


### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

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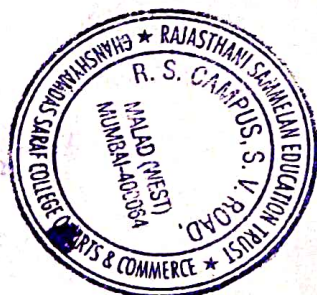
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### **2.5.1 Mechanism of internal/external assessment is transparent and the grievance redressal time – bound and efficient.**

The mechanisms for internal and external assessments are transparent, and the grievance redressal process is timely and efficient. The answer books are evaluated under the Centralized Assessment Program (CAP) within the college premises. Moderation of the assessed answer books (semester end) is conducted by moderators from other colleges within the cluster, as prescribed by the University. The results are processed in full compliance with all the rules, guidelines, and ordinances as directed by the University.

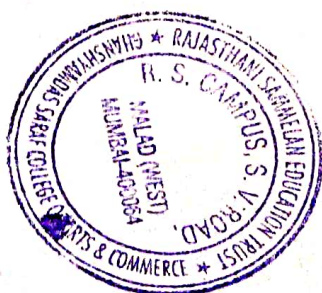
Due to the unavoidable pandemic situations (from March 2020 to March 2022), proctored examinations were conducted online for both UG and PG programs. These examinations followed a Multiple Choice Question pattern, in accordance with the University's guidelines. The proctored exams are supervised by core faculty members to ensure that no malpractices occur, with faculty verifying the identity of the test taker to maintain the sanctity of the examination process.

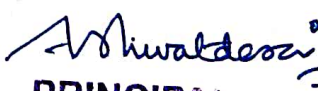
Supplementary examinations are conducted for students with valid reasons for missing exams. Mark sheets are distributed by designated faculty, ensuring transparency. Students can request re-evaluation of answer scripts, with external examiners overseeing the process. Notifications about re-evaluation are posted on the notice board, ensuring students are well-informed. The institution remains committed to fair, transparent, and efficient evaluation practices, ensuring timely redressal of student concerns while maintaining academic integrity.



## Grievance Redressal Mechanism for Examination-Related Issues

SR.NO.	TYPE OF GRIEVANCE	RESOLUTION PROCESS
1	Absence from Regular Class Tests, Assignments, or Semester-End Exams (excluding University-level exams) due to medical reasons, participation in sports, cultural events, NSS, NCC, DLLE, or other valid grounds.	<p>a. A notification regarding additional exams is circulated in the college after the completion of regular exams.</p> <p>b. Students must submit an application using the prescribed format.</p> <p>c. The application form must be duly completed.</p> <p>d. Relevant supporting documents must be attached to validate the request.</p> <p>e. The fully completed form, along with supporting documents, should be submitted at the office counter.</p>
2	<p>Dissatisfaction with Marks in External/Theory Semester-End Examinations (Regular or ATKT).</p> <p><i>Note: As per University guidelines, internal assessment marks cannot be photocopied or re-evaluated.</i></p>	<p>a. A notice regarding the availability of answer script photocopies and revaluation is posted on the college notice board after results are announced.</p> <p>b. Students may opt to apply for a photocopy, revaluation, or both.</p> <p>c. The request must be made using the designated form.</p> <p>d. The form should be filled out completely and accurately.</p> <p>e. Necessary supporting documents must be attached as specified.</p> <p>f. Students must pay the prescribed fee. g. The completed form, along with supporting documents and payment receipt, must be submitted at the office counter.</p>
3	Discrepancies or Errors in the Grade Card	<p>a. The student must submit a written request along with supporting documents at the office counter.</p> <p>b. The applicable fee must be paid to process the correction.</p>
4	Request for a Duplicate Grade Card	<p>a. The student must submit a formal application at the office counter, attaching the necessary documents to justify the request.</p> <p>b. The applicable fee must be paid to obtain the duplicate grade card.</p>



  
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**Examination Related Grievances** Self finance Department

Year	No. of Students Applied for Photocopy	No. of Students Applied for Revaluation	Grievances Resolved
19-20	10	33	YES
20-21	Online Exam		
21-22	0	04	YES
22-23	02	11	YES
23-24	05	06	YES

*(PS) Choudhary*

Prof. Prasanna Chaudhari  
Convener, Examination Committee

*Ashwat Desai*

Dr. Ashwat Desai  
Principal





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### Examination related Grievances (B.COM)

Year	No. of Students Applied for Photocopy	No. of Students Applied for Revaluation	Grievance resolved
2019-2020	0	42	Yes
2020-2021	<u>Online Exam</u>		
2021-2022	0	5	Yes
2022-2023	0	22	Yes
2023-2024	0	13	Yes

Dr. Seema Agarwal

Convener, Examination Committee



Dr. Ashwat Desai

Principal

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