

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time-bound, and efficient

To
The principal
B.B. College
Asansol.

My humble request is that my daughter Priyamka Kumari is a student of your college. She could not give the 1st semester exam. And due to illness, college has been absent for several months. I want to say that she should be allowed to give 2nd semester exam on medical ground. And she should be allowed to do class. We have submitted all papers related to the illness.

Name - Priyamka Kumari
Session - 2022, Geography
(Hon) Roll no - 29

Yours faithfully
Raj Kumar Mahato

To,
The Principal
Banwarilal Bhalotia College
Asansol

Sub:- Application for not attending
Exam

Sir,

With due respect, I would like to state that I couldn't be able to attend my internal MIL exam which was on 13th July. The reason behind this was, my train was cancelled due to flood.

Therefore, I request you to please consider my situation and pass me in Internal MIL exam.

Thanking you.

Yours faithfully

Name:- Aryan Daria

class:- 2nd sem

geography

Honours

Pho. No:- 9593242799

Roll. No :- 08

To
The Faculty of Geography.
B. B College
Asansol.

Date: - 14.12.2022

Subject :- Application for leave

Respected Sir,

Most respectfully, I beg to state that I am going to participate in International Scout & Guide Cultural Jamboree to be held at Alva's institute of education, Vidyagiri, Hoodalidui, Dakshina Kanna District, Karnataka State on dated 21.12.2022 to 27.12.2022. Hence kindly grant me leave. Therefore I will not be able to submit assignment on time.

I shall be really grateful to you.

Thanking You.

Yours obediently

ADITI MONDAL

BSC HONOURS (GEOGRAPHY)

ROLL NO :- 49

Ritny Mondal

Parents' signature

To,

The Controller of Examinations,
Kazi Nazrul University, Asansol.

Through the Principal, Banwaridul Tshalatia College, Asansol.

Sub:- Request for exam postponement due to karate
participation.

Respected Sir,

I Aniket Kumar Singh, Department of Geography,
IIIrd Semester, writing to bring your attention
towards my participation in the All India University
Karate Championship scheduled from 27/01/24 to 03/02/24.
Unfortunately, this coincides with our upcoming exams.
I kindly request your understanding and support in
granting me permission to defer the exams to a later
date, ensuring that my academic progress remains
later on track. I assure you that I am dedicated to
making up for missed coursework and examinations
promptly upon my return.

Thank you for considering my request. I appreciate
your time and understanding.

Sincerely,

Aniket Kumar Singh

Forwarded for
necessary consideration
A. B. M.
18/01/24