

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

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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.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

University level:

- With reference to evaluation, if the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- University provides the photocopy of answer sheets to students regarding any grievances with reference to evaluation. Student can apply for revaluation if he/she feels that evaluation is not correct

Sample Documents:

- i) Applications of students to who could not appear for exam on scheduled date due to valid reason and seeking to appear for reexamination.

Page No. _____
Date: _____

To,
The class teacher,
P.C.E., Nagpur.

Sub. Reason for late joining
~~the~~ college

Respected Sir,

I hereby informed
that, I am not able to
Join the college from first
day of college. I am late
Join the college, 14 July 2015
by medical issue.

So please I request that
pt allow for cat examination

Yours faithfully
[Signature]

May be considered
if verified by
TA / class teacher

[Signature]
21/07/15

ii) Sample answer sheet showing change in marks after student's grievance.

Set-B



PRIYADARSHINI COLLEGE OF ENGINEERING
NAGPUR

SESSIONAL EXAMINATION

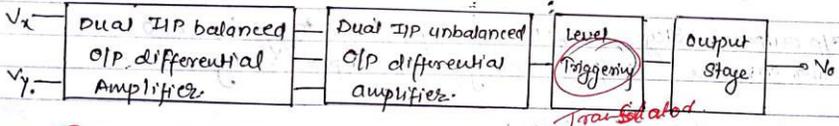
1) Name Suraj Rahul Gane. 4) Roll No. 5815 (08).
 2) Class 3rd yr / 5th Sem 5) Section / Branch 'EN' 'A'
 3) Subject ACD 6) Date 03/10/2017.

Question No.	1	2	3	4	5	6	7	8	9	10	11/2	Total	
Marks		05		02	07	05		02			05	05	31/80
		05		09	05			02			10	19	29

Q11 b was unevaluated

(Start Writing below this line)

Ans 2. (b) Block diagram of op-amp.



03

02

Transistor