

MECHANISM FOR EXAMINATION RELATED GRIEVANCES

The student grievance related to examination is classified into University Level and college level. The examination for internal assessment and evaluation of the student is conducted by the college and the semester examination is conducted by the university.

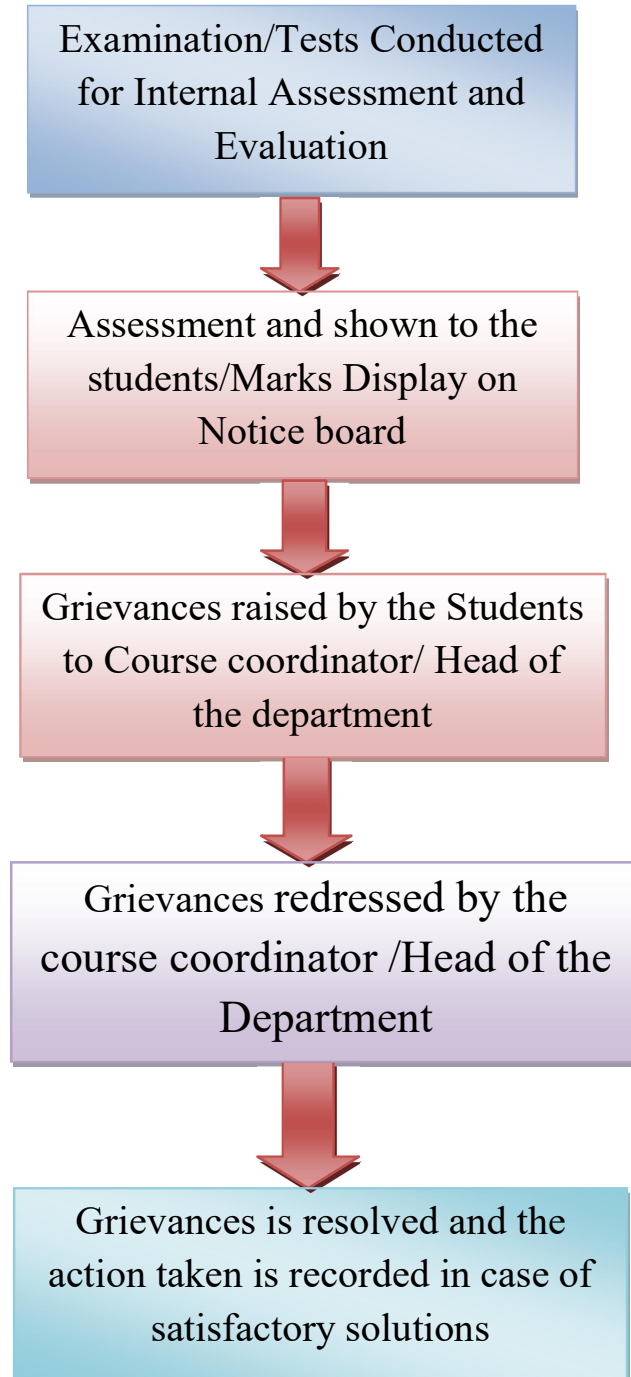
College level-

The examination is conducted for the internal assessment and after answer book assessment, answer books are shown to all students. The marks of the students are shown to the students and displayed on the notice board to ensure transparency in evaluation. Student raises the grievances related to internal examination/Unit Test to the course coordinator within one week, the concerned course coordinator looks into the matter. The course coordinator analyses the grievance and suggest the solution to the student within the next one week, if the solution is accepted by the student, then the grievance resolved and action taken is recorded.

In the case the grievance redressed by the course coordinator, is not accepted by the student, the student may contact to the Head of the department and the head of the department redresses the grievance. In case of dissatisfaction, the same is put before principal. The principal office redresses the grievance in coordination with the head of the department.

MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES

College Level



University level-

Students apply through the online portal of the university for Verification / Photo Copy / Revaluation / Re-Verification of marks. The college approves the application and forwards the details to the university. The University provides the photocopy of answer books to students. After receiving the answer book student can apply for Revaluation or Re-Verification of the answer book if the student feels the need. The Student may also apply for verification through online mode without asking for the photocopy of the answer book.

The student who has the grievance(s) related with marks shall make an application to the university through the student section of the college. The principal offices forward it to the concerned section of the university. The university redresses all such grievances within a reasonable time, preferably within fifteen to thirty days of the receipt of application.

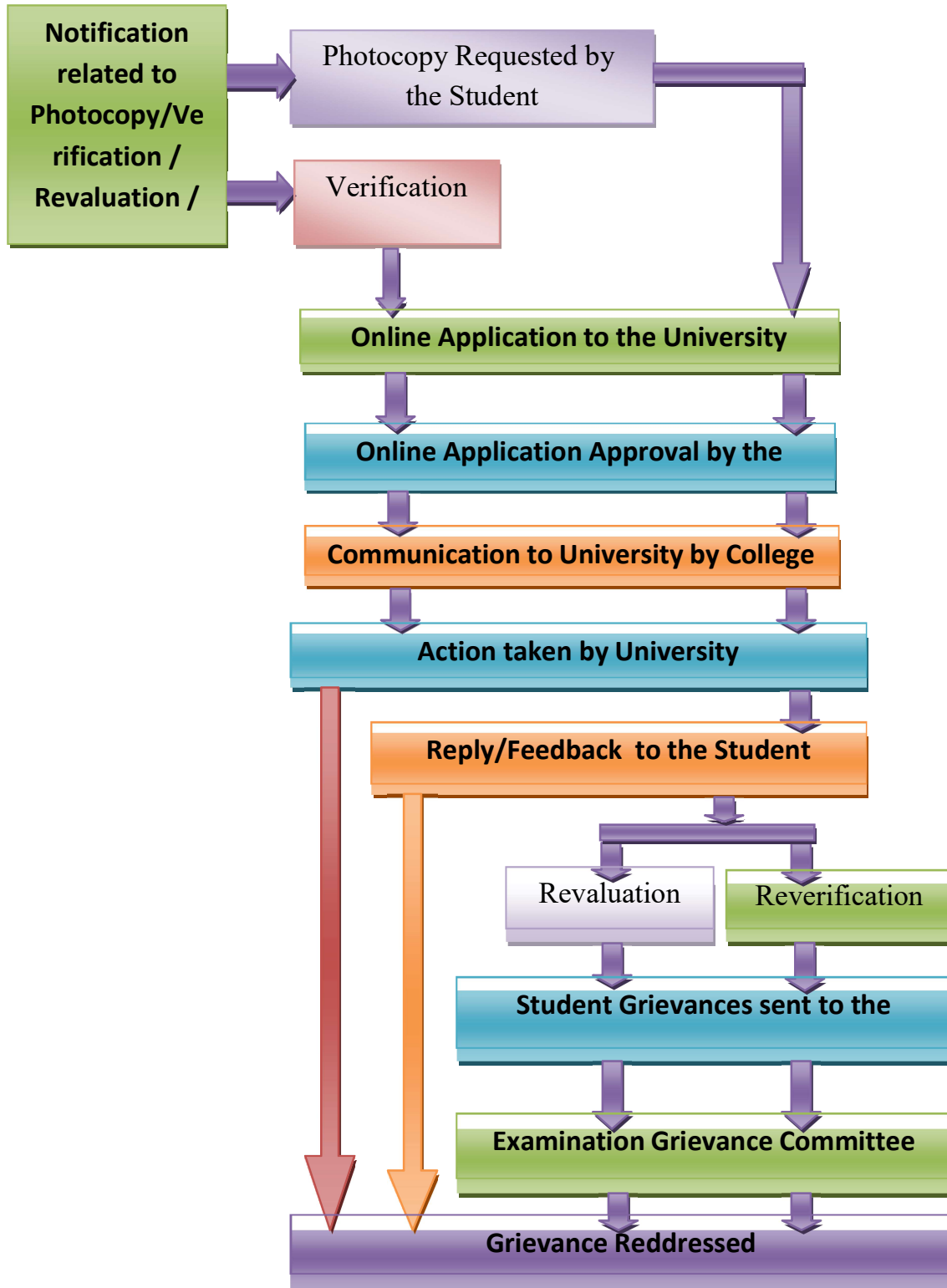
The application submitted by the student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter.

If the student is not satisfied with this decision, he/she can submit appeals to the higher authorities (Registrar/ VC) within a stipulated time.

University level committee shall process grievance(s) submitted by the students within a stipulated period.

II. MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES

University Level Post Examination



I. MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES

University Level Grievances during the examination or before declaration of result

