2.5.2. Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient.

Further Information

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Summary

The process of handling internal examination related grievances is available on the Institute website and is known to faculty and students.

Process to deal with the academic complaints

The student's grievances related to internal examination are resolved at various levels as stated below:

The student having an academic appeal is first expected to approach the concerned course teacher after getting the evaluation from the concerned course teacher within 3 days. The concerned teacher solves the problem if any and updates the student data in the records. The grievances of other nature are directed to the concerned mentor directly.

If the issue is not resolved, the student is required to approach the head of department within the next two working days. If the issue is not resolved at the level of head of department and concerned course teacher, the student should fill the "Academic Grievance/Appeal Form" and submit the same to the office of the Institute Director. A committee of relevant course experts will redress the grievance finally.

Institutional measures to minimize the grievances related to internal evaluation

Other measures taken by the Institute that help to minimize the grievances are as follows:

Sessional Question Paper Moderation: Question papers are moderated in the department to keep the difficulty level of question paper neither too low nor too high.

Student Absenteeism in Sessional Examination: If a student is unable to appear in any sessional exam with a valid reason, he/she may appear in re-examination conducted for the concerned course.

Evaluation of Answer Sheets: Answer sheets are evaluated uniformly maintaining parity in the class evaluation.

Assessment of Practical Courses: Assessment of practical courses is carried out using uniform norms prescribed by the University on the basis of attendance, lab work and viva-voce.

Assessment of Seminar, Project and Labs: Assessment of these courses is carried out through presentations, and written project reports/ lab work reports.

Principles for consideration of student academic appeals and grievances

The consideration of student academic appeals and grievances is resolved by the following principles:

- Student appeals and grievances will be considered in a regular manner.
- Delay in submission of complaint may be accepted with a valid reason.
- The procedures for considering student appeals and grievances will be transparent and easily accessible to students and faculty.
- The final decision will be based solely on relevant verification.
- The student has the right to withdraw an appeal or grievance at any point of time.

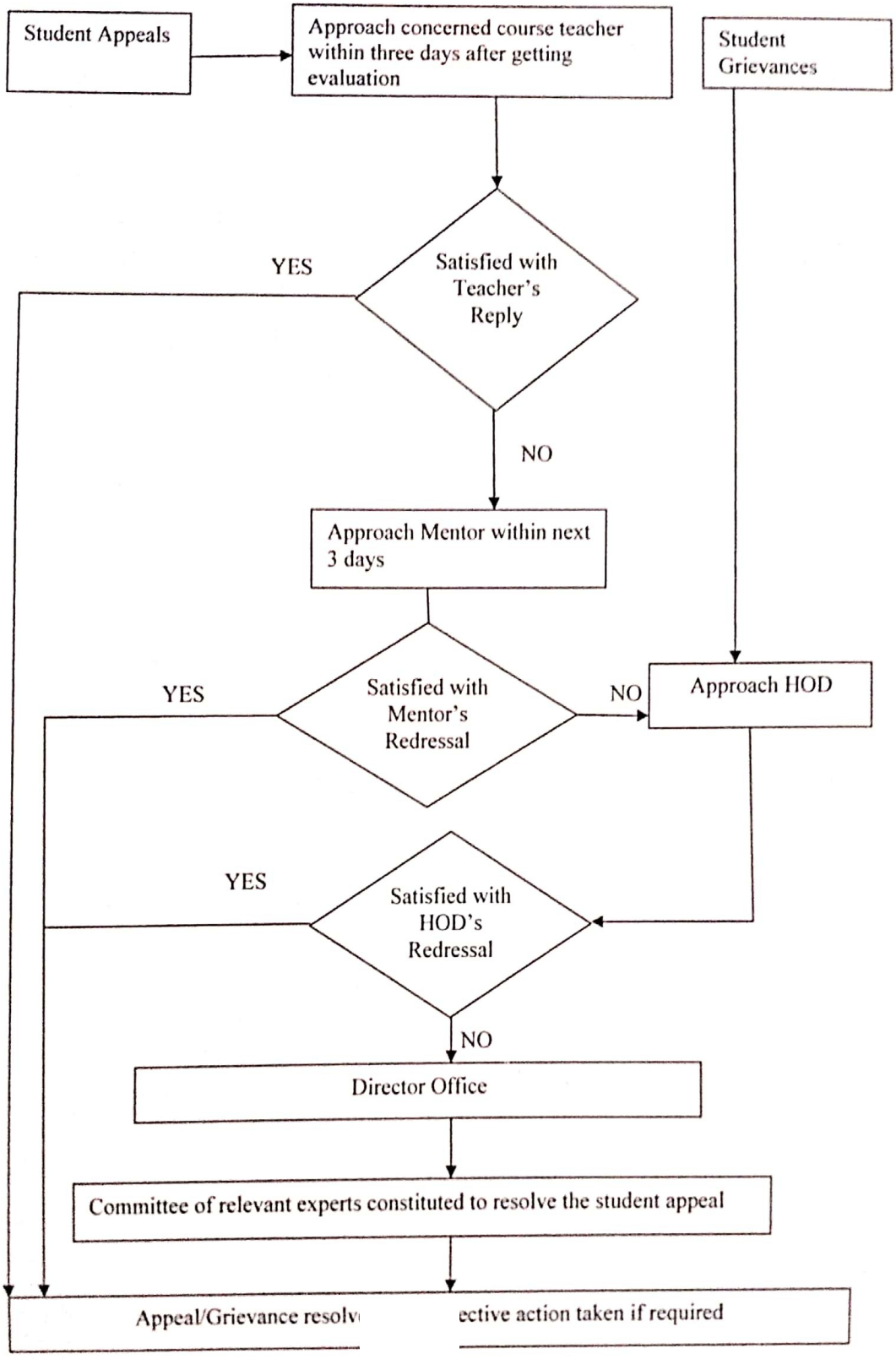
Redressal of the Student's Academic Complaints

Definitions

Academic Appeal– An academic appeal is a formal request by a student or students for the review of a decision affecting them.

Academic Grievance – An Academic Grievance is a complaint by a student that alleges a violation of student academic rights. A student may file an academic grievance when the rights of the student are alleged to have been violated.

Implementation



Ethics

The consideration of student academic appeals and grievances is resolved by the following principles:

- Student appeals and grievances will be considered in a regular manner.
- Delay in submission of complaint may be accepted with a valid reason.
- The procedures for considering student appeals and grievances will be transparent and easily accessible to students and faculty.
- All appeals and grievances received will be taken under consideration.
- With the help of formal procedure all the appeals and grievances of students will be resolved.
- The final decision will be based solely on relevant verification.
- At any time the student has the right to withdraw an appeal or grievance.

Strategy

- The student having an academic appeal is first expected to approach concerned course teacher after getting the evaluation from the concerned course teacher within 3 days. The concerned teacher will solve the problem if any and update the student data in the records. The grievance of other nature can be directed to the concerned mentor directly.
- If the issue is not solved, the student is required to approach the head of department within next two working days.
- Even if the issue is not resolved at the head of department and concerned course teacher level, the student should fill the "Academic Grievance/Appeal Form" and submit the same to the office of the Institute Director. A committee of relevant course experts will redress the grievance finally.

Ganga Institute of Technology and Management

(Kablana, Jhajjar)

Academic Grievance/Appeal Form

Student's Name.....

Roll No.....

Program.....

Semester / Year...../.....

Course.....

Description of Grievance/Matter of Appeal .....

.....

.....

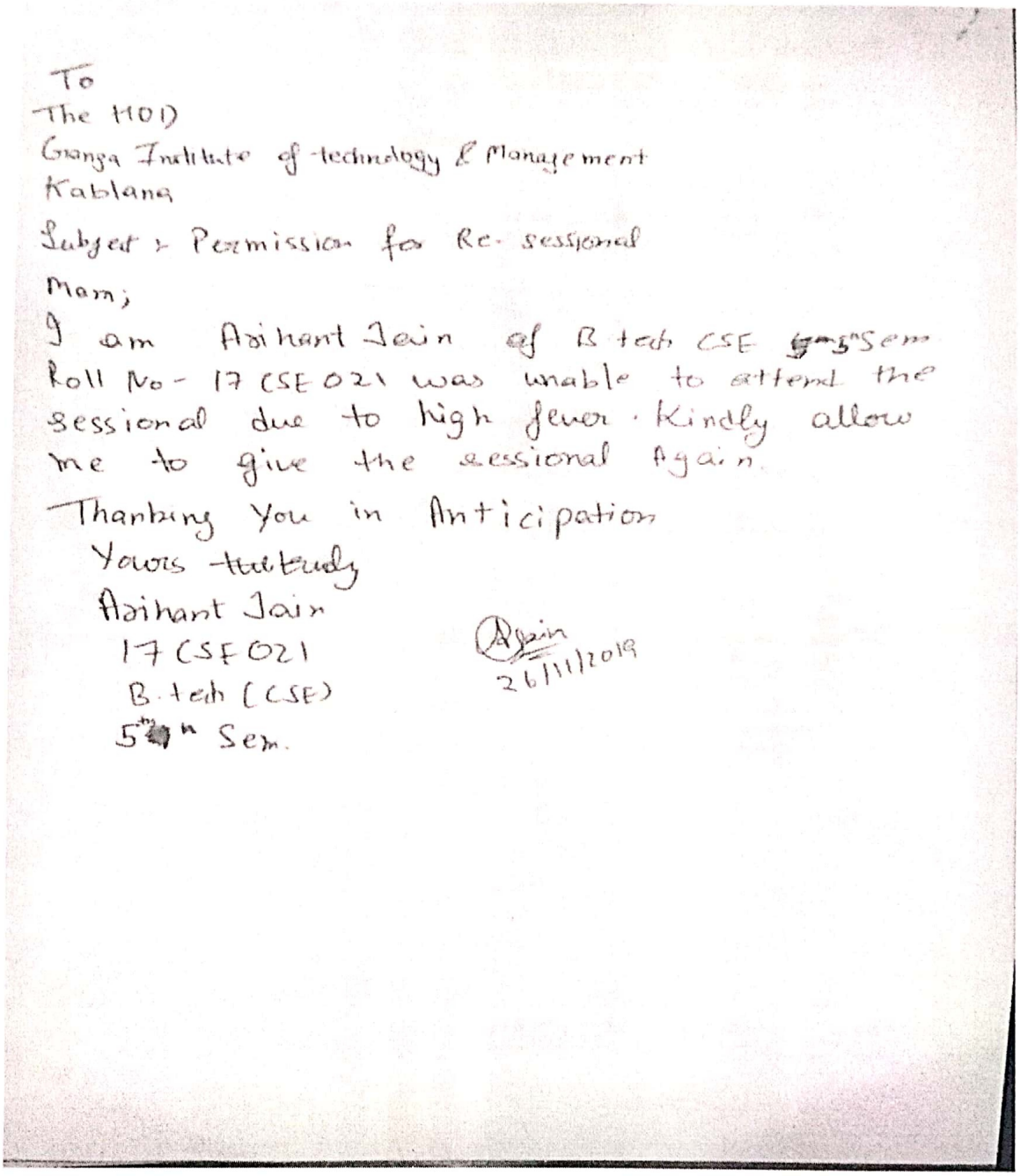
.....

.....

.....

Signature of student with date

Sample Application for Re-Sessional given by a Student



To
The HOD
Granga Institute of Technology & Management
Kablana

Subject : Permission for Re-sessional

Mam;

I am Arihant Jain of B.tech CSE 5th Sem Roll No - 17CSE021 was unable to attend the sessional due to high fever. Kindly allow me to give the sessional Again.

Thanking You in Anticipation

Yours faithfully
Arihant Jain
17CSE021
B.tech (CSE)
5th Sem.

Arihant Jain
26/11/2019

Sample of answer sheet (Re-Sessional) given by a Student

S. No. GITAM

GANGA INSTITUTE OF TECHNOLOGY & MANAGEMENT

Approved by AICTE & Affiliated to Maharishi Dayanand University, Rohtak and HSBTE Panchkula (Hr.)

Program B.tech Level UG Course CSE Semester 5th College Roll No. [illegible]

Name Prakant Jain Subject OS Subject Code _____ Sessional : 1 (I) II (I) III (I)

Total Supplementary Sheets Used _____ Invigilator's Signature Re-Sessional Date _____ (M/E)

Maximum Marks _____ Marks Obtained _____ Examiner's Sign _____

Q.8

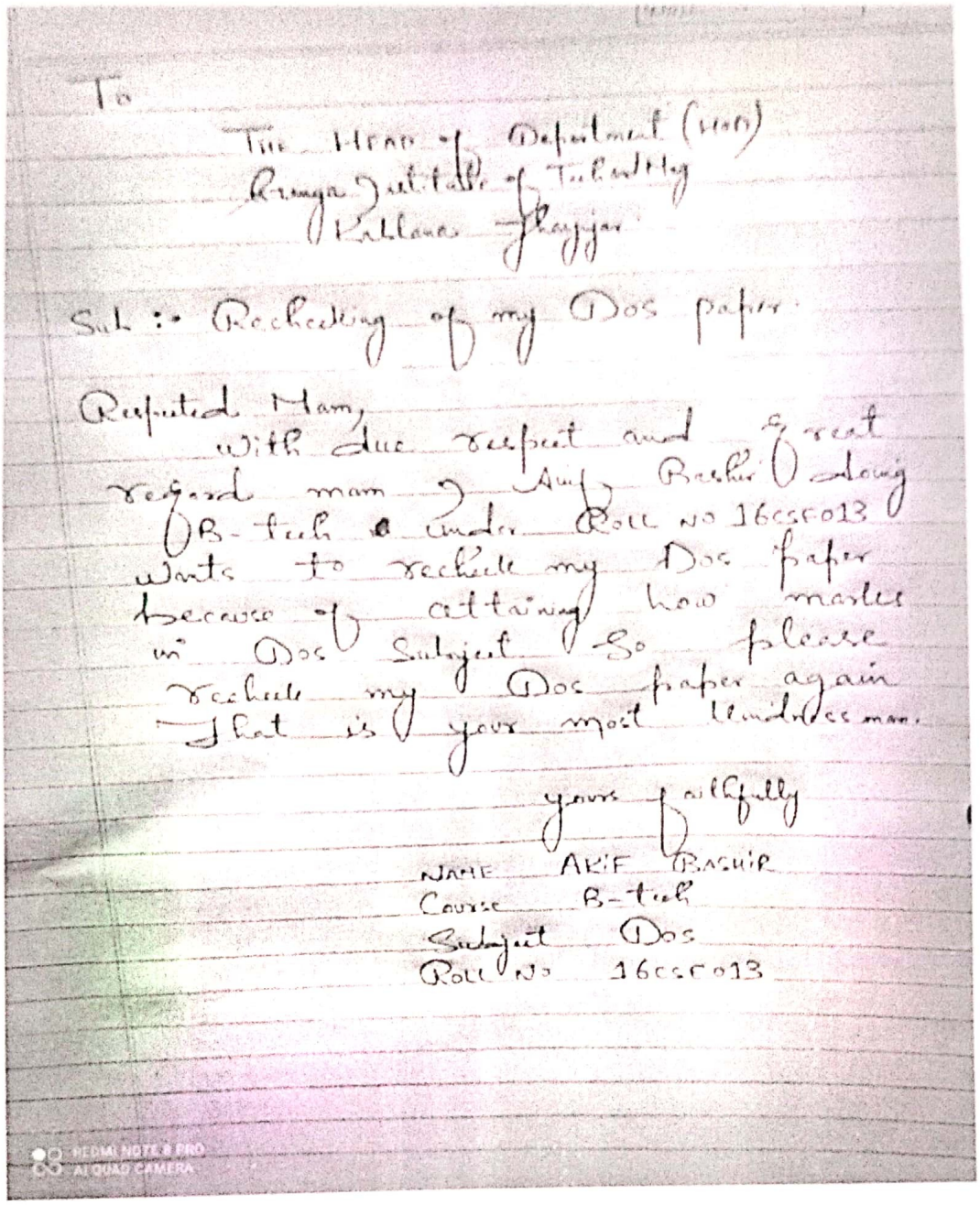
Whenever a process is created the operating system perform several operations. To identify these process, it is assigned a process identification number to each process. As the operating system supports multi programming, it need to keep track of all the processes, for this pcb (Process control block) is used. Each bloc of memory contains information about the process state, program con stack pointer, status of opened file etc

The PCB has the following parts or block.

→ Pointer:- It is a stack pointer which is required to be saved when the process is switched from one state to another to retain the current position of the process

- Process state:- It stores the respective state of the process.

Sample of Student Request for rechecking of sessional



To

The Head of Department (HOD)
Ganga Institute of Tech and Mag
Kablana Jhajjar

Sub :- Rechecking of my Dos paper

Respected Mam,
With due respect and great regard mam I Arif Bashir doing B-tech under Roll No 16CSF013 wants to recheck my Dos paper because of attaining how marks in Dos Subject So please recheck my Dos paper again That is your most kindness mam.

yours faithfully

NAME AKIF BASHIR
Course B-tech
Subject Dos
Roll No 16CSF013

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