

**2.5.2**

From,

Balaji.S

V BBA

New Horizon College

Marathalli

Date:- 20 December 2021

To,

the principal

New Horizon College

Marathalli

Subject:- Request for reissuing a copy of Hall ticket.

Respected Sir,

I am Balaji.S fifth semester BBA student of this college. As I lost my exam hall ticket kindly do the needful so that i can get a new copy of the hall ticket so as to write the exam.

*Balaji.S*

Thank you

Yours Faithfully

Balaji.S

~~Balaji.S~~

Date: 05/01/2022

To From,

Amit Raj.V

3<sup>rd</sup> Sem B.Com

New Horizon College Marathahalli

To,

The principal

New Horizon college

Marathahalli.

Sub: Request for reissuing Hall Ticket.

Respected Sir,

I am Amit Raj.V from 3<sup>rd</sup> Sem B.Com Student of this college. As I lost my exam Hall Ticket As kindly do the needful so that I can get a new copy of the Hall Ticket so as to write the Exam.

Thank You,

Yours faithfully

Amit Raj.V.



Date: 17/12/21

From  
Aswini. R  
V<sup>th</sup> Sem, BCA  
New Horizon College  
Marathalli.

To  
Principal  
New Horizon College  
Marathalli.

Subject: Request for reissuing of ID card.

Respected Sir,

I'm Aswini. R of V<sup>th</sup> Semester student of this college. I lost my ID card recently. Kindly do the needful so that I can obtain a new ID card.

Thank You.

Yours Sincerely

Aswini R.

Aswini R.

Pranav

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

- For redressal of examination related grievances, the institution has a well organised system in place. The student can either approach the concerned faculty member or the COE for any such grievances. The complaint will be later verified and necessary action taken.
- The schedule of the examination is relayed to the students well in advance in the form of academic calendar.
- The answer scripts are promptly evaluated and handed over to the students for clarifications which will be immediately addressed by the concerned faculty members.
- If a student is unable to attend an examination due to any unforeseen circumstances, they will be considered for a re-examination provided the reason is genuine and supported by valid documents.
- In general, every test marks and final university internal assessments are conveyed to the student community and their parents or guardians to maintain transparency.

  
Principal  
NEW HORIZON COLLEGE  
Road, Bellandur Post,  
Bengaluru - 560 103.