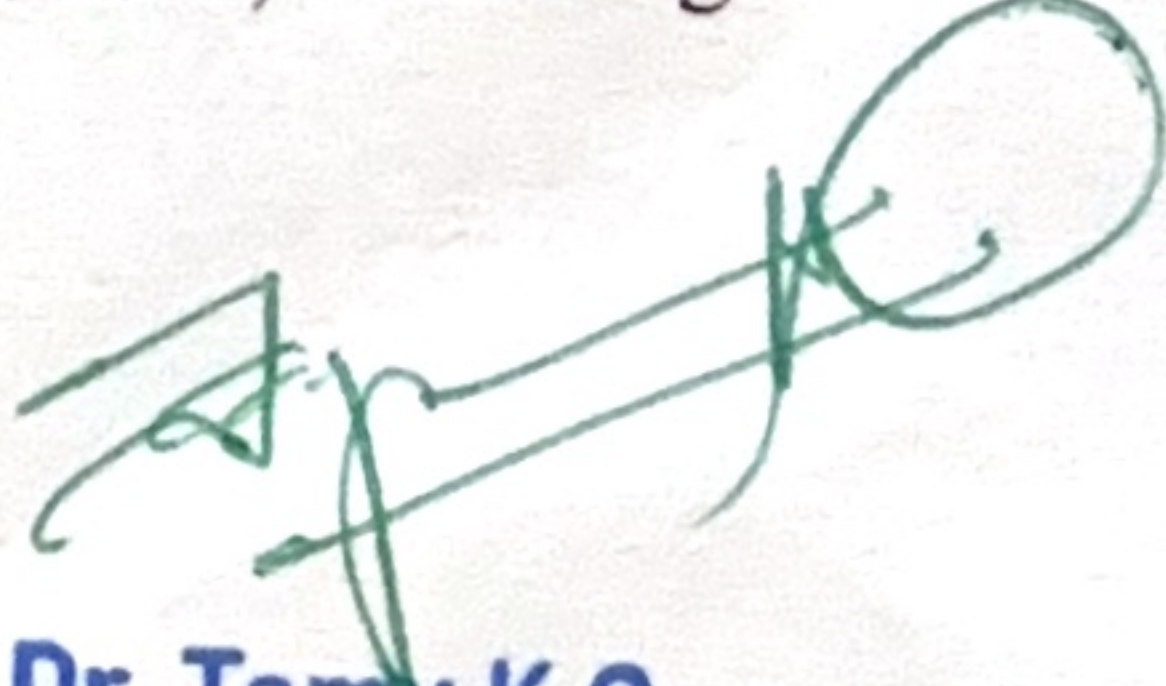


**ST. GEGORIOS TEACHERS' TRAINING COLLEGE, MEENANGADI**  
**MECHANISM FOR GRIEVANCE REDRESSAL RELATED TO EXAMINATION IS**  
**OPERATIONALLY EFFECTIVE**

Every semester, at the middle and conclusion, the college administers class tests and model internal tests to students in order to gauge their comprehension of the material covered thus far, point out areas in which they might need to concentrate more, and offer comments on their development. With the aid of these two exams, teachers may more effectively identify problematic pupils and offer them specialized support and direction to help them do better. Within a week following the exam's conclusion, the students receive their valuable answer scripts, which have been evaluated internally by the responsible subject-matter teachers.

The students submit the practical works within the assigned dates. The teachers value the works received based on a well-structured assessment criterion. After the clear-cut evaluation of the works based on well-defined criteria, internal marks are assigned to the students and entered in a pre-set mark list template. The internal mark list is then displayed in the notice board. At this point, the students can raise their concerns (if any) regarding the internal marks to the concerned teacher. The teacher takes measures to rectify the concern. That is, if the students feel any discrepancy in the mark list and if the teacher approves it, necessary changes are made in the marks. Thus, the marking scheme is discussed with students for a better and transparent evaluation process. Students sign the mark sheet if they find the internal grades to be satisfactory. Students can file a grievance with the principal if they are still unhappy with their grades. The concerned instructor who is in charge of the paper receives the complaint from the principal. When discussing grades with the student who came after, the instructor presents the evaluation criteria and the points assigned to each one. Following the conversation, the worried teacher sends the principal a new copy of the grades, if any. The grievance redressal committee will handle the matter further if it continues, according to the principle.



  
**Dr. Tomy K.O.**  
**PRINCIPAL**  
St. Gregorios Teacher  
Training College, Meenangadi  
Wayanad-673591



**St. GREGORIOS TEACHER TRAINING COLLEGE,  
MEENANGADI**

Meenangadi P.O. Wayanad, Kerala, 673577, Affiliated to University of Calicut, Recognized  
by NCTE and ISO Certified

**PROFORMA FOR REGISTERING EXAMINATION GRIEVANCE NAME OF THE  
STUDENT TEACHER**

<b>Name of the student teacher</b>	
<b>Optional Subject</b>	
<b>Admission No.</b>	
<b>Semester</b>	
<b>Whether CE marks or Practical</b>	
<b>Code of the Paper</b>	
<b>Name of the Paper/item</b>	
<b>Maximum Marks for the Item</b>	
<b>Marks Already Obtained</b>	
<b>Marks Claimed by the Student Teacher</b>	
<b>Reason specified with respect to claim</b>	
<b>Name and Designation of the Faculty Concerned</b>	
<b>Remarks of the Faculty Year Of Study</b>	
<b>Signature of the Faculty with Date</b>	
<b>Approval by Principal</b>	



  
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