



## THIRUTHANGAL NADAR COLLEGE

### GRIEVANCE REDRESSAL COMMITTEE

#### ACTION TAKEN REPORT 2023-2024 (ODD SEMESTER)

S.no	Nature of Grievance	Decision Making Authority	Procedure	Time for Action Taken	ATR
1	Absence of Invigilator	Examination Committee	The absentee invigilator is notified of his absence through communication.	Immediate	<ol style="list-style-type: none"> <li>1. A warning is given to the absentee invigilator</li> <li>2. Substitute other invigilator in his absence</li> </ol>
2	Submission of Question Paper on Time	Examination Committee	Submitted	Submitted	Submitted
3	Student Misbehavior in the Examination Hall	Examination Cell Coordinator	Get the complaint in oral format	Immediate	<ol style="list-style-type: none"> <li>1. The Internal Squad checks the students for unacceptable material possessed.</li> <li>2. If it continuous the student asked to leave the exam hall.</li> <li>3. The Complaint is reported against the students.</li> </ol>
4	Grievance from a student about the invigilator	Grievance Redressal Committee	Through exam hall invigilators	No Grievance Reported	No Grievance Reported
5	Non- Availability of non-teaching staff	Principal	Non-teaching staff performed their allotted duties	Daily basis during the exam time	No Grievance Reported
6	Malpractice in paper assessment	Principal & Examination Committee	Principal & Examination Committee	During Correction of answer script	No Grievance Reported



Thiruthangal Nadar College  
Knowledge is Power

## NAAC CYCLE III – AQAR

### 2.5 Evaluation process & Reforms

2.5.2 Grievance Report

Year: 2023-2024

7	Practical Examination related difficulties	HOD's & Principal	Examination Committee	No Grievance Reported	No Grievance Reported
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*V. Devi*

**Principal**

**Principal**

**THIRUTHANGAL NADAR COLLEGE  
SELAVAYAL, CHENNAI-600 051.**

**THIRUTHANGAL NADAR COLLEGE**  
**EXAM COMMITTEE GRIEVANCE REDRESSAL REPORT**  
**ACTION TAKEN REPORT 2023-2024 (EVEN SEMESTER)**

**MECHANISM OF GRIEVANCE REDRESSAL:**



S.no	Nature of Grievance	Decision Making Power	Mechanism	Action Taken	Report
1	Absence of Invigilator	Examination Committee	Invigilator performed their allotted duties	No Grievance Reported	No Grievance Reported
2	Submission of Question Paper on Time	Examination Committee	Submitted	Submitted	Submitted
3	Student without ID Card, Hall Ticket and Misbehaviour in the Examination Hall	Exam Cell Coordinator	Get the complaint in oral format from the Invigilator	Immediate	1. Receives the Request letter from student which was signed by respective department HOD and permitted to write the Exam.



					2. The Internal Squad checks the students for unacceptable material possessed. 3. If it continuous the student asked to leave the exam hall.
4	Grievance from a student about the invigilator	Grievance Redressal Committee	Through exam hall invigilators	No Grievance Reported	No Grievance Reported
5	Non- Availability of non-teaching staff	Principal	Non-teaching staff performed their allotted duties	Daily basis during the exam time	No Grievance Reported
6	Malpractice in paper assessment	Principal & Examination Committee	Principal & Examination Committee	During Correction of answer script	No Grievance Reported
7	Practical Examination related difficulties	HOD's & Principal	Examination Committee	No Grievance Reported	No Grievance Reported

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