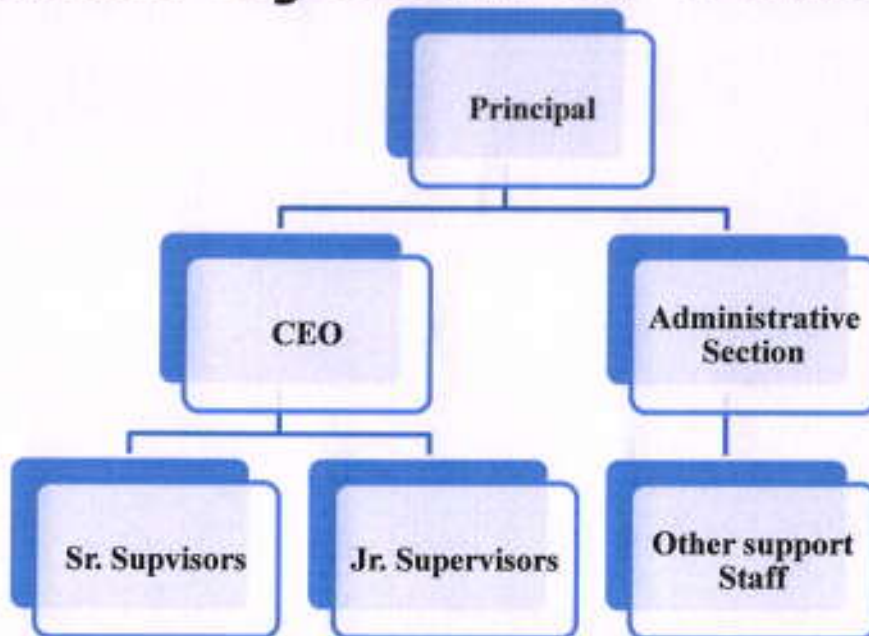




Report of Mechanism for grievance redressal related to examination



Exam System of College



College have adopted following mechanism for grievance redressal related to examination.

- ❖ Corrections in names before submitting online exam forms.
- ❖ Queries related to exam profile creation.
- ❖ Drop out requests for last completed courses.
- ❖ Requests for editing the exam forms.
- ❖ Requests for editing elective & pedagogy courses.
- ❖ Requests for corrections in Admit Cards.


Principal



- ❖ Requests for change in medium.
- ❖ Facility to edit the exam form to students.
- ❖ Facility of paper rechecking.
- ❖ Facility to get photocopy of answer books.
- ❖ Grievances related to examination form filling at University Online Form Filling Portal.
- ❖ All these issues are resolved with communications with University authorities via mail provided by University.
- ❖ Grievances of malpractices from students at the examination hall are forwarded to higher authorities for further actions.
- ❖ Issues related to the examination and results are resolved in time.
- ❖ In case of university examination if any discrepancies in the question paper from the university the examination dept. of the college coordinates between the students and the university to rectify the same within the duration of the examination so that students are not put to loss.
- ❖ Any other discrepancies before or after the examination is looked into by the examination dept. & gets it resolved from the university.
- ❖ College display internal evaluation scores on the notice board.
- ❖ If students having grievances they submit it to the office within the prescribed date.
- ❖ Faculties also resolve some of the minor cases when students come to the respective faculties with the grievances regarding evaluation.
- ❖ Faculties have to show evaluated internal examination answer papers to the students in order to make the examination and the evaluation system transparent.


Principal

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- ❖ The grievances of students regarding the assessment and evaluation process are resolved in steps, first at the institute level and then at University level depending upon the nature and intensity of the grievances.
- ❖ Controller of examination in consultation with Principal resolves it and fixes the responsibly.
- ❖ In case of evaluation, students are allowed to ask for photocopies of answer sheets on the fixed payment prescribed by affiliating University.
- ❖ College has publish all the internal marks on notice board before submit it to university.
- ❖ At the end of the academic year all the internal practical work completed by the students is given to them for review.




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