

Mechanism of Examination at College Level:

- 1.If the student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- 2.The evaluated sheets are shown to the students and any discrepancies in the paper are discussed and rectified by the respective faculty.
- 3.The Marks are displayed on the notice board. A separate file is maintained for the internal assessment marks. The list of top five students is congratulated on the notice board and appreciation letter is shared to the students.
- 4.Any student who is not satisfied with the assessment and the award of marks may approach to the concern HOD who can intervene and seek opinion from the course faculty.
- 5.The institute follows open evaluation system where the student's performance is displayed on the notice board and the same is informed to the parents.

At University Level:

- 1.With reference to evaluation, if the students score less marks than expected he/she can apply for reevaluation of his/her answer script after paying the prescribed fees by the university.
- 2.The copy of the application of the same is been maintained by the registrar office so that if any problem is incurred then it can be resolved by the end of college.
- 3.The request raised by the students are looked after by the university and the necessary steps are been taken and informed to the college.



To

The H.O.D

B.B. A Dept

IA MR Coll, Ghaz

Sub: Regarding internal Examination

/Sir.

I Tushar Garg of class BBA 1st year,

I am not able to attend my second
internal exam as there is a casualty

in my family.

Kindly consider for the same.

Thanking you

Your obediently

Tushar Garg

BBA 1st year.



To,

The H.O.D

Physiotherapy Dept.

IAMR College, Ghaziabad

Sub:- Reappearance in exam

Sir

With due respect I wish to state that I missed my first internal exam as I was suffering from typhoid. Kindly take my reexam.

I will be highly obliged to you

Thankyou

Yours obediently

Dallavi

BPT 1st year

