SASC/IEC-UG /GRF Complaint No: UG-IEC/GR/………

**GRIEVANCE REDRESSAL FORM FOR INTERNAL EXAMINAION**

Name of the Student:

Details of the Internal Exam:

(Please Attach Required Documents)

Course and Year:

Nature of Grievance:

Signature with date:

Resolution by

Concerned Subject Faculty:

**COMMENTS**

H O D:

**FOR IEC USE ONLY**

IEC Conveners Remark:

**PRINCIPAL: Convener, IEC**

SASC/IEC-UG/GRF --/--/20…

To,

Ms/Mr ………………………………………………..

………………………………………….UG Programme

Dear …....................................................

**Sub: Response to your grievance letter to IEC (Complaint No: UG-IEC/GR/………) reg:**

 This is in response to your grievance letter to SASC UG IEC-Complaint No: UG-IEC/GR/……… dated --/--/20--. SASC UG IEC has carefully reviewed your letter and the response from the concerned subject faculty. It has been decided that (Decisions/Reasons) etc.……………………………………………………………………………………………………………………………………………………………………………………………………….

Hence your grievance has been denied/solved/accepted with following instructions\*

\* Date of RESIT, Revaluation, and Approval for RESIT with letter from parents, etc.

**Ref: MoM, SASC UG IEC, dated--/--/20—**

Convener,

 SASC UG IEC

Copy to,

1. The Principal

2. Head of the Department

3. Dr/Mr/Mrs Faculty

4. IEC file