



Government Degree College

NAAC Accredited with 'C' Grade
PORUMAMILLA – 516 193, Kadapa District
Andhra Pradesh



College website :: www.gdeporumamilla.ac.in

Dr.S.Naresh, M.Sc., Ph.D.,

Cell:8985356051

-Principal

E-Mail: porumamilla.jkc1@gmail.com.

EXAMINATION GRIEVANCE REDRESSAL POLICY

Government degree College, Porumamilla follows the open and continuous internal & external evaluation system prescribed by the affiliating university. This document provides information on the redressal policy related to any sort of grievances raised by the students in connection with the internal and external examinations.

1. INTRODUCTION

The university's rules and directions serve as guidelines for the institution in all curricular, examination, and evaluation-related matters. The institution follows the internal evaluation system as per the guidelines of the affiliated university. The college administers two internal assessment tests, closely following the evaluation methods and norms prescribed by the university regulations. Students and faculty members are informed of the dates for internal evaluations at the start of the semester via the institute academic calendar, prepared by the Academic Council of the institution based on the academic calendar published by the university.

The internal exam schedule is published well in advance by the examination cell of the institution and passed on to department-wise through respective Heads of Departments. The department-wise in turn exhibits the same on the department notice boards and circulates it online among the staff and students of the department to ensure that it has reached all the students.

The internal exam cell ensures the smooth conduct of the internal assessment tests, and the respective HODs make sure the internal answer sheets are valued promptly. The answer key/scheme of evaluation prepared by the Faculty, is documented along with a sample question paper for future reference.

OBJECTIVES

- To establish a continuous internal evaluation system in the campus.
- To ensure a transparent mechanism in the award of internal marks.
- To address the grievances raised by the students if any.
- To set up any such grievance in time.

REGISTERING GRIEVANCES AND ITS DISPOSAL

If any complaint raised by students are given ample provisions to raise their grievance. The following practices are ensured to address the grievances of the students. Students who have objections about the valuation and the marks awarded shall raise their concerns with the respective faculty member.

- Course instructors shall clarify the concerns through a revaluation of the answer scripts in the presence of the respective student.
- Any student who is still dissatisfied with the evaluation and distribution of marks may voice their concerns to their respective HOD.
- The HOD shall intervene and may seek the advice of another faculty member who is competent to evaluate the answer sheet and shall finalize the evaluation and marks awarded.
- If a student still feels unfair in the evaluation, the student may represent the same at the Student Grievance Committee of the institution.


FINALIZATION OF INTERNAL MARKS

The internal marks are finalized only after resolving the students' grievances, if any. The internal marks are communicated to students and parents via online platforms and parent-teacher meetings are held to evaluate their children's performance.

GRIEVANCES RELATED TO UNIVERSITY EXAMINATION

For grievance related to University examination Cell collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website with concern fees. The result of revaluation is given by the university within a stipulated time .

The grievances related to problem in submission of online examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the Chief Superintendent by communicating with university.


PRINCIPAL
Govt. Degree College
PORUMAMILLA, Kadapa (Dt.)