

ACADEMIC SESSION-

2023-24

S.No	Date	Grievance
1.	14/11/23	Request for the extension of internal examination. Some students who joined the course in the last round of admission, requested to extend the date of conduct of internal examination.

2.	30/11/23	Request for leave during the eighth month of pregnancy. Semester I student, Ms. Priya Sharma requested for leave as she could not attend regular classes.
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Dr. (Mrs.) Mandira Gupta
Principal
Institute of Vocational Studies
FC-31, Anand Bhawan,
Press Enclave, Shukh Sarai-II,
New Delhi-110017

Matter Referred to	Redressal	Follow up/ Extension
Dr. Mandira Gupta and Ms. Priyanka Gupta.	After listening to the issue, the examination incharge and principal decided to conduct a reappear paper for these students only.	Reappear exams were conducted for which faculty members prepared new questions and a new datesheet was released.

Dr. Mandira Gupta and Ms. Neetu Sharma	The matter was referred to Ms. Neetu Sharma (The attendance incharge)	She was given leave and provided guidance as and when she comes to college for appearing in exams and completing assignments.
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Date	Grievance	Matter Referred to	Redressal	Follow up/ Extension	
14.3.24	Request to leave early ^{for} preparing for internal exams to be held next day (semester II)	- Examination Ms. Priyanka - Attendance Ms. Neetu	incharge- Gupta incharge- Sharma	Matter was referred to examination incharge and attendance incharge. As few students turn up on the day, so it was decided to allow them to leave early.	With the permission of Principal ma'am students were allowed to leave one hour early.
1.4.24	Request to conduct reappear exams for sem II	- Examination Ms. Priyanka	incharge Gupta	Matter was directly tackled by the examination incharge and discussed with Principal ma'am.	As there were medical issues with the students who could not appear for internal exams, so they were allowed to appear for exams.
12.4.24	B Ed. semester IV & sem II. Students were facing technical issues in submitting the application form of MOOCs January 2024 semester Exam.	MOOCs Incharge Anuradha	- Ms. Daheriya	Matter was discussed with principal ma'am & tackled by the MOOCs Incharge.	MOOCs Incharge guided the students that you have to wait till the technical issue is resolved by the NTA website & then submit the form & fees.