

Sullamussalam Science College, Areekode

Internal Assessment Grievance Redressal Cell

Purpose

The Internal Assessment Grievance Redressal Mechanism at Sullamussalam Science College, Areekode, aims to ensure fairness, transparency, and efficiency in addressing student grievances related to internal assessment. This policy complies with the guidelines of the **University of Calicut** and promotes transparency and fairness in the internal assessment process, safeguarding students' academic interests. It ensures a **structured, impartial, and student-centric approach** to grievance redressal, aligning with institutional and university policies.

Principles

The policy is founded on the principles of **time-bound resolution, transparency, and impartiality**. It fosters an academic environment where grievances are handled efficiently to enhance student satisfaction.

Scope

This policy applies to grievances related explicitly to internal assessments, including:

Errors in uploading marks.

Marks are not visible on the college portal.

Delayed or missed submission of assignments, seminars, or test papers due to medical issues, family emergencies, or participation in academic/non-academic events.

Any other valid concerns regarding internal assessment.

Resolution Mechanism

☒ Informal Resolution:

Students must initially approach the **Course Teacher** within three working days of the issue. If the issue remains unresolved, they may submit a written complaint to the Department-level Grievance Committee.

☒ Formal Resolution:

Department Level: Department Level Grievance Redressal Cell with Head of the Department as Chairperson

College Level: The College Grievance Redressal Cell with the Principal as Chairperson

University Level: Students can escalate any unresolved grievances to the University-level Grievance Redressal Committee.

Guidelines

Faculty must publish internal marks at least **10 days before exams**.

Students must review and sign their internal assessment records before submission to the university.