



**JEPPIAAR INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

**“Self-Belief | Self-Discipline | Self-Respect”**

Kunnam, Sunguvarchatram, Sriperumbudur – 631 604.



**INTERNAL ASSESSMENT CELL**

**APPLICATION FOR INTERNAL GRIEVANCE**

**Date:**

Name & Reg. No. of the Student :

Year /Dept./Sec :

Nature of Grievance :

Mobile Number :

Description of Grievance

Signature of the Student

Remarks &Signature of Class Counsellor :

Remarks &Signature of HOD :

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Corrective Action Taken: \_\_\_\_\_

Date of Grievance Redressal: \_\_\_\_\_

DEPUTY CONTROLLER OF EXAMINATIONS

PRINCIPAL

<b>S..No.</b>	<b>Nature of Grievance</b>
1	Portal Issue
2	Attendance Issue
3	Internal Marks Correction
4	Discrepancy in Internal Marks
5	Grievance on Question Papers
6	Grievance on Evaluation
7	Distribution & Verification of Answer Scripts
8	Miscellaneous