

## **Mechanism to deal with internal examination-related grievances in Govt. Hnahthial College**

Internal marks carry 25% of marks per paper. Internal marks are prepared and compiled by the Examination committee which is then uploaded to University exam portal during the University examination every semester. Before internal marks are uploaded, all students are informed to check their respective internal marks, any grievances if arises are directed to the concerned department and if any changes are made are updated by the Examination committee before the final copy is uploaded.

Process to deal with Internal Examination related grievances: Results/marks of every paper are printed out and students' are given notice to check their marks before it is finalised. Internal Assessment papers are distributed to the students. Once complaints are received, departments look through the complaints and solves the grievances.

Continuous internal evaluation assessment marks are prepared and submitted to the University by the Examination Committee via an online portal.