

Policy to handle grievances related to all internal examinations:

A) Conduction of Examination:

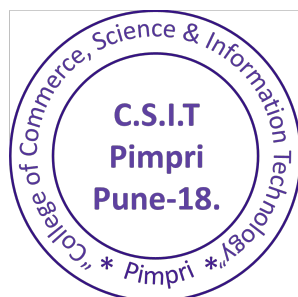
- A separate examination committee headed by the College Examination Officer (CEO) is formed for smooth and hassle-free conduction of examinations. This committee will be responsible for conduction of all internal examinations.
- Respective course teachers prepare timetables for CCE's of their course. Examination committee ensures that CCE's are carried out by the respective course teacher as per their planning.
- Examination committee also ensures that students are communicated well in advance about CCE to be conducted.

B) Assessment:

- Assessment for all CCE's is done by the respective course teacher.
- Course teacher is responsible to share assessment methods, marking scheme for all CCE's designed by course teacher before conduction of examination.
- Examination committee is responsible to ensure that assessments are strictly done by the respective course teacher.
- Course teacher prepares a consolidated result sheet for each CCE. Result sheet is finalized after successful redressal of grievances.

C) Grievance Redressal:

- After assessment of answer papers, free access of evaluated answer papers is given to the students and they are given a time frame of 2 days to report grievances if any.
- Grievances are handled on a one-to-one basis by the respective evaluator and the result is declared on the 3rd day after redressal of all grievances.
- If students are not satisfied with the grievance redressal by the respective course teacher, he/she can raise his/her concern to the Head of the Department in writing. After studying and verifying the facts, Head of the Department may appoint another in house faculty member as a moderator if the need be.



Handwritten signature

Principal

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