2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time

bound and efficient

The college has a mechanism to deal with the internal examination related grievances. First of all, college

tries that there should not be any grievance regarding internal examination. If so, the college tries using

mechanism.

There are two type of Examinations in the college viz., internal examination organized by the college and

external examination (or, university examination) organized by the university. Further, there are two types

of internal examinations, first for the undergraduate courses and another for the postgraduate courses. In

the undergraduate course program, there are 7 internal examinations, out of which 4 are unit tests and 3 are

terminal exams. In postgraduate program the internal examinations are based on project/presentation and

written test, while the external examination is the semester examination. The undergraduate course program is of annual pattern

Similarly, in the postgraduate course programs, there are 4 or 5 internal examinations according to one

paper each. Which are projects and /or presentations according to their syllabus.

All the discrepancies regarding examination, faced by the college, is immediately brought to the notice of

the Controller of Examinations of the University; and corrections, if any, are done only after getting

instructions from the University. It is very transparent and time-bound. Sometimes, it so happens that in the

university examinations, the students get questions which are out of syllabus. As soon as the students point

out, the Centre Superintendent immediately apprises the Controller of Examinations of University over

phone. The problem can be solved only on the advice of the Controller of Examinations.

In brief, the grievance are resolved in the following manner:

(a) Before Examination: Common grievances of students before the examination are late application form filing, non-receipt of admit card of examinations or wrong entries in the

same. In either case, grievances are communicated to University Examination Section and resolved at the earliest. College Exam Cell helps the student for filing the application form.

(b) During Examination:

- (i) Internal Examination: During internal Examinations, if any student finds discrepancy in question, e.g. given answer options are not correct, data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question. Committee at University takes cognizance and resolves the grievance.
- (ii) Theory Examination: College Instant reports to University Examination Section, if there are any grievances regarding question papers of any subject. Grievances regarding question paper include questions asked out of syllabus, typing errors, etc.

(c) After Result Declaration

After result declaration by university, if any student has objection with result, he/she comes to College

Exam Coordinator for the same. College Exam Coordinator addresses their issues. If students are not

satisfied about their marks, he/she may apply for online revaluation form. In other cases like absentees

case, the application of student is forwarded to university for corrective action.

























अध्यापन कार्य





H.O.d

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