



PUNE VIDYARTHI GRIHA's
COLLEGE OF SCIENCE & TECHNOLOGY

Affiliated to University of Mumbai
CTS. NO.218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai – 400077.
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2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The respective heads of the departments primarily redress all grievances related to the internal assessment.
- In some unsatisfactory cases, if required the case will be forwarded to the examination committee.
- In case of any university related grievance, applications in prescribed forms collected and forwarded to the concerned authorities.
- The grievances of the students related to examinations such as online form submission, queries related to hall ticket viz. Correction in name/ subject/ subject code/ programme/ pattern, wrong entry of marks, absentee etc. are addressed at college and university level in a time-bound period.

As per the guidelines of the affiliating university the centralized assessment program (CAP) for first year classes of UG program is being carried out in the college and a separate examination cell consisting of senior teacher, administrative staff and exam clerk is constituted to handle examination related grievances.

- If students have any doubts regarding assessment of answer sheets then he/she can demand the photocopy of the assessed answer sheet.
- Students can also apply for a photocopy within 10 days after the declaration of the result.
- College/university provides photocopy of the assessed answer sheets to students on demand within a period of 30 days from the date of receipt of application.
- Once the student receives the photocopy of the answer-sheet, the student consults with the respective subject teacher, takes his / her opinion, and then further processes for rechecking and revaluations are carried out within 10 days.



- The result of revaluation will be declared within 45 days. The benefit of revaluation will be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks as per university norms. Internal assessment of practical work is a continuous evaluation process.

Grievances related to oral, project and practical examination are resolved at the department level.

- Continuous follow up is taken with the university until the grievance is settled.
- For students whose marks are not entered or incorrectly entered due to oversight in the University mark list, the college sends a photocopy of the mark list as prepared by the teacher with an application to rectify the error at the University level.
- Any grievances related to the university question paper like out-of-syllabus, repeated questions, improper split of marks, marks missed, wrong question number during semester exams are addressed to the Principal in turn he/she proceeds to the university immediately.

P. D. D. K.
PRINCIPAL
I/C Principal
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