

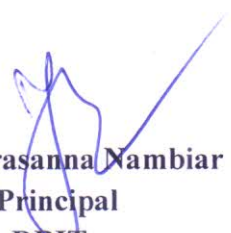
Don Bosco Institute of Technology, Kurla, Mumbai

### Letter for Advice or Redressal of Grievances

Students having queries, related to all forms of internal examinations conducted on behalf of the University, like Internal Assessment (IA) test and other related procedures, shall approach the department exam coordinator and the Head of the department (HoD) and seek for advice or clarification.

A student can later approach the Principal with a formal letter duly signed by the candidate. It has to be forwarded through the head of the department. The contents of the letter shall be:

- Addressed to the Chief conductor of the examinations (the Principal)
- Dated
- Complete details of the candidate like full name, branch, year, semester etc
- Class and roll number
- Address of the student
- Student's and parents contact details
- Subject of the letter
- Advice or redressal in detail
- Have / have not approached for assistance previously
- Your willingness to furnish further details required by the college
- Signature of the candidate, exam coordinator and the HoD
- Attach the relevant documents, if required.

  
**Dr. Prasanna Nambiar**  
**Principal**  
**DBIT**

