tabulation

Mark of the student.

ACTION TAKEN: Re tabulaled the Answer sheet

Signature of Head of Department:

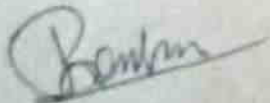
Signature of Student:

MAR DIONYSIOUS COLLEGE, PAZHANJI-680542

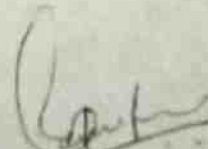
INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
12/9/2021	Error in tabulation	An Error is noted in the total mark of the student.

ACTION TAKEN: Re tabulated the Answer sheet.



Signature of Head of Department:



Signature of Student:

INTERNAL GRIVANCE REDRESSAL FORM

DATE

GRIEVANCE

COMPLAINTS

An Error is

noted in the total

12/9/2021

Error in tabulation

Mark of the student.

ACTION TAKEN: Re tabulaled the Answer sheet

Signature of Head of Department:

Signature of Student:

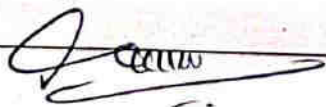
ECONOMICS

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
23-12-21	I was unable to attend the internal exam scheduled on 21/12/2021 because of stomach pain. So kindly request you to give a chance to write the exam in another date.	Kavya.MR

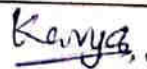
ACTION TAKEN

Re scheduled exam



Head of the department

SIGNATURES



Complaints

MAR DIONYSIUS COLLEGE, PAZHANJI-680542


INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
29/03/22	<p>28/3/2022 ന് നടന്നിരുന്ന ഇന്റർനാഷണൽ എൽസാൾ നേഴ്സ് ഓഗ്രൂപ്പിന് സാധിച്ചിരുന്നതിനാൽ ഉൾപറഞ്ഞ ഭവനത്തിൽ exam ഉദ്ദേശ്യ ഭവനം ഓഗ്രൂപ്പിന് നന്നായിരിക്കണമെന്നും നൽകാവുന്നതും</p>	<p>ഉദ്ദേശ്യ ഭവനം</p>

ACTION TAKEN

~~28/3~~

Conduct. Retest

Head of the department 

SIGNATURES


Complaints

MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
26-10-21	<p>I am very sick for the last two days and I am unable to attend the exam due to weakness. I request you to give me a favour with an alternate solution so that I could not miss the promotion to the next class. I will be please give me an another chance to re-write the exams, on an another day.</p>	<p>Jimmy</p>
<p style="text-align: center;">ACTION TAKEN</p> <p style="text-align: center;">Conduct a alternative exam</p>		

Head of the department

[Signature]

SIGNATURES

[Signature]

Jimmy
Complaints

ENGLISH

DEPARTMENT OF ENGLISH

Grievances received during 2021-22 related to internal/external examination

Sl no	Name of the complainant	Class	Date	Type of exam Internal/e xternal	Summary of Grievance	Nature of Grievance	Status of Grievance	Action Taken
1	M.K.Shreya	I ENG	11/12/21	Internal	Got less marks than deserving	Written	Resolved	Revalued and better marks were awarded
2	Amrutha Haridas	III ENG	21/10/21	Internal	Couldn't attend online exam	Written	Resolved	Conducted retest
3	Sibika	II ENG	28/11/21	Internal	Couldn't submit answer sheets on time due to phone issues	Written	Resolved	Extended the deadline for submission
4	Aparna Dinesh	II ENG	28/11/21	Internal	Unable to attend 2 nd sem internal exam due to Covid 19	Written	Resolved	Conducted retest
5	Silpa P V	II ENG	28/11/21	Internal	Request on retest due to illness	Written	Resolved	Conducted retest
6	Rabeeha	I ENG	06/01/22	Internal	Request for extension of deadline for submission of assignment	Written	Resolved	Extended the time for submission
7	Gayathri S	III ENG	19/01/22	Internal	Request for retest due to less marks received	Written	Resolved	Conducted retest

8	V.S.Akhil	III ENG	24/02/22	Internal	Request for conducting a second seminar	Written	Resolved	Conducted a second seminar
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INTERNAL GRIEVANCE REDRESSAL FORM

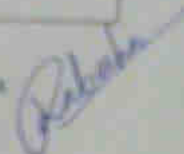
DATE	GRIEVANCE	COMPLAINTS
6.1.22	I Eng - Request for extension of deadline for submission of Assignment	Rabeeha
ACTION TAKEN		
extended the time for submission		

Head of the department



SIGNATURES

Complains



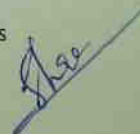
INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
11.12.21	I Eng Got less marks than deserving	M.K. Shazya
ACTION TAKEN		
Revalued and better marks were awarded.		

SIGNATURES

Head of the department

Complaints



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
19.1.22	III Eng - Request for Re-test due to less marks received.	Grayathri.S
ACTION TAKEN		
conducted Re-test.		

Head of the department



Complaints



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
21-10-21	III-Eng couldn't attend online exam	Amrutha Haridas
ACTION TAKEN conducted Retest		

SIGNATURES

Head of the department



Complaints



MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

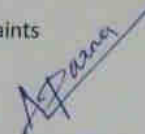
DATE	GRIEVANCE	COMPLAINTS
28.11.21	II Eng - Unable to attend II sem Internal exam due to Covid 19	Aparna Dinesh
ACTION TAKEN		
conducted Retest.		

SIGNATURES

Head of the department



Complaints



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
28.11.21	11 Eng - couldn't submit answer sheets on time due to phone issues.	Sibika
ACTION TAKEN		
Extended the deadline for submission		

SIGNATURES

Head of the department



Complaints



INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
28.11.21	11 Eng - Request on Re-test due to illness.	Silpa P.V
ACTION TAKEN		
Conducted Retest		

SIGNATURES

Head of the department



Complaints



MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
24.2.22	III Eng - Request for conducting a second seminar.	V.S Akhil
ACTION TAKEN		
conducted a second seminar		

SIGNATURES

Head of the department



Complaints



MANAGEMENT STUDIES

MAR DIONYSIUS COLLEGE, PAZHANJI-680542

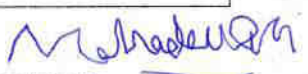
INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
23/3/2022	Not attended 1 st Sem Internal Exams due to fever	Mahadevan
ACTION TAKEN		
28/3/2022 Conducted re-exams		

SIGNATURES

Head of the department




Complaints

Mahadevan

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
22/2	cannot attend 4 th sem internal exams	Suresh Babu.

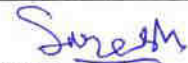
ACTION TAKEN

conducted re exams for the
same.



Head of the department

SIGNATURES



Complaints

Suresh Babu.

MAR DIONYSIUS COLLEGE, PAZHANJI-680542

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
30-03-2022	I was absent on 30-03-22. So I could not write add on course exam	Anas Abdul Nasir

ACTION TAKEN	
31-03-22	Conducted re-exam

Head of the department


SIGNATURES

Complaints

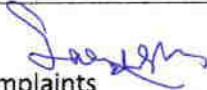
Anas Abdul Nasir

INTERNAL GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
16/2/22	Do not attend 1 st sem audit course exam.	Suresh Babu.
ACTION TAKEN conducted a test on 22/2/22.		


Head of the department

SIGNATURES


Complaints
Suresh Babu.

MATHEMATICS

From

Bagya K L

IIIrd BSc Mathematics

To

HOD

Maths Department

MD College, Pazhanji

Respected Mam,

I wrote this letter to extend the date of

internal examination. We don't get enough time to study.

properly. It will be very difficult for all of us to

prepare for exams. So I kindly request you to

change date and time duration of the examination.

From

Aleena Johnson

IIIrd BSc Mathematics

To

HOD

Maths Department

MD college, Pazhanji

Respected Mam,

I wrote this letter to extend the date of internal examination. We don't get enough time to study properly. We need more time to prepare for exam. So we wish to change the pattern of examination. I kindly request you to change mark and time duration of the examination.

yours faithfully

Aleena

Action Taken

On the basis of above request we decided to reduce the topics & also total marks, so that students can easily prepare for examination. Besides this we extended the date of examination to help student prepare well for the examination.

HOD

Mr. Aju Solomon



From

Deepak Mohan C

Ist BSc Mathematics

To,

HOD

Maths Department

MD College, pazhanji

Respected Maam,

Through this letter, I request you to give homeworks to practice for examinations. If we get atleast two homeworks daily it will become beneficial for exam preparations. So, I request you to give some more homeworks for preparing for examinations.

yours faithfully

~~Deepak~~

From,
..... Nabiha T.
..... IInd BSc Mathematics

To,

HOD
MD college pazhanji;

Respected sir,

As the university exam is approaching, please giving us some sample questions in the form of home work to familiarize exam pattern and practice more sample questions will help our studies more and also be good for time management. So, I humbly request you to take necessary steps.

Yours Faithfully



Action taken

On the basis of above request we decided to give more model questions to students for practice. So we planned to give 3 questions per day as home work. It will be helpful for the students to prepare well for university exams.

HOD

Mrs. Aju Solomon

