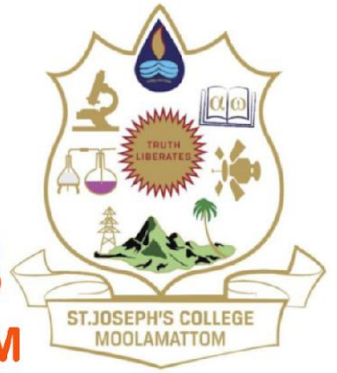


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6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

GRIEVANCE REDRESSAL MECHANISM – INTERNAL EXAMINATION





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Grievance Redressal Application Form

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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Data Science	Semester	Ist	Programme	IP-Msc CS-DS
Name of Student	Lena Jomon	Roll No	233601	Name of Teacher in charge of the subject	Sauthi
Course Name and Code			Programming in C		
Nature of the request Put tick mark (✓)			<input checked="" type="checkbox"/> Retest/ Revaluation/Scrutiny/ Improvement		

Reason for request

Due to low mark, because of health issue.

Date: 13/10/2023

Lena Jomon

Signature and Name of Applicant

Report/ Action taken by the Teacher concerned

Allowed to write retest of the paper Programming In C

Date: 13/10/2023

Sruthy Sebastian
Signature and Name of Teacher in Charge

Report/ Action taken by HOD

Approved

Date: 16/10/2023

P. Jomon K Sebastian
Signature and Name of HOD

Action taken by Principal

Verified

Date:

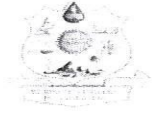
Manna
Signature and Name of Principal





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Data science	Semester	2	Programme	Operating System
Name of Student	Augustine shaji	Roll No	21242810066	Name of Teacher in charge of the subject	Jes Maria
Course Name and Code	operating system				
Nature of the request Put tick mark (✓)	<input checked="" type="checkbox"/> Retest/ <input type="checkbox"/> Revaluation/ <input type="checkbox"/> Scrutiny/ <input type="checkbox"/> Improvement				

Reason for request
I could not attend the exam due to personal issues, wanted a retest for the subject programming in operating system
Date: 17/6/2022
Augustine shaji
Signature and Name of Applicant

Report/ Action taken by the Teacher concerned
Re-test approved
Date: 27/06/22
Signature and Name of Teacher in Charge

Report/ Action taken by HOD
Approved
Date:
Signature and Name of HOD

Action taken by Principal
Verified
Date:
Signature and Name of Principal





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Datascience	Semester	1	Programme	Msc datascience (integrated)
Name of Student	Steffymol sunny	Roll No	21314281 0070	Name of Teacher in charge of the subject	Stuthy sebastian
Course Name and Code					
1ESC1CR2 Programming in c					
Nature of the request Put tick mark (✓)		Retest/ Revaluation/Scrutiny/ Improvement			

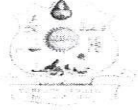
Reason for request
I could not attend the exam due to health issues
kindly conduct retest for the subject programming in c
Date: 24/11/2022
Signature and Name of Applicant: Steffymol sunny

Report/ Action taken by the Teacher concerned
Retest will be conducted
Date: 24/11/2022
Signature and Name of Teacher in Charge: Stuthy Sebastian

Report/ Action taken by HOD
Approved
Date:
Signature and Name of HOD: For Thomas K Sebastian

Action taken by Principal
Date:
Signature and Name of Principal: M...





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Data science	Semester	2	Programme	Msc data science (integrated)
Name of Student	Cropika suresh SUR	Roll No	213142 810067	Name of Teacher in charge of the subject	Almeie Joseph k
Course Name and Code	Data structures				
Nature of the request Put tick mark (✓)	<input checked="" type="checkbox"/> Retest/ <input checked="" type="checkbox"/> Revaluation/ <input type="checkbox"/> Scrutiny/ <input type="checkbox"/> Improvement				

Reason for request
I could not attend the exam due to personal issues conduct a retest for the subject Data structure.
Date: 17/6/2022
Signature and Name of Applicant: *Cropika Suresh*

Report/ Action taken by the Teacher concerned
Retest Approved.
Date: 27/06/2022
Signature and Name of Teacher in Charge: *Almeie JOSEPH K*

Report/ Action taken by HOD
Approved
Date:
Signature and Name of HOD: *Fr. Jomon K Sebastian*

Action taken by Principal
Verified
Date:
Signature and Name of Principal: *M...*





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Data Science	Semester	7	Programme	Introduction to computers.
Name of Student	Thejus. T. Reji	Roll No	223142 8140072	Name of Teacher in charge of the subject	Sneha CI
Course Name and Code ICSC1CR3					
Introduction to Computers.					
Nature of the request Put tick mark (✓)		Retest/ Revaluation/Scrutiny/ Improvement			

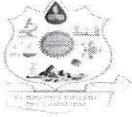
Reason for request
I could not attend the exam due to health issues.
Kindly conduct retest for the subject ~~retest~~ Introduction to computers.
Date: 17-11-2022
Thejus. T. Reji
Signature and Name of Applicant

Report/ Action taken by the Teacher concerned
Retest conducted on 21/11/22
Date: _____
Signature and Name of Teacher in Charge: Sneha

Report/ Action taken by HOD
Approved
Date: _____
Signature and Name of HOD: Shub

Action taken by Principal
Verified
Date: _____
Signature and Name of Principal: Mamm





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	DATA SCIENCE	Semester	II ND	Programme	Msc. DATA SCIENCE LINEAR ALGEBRA
Name of Student	ANU ANISH	Roll No	2	Name of Teacher in charge of the subject	Dr. Fr. Jomon . K. Sebastian
Course Name and Code			LINEAR ALGEBRA ICSC2CM5		
Nature of the request Put tick mark (✓)			Retest/ Revaluation/Scrutiny/ Improvement		

Reason for request

HAVE ~~Didnt~~ submitted assignment for linear algebra in the 2nd semester before the deadline, so requested to accept the submission of assignment.

Date: 15-06-2023

Anu Anish
Signature and Name of Applicant

Report/ Action taken by the Teacher concerned

Permitted to submit

Date: 20/06/2023

Shubh
Fr. Jomon K Sebastian
Signature and Name of Teacher in Charge

Report/ Action taken by HOD

Approved

Date: 20/6/2023

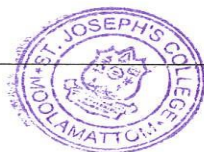
Shubh
Fr. Jomon K Sebastian
Signature and Name of HOD

Action taken by Principal

Verified

Date: 20/6/23

Shubh
Signature and Name of Principal





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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	DATA SCIENCE	Semester	II	Programme	LINEAR ALGEBRA
Name of Student	JOSE SEBASTIAN	Roll No	05	Name of Teacher in charge of the subject	DR. FR. JOMON KOTTARATHIL
Course Name and Code					
LINEAR ALGEBRA 1ESC2CM5					
Nature of the request Put tick mark (✓)		Retest/ Revaluation/Scrutiny/ Improvement			

Reason for request
to accept the submission of assignment after the dead line.

Date: 15-6-2023

Jose sebastian Jose
Signature and Name of Applicant

Report/ Action taken by the Teacher concerned

permitted to submit

Date: 20/06/2023

Fr. Jomon K Sebastian
Signature and Name of Teacher in Charge

Report/ Action taken by HOD

permitted to resubmit

Date: 20/6/2023

Fr. Jomon K Sebastian
Signature and Name of HOD

Action taken by Principal

Verified

Date: 20/6/2023

Memo
Signature and Name of Principal





Grievance Redressal Meeting-
Minutes

20

2021-2022

Minutes of the Grievance Redressal Committee
Meeting

Date : 28/01/2022

Time : 3.30 PM

Venue : Department of Data Science

Committee Members present :

- 1) Fr. Dr. Tomon K Sebastian, CMD
- 2) Ms. Jes Maria Shaji
- 3) Ms. Sreethy Sebastian.

Agenda : Evaluate the complaint given by Steffymol Sunny, 1st year M.Sc Data Science student, regarding her internal mark in Programming in C and take necessary actions.

Meeting notes :

- * The grievance redressal committee called a meeting to review the complaint by Ms. Steffymol Sunny
- * The complaint is evaluated carefully and identified the reasons for the low internal mark.
- * The committee decided to address the grievance within 7 working days.
- * The committee communicated the fact to the concerned teacher in-charge.



Action Taken:

- * The committee resolved the complaints requiring immediate action.
- * Special Examinations for the "Programming In C" paper will be conducted for Ms. Steffymol sunny
- * Ms. Sruthy Sebastian will be responsible for conducting the special examinations
- * Ms. Steffymol Sunny will be informed of the special examinations date and any additional details related to the examinations

Shub

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St. Joseph's College, Moolamattom
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Kerala, India



2022-2023

Minutes of Grievance Redressal Committee Meeting

Date : 27/06/2022

Time : 3.30 PM

Venue : Department.

Committee Members Present :

- 1) Fr. Dr. Tomon K Sebastian (MR) SLL
- 2) Ms. Adeline Joseph R. Al
- 3) Ms. Jes Maria Shaji. Jesm

Agenda : Address the complaints raised by students regarding Internal examination

Meeting Notes :

- * The Grievance redressal committee assembled to examine the complaints raised by Augustine Shaji, 1st year Data science and Crojika Suresh, 1st year Data science.
- * The committee received the requests for retest and found the reasons are valid and eligible for retest.
- * The committee decided to intimate the decisions to the teacher concerned.

Action Taken :

- * The committee received the complaints.

Shub

Department of Data Science
St. Joseph's College, Moolamattom
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Kerala, India



Minutes of Grievance Redressal Committee Meeting

Date : 21/11/2022

Time : 3-30 PM

Venue : Department

Committee Members Present :

- 1) Pr. Dr. Jomon K. Sebastian CMI *Shruba*
- 2) Ms. Almie Joseph K. *Al*
- 3) Ms. Jes Maria Shaji *Jom*
- 4) Ms. Sneha C.S. *Sneha*

Agenda : Address the complaints raised by students regarding Internal Examination

Meeting Notes :

- * The Grievance redressal committee assembled to examine the complaints raised by Thejus T. Reji, 1st year M.Sc. Data Science.
- * The committee reviewed the request for retest and found the reason is valid and the student is eligible for retest.
- * The committee decided to intimate the decisions to the teacher concerned.

Action taken :

- * The committee resolved the complaints

Shruba



2023 - 2024

Minutes of Grievance Redressal Committee Meeting

Date : 20/06/2023

Time : 3:30 PM

Venue : Department

Committee Members Present :

- 1) Fr. Dr. Tomon K. Sebastian *Shub*
- 2) Ms. Aneesh N
- 3) Ms. Almie Joseph K *Al*
- 4) Ms. Sneha C.S *Sneha*
- 5) Sr. Jinsi Jose *Jinsi*

Meeting Notes :

- * The Grievance redressal committee assembled to examine the complaints raised by Anu Anish, Jose Sebastian, 1st year, Data Science
- * The committee reviewed the request for resubmission of ^{Assignment} and found the reasons are valid and eligible for resubmission
- * The committee decided to intimate the decisions to the teacher concerned

Action Taken:

- * The committee resolved the complaints.

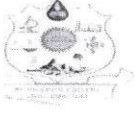
Shub

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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Commerce	Semester	II	Programme	B.com Computer
Name of Student	Jijo Thomas	Roll No		Name of Teacher in charge of the subject	Alphose P. Parakkal
Course Name and Code			Malayalam.		
Nature of the request Put tick mark (✓)			Retest/ Revaluation/Scrutiny/ Improvement		
Reason for request I requested to grant more marks for Malayalam since it was very low. Date: 18/8/23 Signature and Name of Applicant: Jijo Jijo Thomas.					
Report/ Action taken by the Teacher concerned Grievance was forwarded to the committee Date: 18/8/23 Signature and Name of Teacher in Charge: Alphose Alphose.p					
Report/ Action taken by HOD Mr. Eswara Senma, class tutor was assigned duty to conduct the retest and the same was conducted on 23/8/2023 Date: 21/8/2023 Signature and Name of HOD: [Signature]					
Action taken by Principal Verified Date: 21/8/23 Signature and Name of Principal: [Signature]					



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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Commerce	Semester	3	Programme	B.Com
Name of Student	Alfan Muhammed	Roll No	4	Name of Teacher in charge of the subject	Ms. Sathulakshmi
Course Name and Code			English		
Nature of the request Put tick mark (✓)			Retest/ Revaluation/Scrutiny/ Improvement		
Reason for request My internal mark of the subject English is very low as compared to other subjects. Date: 18/8/23 Signature and Name of Applicant: Alfan Muhammed					
Report/ Action taken by the Teacher concerned Grievance was forwarded to the committee. Date: 20/08/23 Signature and Name of Teacher in Charge: Sathulakshmi S.					
Report/ Action taken by HOD Granted permission for retest Date: 21/8/2023 Signature and Name of HOD: Jimmy George					
Action taken by Principal Verified Date: 21/8/2023 Signature and Name of Principal: M. M. M.					



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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Commerce	Semester		Programme	BBA
Name of Student	Cribin Shaji	Roll No		Name of Teacher in charge of the subject	Shaju . S
Course Name and Code		Corporate law			
Nature of the request Put tick mark (✓)		Retest/ Revaluation/Scrutiny/ Improvement			
Reason for request I requested to give a clarity about low my internal mark of the subject corporate law Date: 21/03/22 Cribin Shaji Signature and Name of Applicant					
Report/ Action taken by the Teacher concerned Grievance was forwarded to the committee. Date: 21/03/22 Shaju Shaju . S. Signature and Name of Teacher in Charge					
Report/ Action taken by HOD Provide opportunity to re-test the concerned subject Date: 23/3/2022 Joseph Jeyase Signature and Name of HOD					
Action taken by Principal Verified Date: 23/3/2022 M... Signature and Name of Principal					



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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Commerce	Semester	II	Programme	B.com
Name of Student	Rashmi Raphy	Roll No		Name of Teacher in charge of the subject	Anu sayu
Course Name and Code			B.com Finance & Taxation (Financial Accounting - II)		
Nature of the request Put tick mark (✓)			Retest/ Revaluation/Scrutiny/ Improvement		
Reason for request Internal mark of Financial Accounting is low as compared with other subjects. Date: 5/3/2021 Signature and Name of Applicant: <u>Rashmi Raphy</u>					
Report/ Action taken by the Teacher concerned Grievance was forwarded to the committee Date: 6/3/2021 Signature and Name of Teacher in Charge: <u>Anu sayu</u>					
Report/ Action taken by HOD To suggest to the students regarding improvement in study strategies and provide additional support resources. Date: 9/3/2021 Signature and Name of HOD: <u>George</u>					
Action taken by Principal Verified Date: 21/3/2021 Signature and Name of Principal: <u>M...</u>					



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Continuous Internal Evaluation (Test Papers) Grievance Redressal Application Form

Department	Commerce.	Semester	III	Programme	BBA
Name of Student	Roshan Joshi George	Roll No		Name of Teacher in charge of the subject	Shibu K.R
Course Name and Code			Research methodology		
Nature of the request Put tick mark (✓)			Retest/ Revaluation/Scrutiny/ Improvement		
Reason for request Lower internal marks as compared with other subject Date: 08/10/2019 Signature and Name of Applicant: Roshan Joshi George					
Report/ Action taken by the Teacher concerned Grievances was forwarded to the committee Date: 08/10/2019 Signature and Name of Teacher in Charge: Shibu K. R.					
Report/ Action taken by HOD To provide awareness of attendance in internal marks and the procedure and policy regarding the same has been done Date: 11/10/2019 Signature and Name of HOD: [Signature]					
Action taken by Principal Verified Date: 21/10/2019 Signature and Name of Principal: [Signature]					