



Dr. Ram Rodge Adhyapak Mahavidyalaya

Selu Tq. Selu Dist. Parbhani [Maharashtra]

AFFILIATED: SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
APPROVED BY: NCTE NEW DELHI & GOVT. OF MAHARASHTRA

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NCTE Code:- 123079

SRTMUN Code:-256

Principal

Dr. Smt. Nilima K. Singh

(MA., M.Ed., Ph.d., DSW., D.Lit.)

Mobile No. 9923238375

Email-singhnilima93@gmail.com



Examination Grievance Cell Policy 2019-2020

1. Introduction

The Examination Grievance Cell in the college is established to provide a fair, transparent, and supportive system for addressing examination-related concerns. Understanding the importance of timely and accurate information, the cell is committed to displaying all essential examination notices, timetables, and instructions to ensure students are well-informed about examination protocols. This policy outlines a streamlined process for students to raise concerns regarding exam-related matters and guarantees prompt and effective resolutions. Through this policy, the college aims to support academic integrity and uphold a fair assessment system for all students.

2. Objective

This policy aims to:

- Provide a clear and consistent procedure for addressing examination-related grievances.
- Ensure transparency and accountability in the examination process.
- Support students by resolving exam-related issues promptly and fairly.
- Ensure timely communication of all exam notices and updates.

3. Scope

This policy applies to:

- All undergraduate and postgraduate students across various departments.
- Faculty members, Examination Cell staff, and other college personnel involved in the examination and grievance redressal processes.

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4. Roles and Responsibilities

4.1 Examination Grievance Cell Members

- Chairperson: **Dr. Sow. Chavan Madhubala Narayanrao.**
- Examination Cell Coordinator: **Prof. Pawar Arjun Subhash**
- Faculty Representatives from relevant departments: **Prof. Sonwane Baban Keshav**
- Student Representatives: **1. Gadekar Tejashri Nagnath, 2. Balkrishna Subhash Kedari**

The members of the Examination Grievance Cell are responsible for ensuring grievances are managed fairly, transparently, and efficiently. The Cell is also tasked with regularly updating and displaying exam-related information and notices.

4.2 Examination Cell Coordinator

- Oversees the policy's implementation and acts as the primary contact for students submitting grievances.
- Maintains accurate records of all grievances and resolutions.

4.3 Faculty and Staff

- Support the Examination Cell Coordinator in investigating and resolving grievances.
- Ensure fair evaluation processes and provide required documentation if necessary.

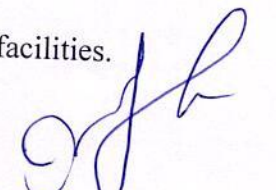
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- **Timeline for Submission:** Grievances must be submitted within seven days from the announcement of results or any exam-related notice.
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- **Verification and Analysis:** The Cell will verify all relevant documents and consult the involved faculty to ensure fair and accurate resolution.
- **Resolution and Notification:**
 - If the grievance is found to be valid, corrective action will be taken, and necessary updates will be made to the student's academic records.
 - If the grievance is deemed invalid, a written explanation will be provided to the student.
- **Resolution Timeline:** All grievances will be resolved within 10 working days of submission.

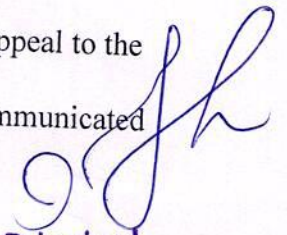
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- **Regular Updates:** All exam-related notices, including schedules, deadlines, and guidelines, will be posted on the college notice board and uploaded to the college website or portal.
- **Awareness Programs:** The Examination Grievance Cell will hold orientation sessions at the start of each semester to ensure students understand examination procedures and the grievance redressal process.
- **Ongoing Monitoring:** The Examination Cell Coordinator will regularly update examination notices and ensure they are accessible to students to prevent potential grievances due to lack of information.

7. Record Keeping and Confidentiality

- **Grievance Records:** The Examination Grievance Cell will keep secure, confidential records of all grievances and their resolutions. Only authorized personnel will have access to these records.
- **Data Security:** All submitted information will be handled with confidentiality and in line with relevant privacy regulations.
- **Policy Review:** This policy will be reviewed at the end of each academic year to ensure it remains effective and relevant.

8. Feedback and Policy Review

- The Examination Grievance Cell will review this policy annually to ensure its effectiveness in handling grievances.
- Student feedback will be collected to improve the grievance redressal process, maintaining the policy's responsiveness to students' needs.

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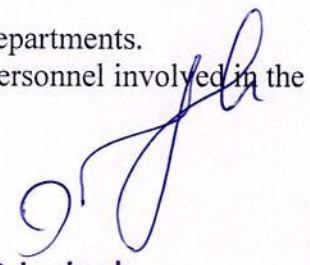
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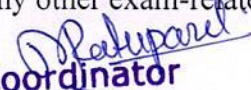
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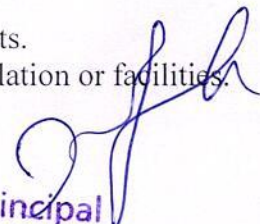
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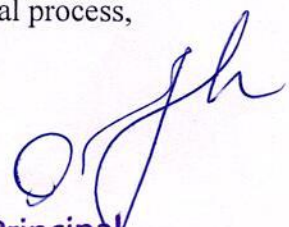
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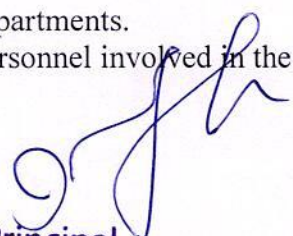
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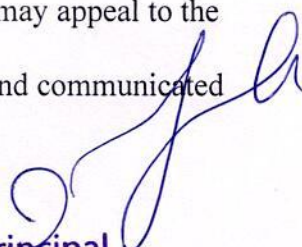
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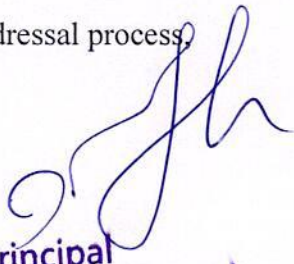
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SRTMUN Code:-256



Principal

Dr. Smt. Nilima K. Singh

(MA., M.Ed., Ph.d., DSW., D.Lit.)

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9. Conclusion

The College is committed to providing a fair, transparent, and efficient process for resolving examination-related grievances. This policy, structured by the Examination Grievance Cell, ensures that students receive timely and accurate resolutions, supporting the college's mission to uphold academic integrity and student well-being.

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IQAC**

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Selu, Tq. Selu Dist. Parbhani**

Principal

**Dr. Ram Rodge Adhyapak
Mahavidyalaya Selu
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Dr. Ram Rode Adhyapak Mahavidyalaya

Selu Tq. Selu Dist. Parbhani [Maharashtra]

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Examination Grievance Cell Policy 2022-2023

1. Introduction

The Examination Grievance Cell in the college is established to provide a fair, transparent, and supportive system for addressing examination-related concerns. Understanding the importance of timely and accurate information, the cell is committed to displaying all essential examination notices, timetables, and instructions to ensure students are well-informed about examination protocols. This policy outlines a streamlined process for students to raise concerns regarding exam-related matters and guarantees prompt and effective resolutions. Through this policy, the college aims to support academic integrity and uphold a fair assessment system for all students.

2. Objective

This policy aims to:

- Provide a clear and consistent procedure for addressing examination-related grievances.
- Ensure transparency and accountability in the examination process.
- Support students by resolving exam-related issues promptly and fairly.
- Ensure timely communication of all exam notices and updates.


3. Scope

This policy applies to:

- All undergraduate and postgraduate students across various departments.
- Faculty members, Examination Cell staff, and other college personnel involved in the examination and grievance redressal processes.


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4. Roles and Responsibilities

4.1 Examination Grievance Cell Members

- Chairperson: **Dr. Smt. Nilima Karmajeet Singh.**
- Examination Cell Coordinator: **Prof. Pawar Arjun Subhash**
- Faculty Representatives from relevant departments: **Prof. Sonwane Baban Keshav**
- Student Representatives: **1.Lone Vidya Balaji, 2.Poul Nitin Rausaheb**

The members of the Examination Grievance Cell are responsible for ensuring grievances are managed fairly, transparently, and efficiently. The Cell is also tasked with regularly updating and displaying exam-related information and notices.

4.2 Examination Cell Coordinator

- Oversees the policy's implementation and acts as the primary contact for students submitting grievances.
- Maintains accurate records of all grievances and resolutions.

4.3 Faculty and Staff

- Support the Examination Cell Coordinator in investigating and resolving grievances.
- Ensure fair evaluation processes and provide required documentation if necessary.

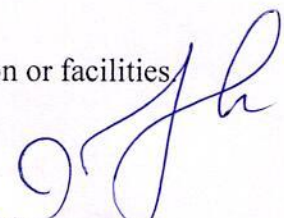
5. Grievance Redressal Mechanism

5.1 Types of Grievances Covered

- Errors in exam results, scores, or grade calculation.
- Issues related to exam scheduling, venues, or seating arrangements.
- Grievances related to the conduct of examinations, such as invigilation or facilities.
- Any other exam-related issues impacting student performance.


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5.2 Submission Process for Grievances

- **Mode of Submission:** Grievances can be submitted through various means, including in person, via email, or an online form available on the college website.
- **Timeline for Submission:** Grievances must be submitted within seven days from the announcement of results or any exam-related notice.
- **Acknowledgment of Receipt:** The Examination Grievance Cell will provide an acknowledgment within two working days upon receiving a grievance.

5.3 Grievance Investigation and Resolution Process

- **Initial Review:** The Examination Grievance Cell will conduct a preliminary review within three working days of receiving a grievance.
- **Verification and Analysis:** The Cell will verify all relevant documents and consult the involved faculty to ensure fair and accurate resolution.
- **Resolution and Notification:**
 - If the grievance is found to be valid, corrective action will be taken, and necessary updates will be made to the student's academic records.
 - If the grievance is deemed invalid, a written explanation will be provided to the student.
- **Resolution Timeline:** All grievances will be resolved within 10 working days of submission.

5.4 Appeal Process

- **Appeal Option:** If a student is not satisfied with the resolution, they may appeal to the Principal within five working days of receiving the decision.
- **Final Decision:** The Principal's decision on the appeal will be final and communicated within five working days.


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6. Communication and Display of Examination Notices

- **Regular Updates:** All exam-related notices, including schedules, deadlines, and guidelines, will be posted on the college notice board and uploaded to the college website or portal.
- **Awareness Programs:** The Examination Grievance Cell will hold orientation sessions at the start of each semester to ensure students understand examination procedures and the grievance redressal process.
- **Ongoing Monitoring:** The Examination Cell Coordinator will regularly update examination notices and ensure they are accessible to students to prevent potential grievances due to lack of information.

7. Record Keeping and Confidentiality

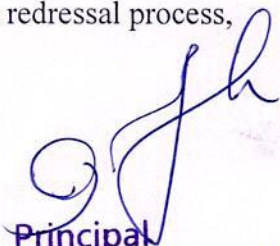
- **Grievance Records:** The Examination Grievance Cell will keep secure, confidential records of all grievances and their resolutions. Only authorized personnel will have access to these records.
- **Data Security:** All submitted information will be handled with confidentiality and in line with relevant privacy regulations.
- **Policy Review:** This policy will be reviewed at the end of each academic year to ensure it remains effective and relevant.

8. Feedback and Policy Review

- The Examination Grievance Cell will review this policy annually to ensure its effectiveness in handling grievances.
- Student feedback will be collected to improve the grievance redressal process, maintaining the policy's responsiveness to students' needs.


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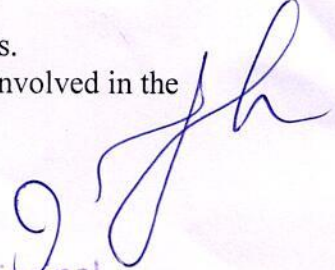
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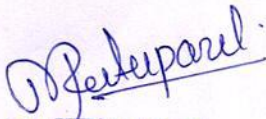
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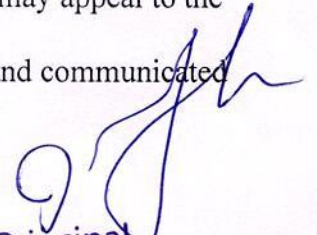
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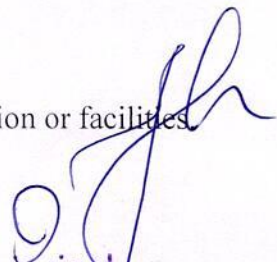
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