



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

The students have to apply for queries/grievances related to the internal examination to the Examination committee in a prescribed format within 10 days after the declaration/communication of the result. The Examination committee redress grievances related to internal examination within 10 days from the receipt of an application form and communicate to the student under intimation to the principal. The College also has a mechanism and procedure to address the university examination-related grievances as described in the ordinance (01/2014) of MUHS Nashik. The detail about the grievance mechanism at the university level is available on the university website and the students are made aware about it. The university-level examination-related files are maintained separately by respective sections, the details are as stated in the below table.

File No. Title 1 Exam file A-01

- A] Forwarding of examination form
- a) regular and b) late fee paid students
- B] Submission of Internal assessment marks

C] Application for verification, re-totaling of marks

D] Obtaining photocopy of theory answer book, mark lists, and verification by mail from University to college then college send all respective copies to the respective students by mail.

2 .University result file- Year-wise, Term wise, and subject wise in soft copy and hard copy

3 Student eligibility file Register

No. Title 1 University result register Yearwise, Term wise and subject wise and student wise

2 Distribution of degree certificate register-unique code File Description Document File for number of grievances regarding University examinations/Internal Evaluation View



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