



// Education is a ladder to gather fruits of knowledge //

Tuljabhavani Mahila Mandal's

Hemuji Chande College, Shelgaon (R),

Tal. Barshi, Dist. Solapur (Maharashtra) 413222



Examination Grievances Policy

1) Policy Statement:

Hemuji Chande College, Shelgaon (R) hereby declares and adopts "Examination Grievances Policy" for the students studying in the college with specific objectives. The policy and procedure of examination and matters relating to examination grievances are defined hereby with the main objectives of conducting all examinations in college smoothly and to solve student's grievances relating to examinations.

2) Objectives:

The main objective of this policy is to prescribe the system and methods for examinations of the students in college and for solving the grievances relating to examination of the students. The college is affiliated to the Punyashlok Ahilyadevi Holkar Solapur University, Solapur. Examination and evaluation of the students of college are conducted in C.B.C.S. pattern as per the directions of University. According to this pattern 10/20/30 marks for each subject paper of B.Sc. are allotted for internal examination with respect to the syllabus implemented for the particular class and so with the object to prescribe the methods and manners of internal examinations and their evaluation by college teachers this policy has been made. Students may come across certain problems and hurdles relating to examinations. So it becomes essential to prescribe policy to solve their grievances relating to examination and it is also objective to frame this policy.

3) Definitions:

In this policy unless the context otherwise requires,

- a) College means Hemuji Chande College, Shelgaon (R)
- b) Examination means all examinations conducted by college as a part of assessment and evaluation of the programs including Home Assignments and Unit Tests conducted in College and Examinations conducted in college by the University.
- c) Grievance means any sufferings caused to any student, any member of teaching as well as non-teaching staff or any other person relating to examination due to any matter relating to examination.
- d) Non-Teaching Staff includes all the members of non-teaching staff including technical staff (on whatever basis they may be appointed in the college) of Hemuji Chande College, Shelgaon (R).
- e) Principal means, Principal of Hemuji Chande College, Shelgaon (R).
- f) Student means any student of any college including Hemuji Chande College, Shelgaon (R) appearing for Examination in college.



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g) Teaching staff includes all the teachers (on whatever basis they may be appointed in the college) of Hemuji Chande College, Shelgaon (R).

h) University means Punyashlok Ahilyadevi Holkar Solapur University, Solapur

4) Scope:

a) This policy is applicable to Examinations of Undergraduate and other examinations conducted in colleges affiliated to PAH Solapur University or YCMOU, Nashik.

b) This policy is applicable to students who are giving examinations.

c) This policy is applicable to teaching, non-teaching and administrative staff of college.

d) This policy is applicable to all types of Continuous internal examinations (CIE) conducted in college as College Assessment (CA) and their evaluation and Examinations conducted in college by University as University Assessment (UA).

e) This policy is applicable to all grievances relating to examinations.

5) Policy:

1) Examination Committee:

There shall be an Examination committee to be formed by the Principal of college and the committee will work under the Chairmanship of Principal. The committee will be responsible for smooth conducting of all examinations in the college and examination grievance redressal

1) Internal Examination Scheme

For undergraduate classes:-

For B.Sc. classes as per C.B.C.S. the pattern paper of each subject carries CA:UA marks according to patterns approved from time to time by the BOS and examination section of the university. The CA:UA pattern may be 10+40, 20+80 or 30+70 respectively for odd Semester and even Semester. Out of total marks 50 or 100 as an UA 40/80/70 marks have been allotted for theory paper to be conducted by University and from remaining CA 10/20/30 marks are to be allotted by college. For this purpose teachers of each subject will give home assignments to all the students of class and collect them and after their evaluation submit mark sheets to the concerned clerk of college. The dates of giving the questions of home assignments, submission of home assignments, their evaluation and submission of mark sheets by teachers will be notified. The procedure will be the same for odd Semester and even Semester.

Even though Unit Tests are part of Internal Examination of college, they will be conducted strictly according to examination pattern of University with regard to paper setting, evaluation, conduct of examination, misbehavior of students and result.

University examinations to be conducted in college:-

University examinations will be conducted in the college as per the directions and programme of University. At the time of examination all the Examination Supervisors, Teaching



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as well as Non-Teaching staff will be subject to such responsibilities as may be prescribed by the University.

Appointment of Supervisors and other staff for examinations and their Responsibilities:-

In order to conduct Internal examinations efficiently and smoothly Internal Senior Supervisor, Junior Supervisors, required clerical and technical and other staff will be appointed as per the directions of the Principal and their respective responsibilities in examination are as follows:

- a) Senior Supervisor will be responsible for overall conduct of examination smoothly.
- b) It will be the responsibility of Junior Supervisors to be present for supervision in the premises of college within time as per time table and notices relating to examination. Junior supervisors will be responsible to conduct examinations in their respective blocks smoothly, to distribute answer sheets, to distribute question papers in their respective blocks, to collect answer sheets from students and to submit them to the Senior Supervisor within time.
- c) It will be responsibility of Clerical staff appointed for examination to make all necessary arrangements for examination including typing and printing of question papers, making available examination halls, seating arrangement for students, sorting of question papers and answer sheets and sending them to the examination hall within time and to provide answer sheets to concerned teacher for evaluation.
- d) Technical staff appointed for examination will be responsible for smooth functioning of electronic and other technical gadgets used for examination and all work relating to examination by using electronic and technical devices.
- e) It will be the responsibility of teaching staff to collect answer sheets of their respective subjects, evaluate them and to submit mark sheets and answer sheets within time as per notification.

Internal Senior Supervisors, Junior Supervisors, Clerical, Technical and other staff will be appointed for University examination too according to directions of the Principal and they will be subject to all these and other responsibilities as per the directions of the University.

Examination Grievance Redressal System:-

To provide examination grievance redressal policy is another important object of this policy.

All the grievances relating to internal as well as of university examination will be solved by the members of the Examination Committee, teaching and non-teaching members according to directions of the Principal. The Principal may direct any member of the Examination Committee or teaching or non-teaching member to exercise such powers and discharge such duties for solving the grievances relating to examination as he thinks fit.

Grievances relating to Internal Examination of the College:-



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All the Internal Examinations in the college will be subject to control and general superintendence of the Principal who may endow the Senior Supervisor of internal examination or any teaching or non-teaching member with such authorities, responsibilities and functions as he may think fit.

I) Home Assignments:-

For any grievance for home assignments relating to delay in submission, attendance, marks or any matter relating to home assignment concerned students will have to apply in writing to the Principal through concerned non-teaching staff. After receipt of application the Principal will direct any teaching or non-teaching staff member to solve that grievance at the earliest.

II) Unit Test:-

It is to be noted that though Unit Tests are part of Internal Examination of college they will be conducted strictly and systematically as like University Examination. Any student coming across with any difficulty or grievances at the time of Unit Test relating to identity card, uniform (without which students will not be allowed to attend the exam) or any other matter will have to apply (if time permits in writing) to Principal through concerned non-teaching staff appointed for that purpose and Principal or Senior Supervisor if authorized by Principal in this behalf will take necessary action to solve the difficulty or grievance at the earliest.

Any kind of misbehavior by students in Unit Test is strictly prohibited and the Junior Supervisor will bring this matter to the Senior Supervisor and he will take appropriate action, if necessary in consultation with the Principal. For any grievances after Unit Test concerned students will have to apply to Principal through non-teaching staff appointed on this behalf.

Grievances before University Examination:-

For all the grievances before examination, relating to examination forms, examination fees, hall tickets of examination, defective hall tickets, or any other grievance student or any other concerned person will have to apply in writing to the Principal through concerned non-teaching staff who is appointed on this behalf by the Principal. Upon receipt of the application the Principal may direct any teaching or non-teaching member to discharge such function as may be necessary to solve the grievance and it will be the duty of concerned teaching or non-teaching staff member to solve the grievance of the applicant within minimum time. If necessary charges are required in this process they are to be borne by the applicant.

Grievances at the time of University Examination:-

The grievances at the time of Examinations conducted by the University are to be solved according to rules and regulations of the University made on this behalf. For grievances



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relating to question papers, answer sheets, examination room, seating arrangement, hall ticket or identity card (without which students will not be allowed to enter into examination hall) or any other matter concerned student will have to apply (in writing if time permits) to Senior Supervisor. The Senior Supervisor, if necessary in consultation with the Principal, will solve the problem at the earliest so as to continue examination in a smooth manner.

For misbehavior of any student in the examination concerned, the Junior Supervisor will bring the matter to the notice of the Senior Supervisor who will take appropriate action in accordance with the rules and regulations made in this behalf by the University.

Grievances after University Examination:-

If after University Examination any grievance relating to result, attendance, mark sheet or any other matter occurs concerned students or any person may in writing apply to the Principal who will direct any teaching or non-teaching member to solve grievance in that matter as early as possible. Any expenses if required for this purpose will be borne by the applicant.

Signature and Seal of the Principal