

Mechanism to deal with examination related grievances:

College Level:

- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination.
- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.

University Level:

- University Examination related issues are communicated through Principal who is the Chief Superintendent of Examinations.
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- Examination Grievance Redressal Committee help to the students to solve grievances related to university exam form. Main grievances such as not finding subjects belonging to back log while filling online exam form, not finding the elective subject as per given choice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects etc. Examination Grievance Redressal Committee help them to solve the problem.
- The queries related to results, corrections in mark sheets, other certificates issued by university are handled by Examination Grievance Redressal Committee. After forwarding such queries through the college examination section students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.


CHAIRMAN
Examination Committee
A. M. A. & N. C. S. College
Rajapur (Vihare - Gothane)