

SHAHU SHIKSHAN SANSTHA'S (PANDHARPUR)  
**NALANDA LAW COLLEGE**

(Affiliated To University of Mumbai)  
(REGD. NO. BPT ACT F - 712 SOLAPUR)

Plot No. 2, RSC 34, Gorai-II, Borivali (West), Mumbai - 400 091.  
• Email : [nalandalawcollege172@gmail.com](mailto:nalandalawcollege172@gmail.com) • Tel.: 022-2867 3210, 2868 8184  
• Website : [nalandalawcollege.in](http://nalandalawcollege.in) • Mobile: 7304180489

# **Criteria - 2**

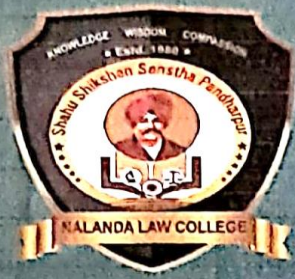
## **Teaching -Learning and Evaluation**

### **2.5**

## **EVALUATION PROCESS AND REFORMS**

### **2.5.2**

**Mechanism to deal with internal  
examination related grievances is  
transparent, time bound and efficient**



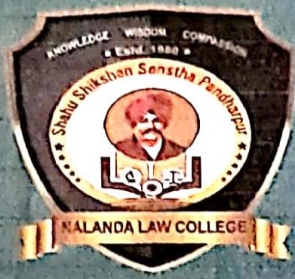
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## 2.5.2

**Mechanism to deal with internal examination related grievances is transparent, time bound and efficient**



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## **2.5.2 Mechanism of internal/external assessment is transparent and the grievance redressal system is time- bound and efficient**

Response:

The examination process is transparent and compliant with the University of Mumbai guidelines. Students and their parents are informed about the examination process through orientation programs in the First Year. Semester end and internal examinations of Undergraduate programmes are handled by the examination committee.

### **Examination Committee:**

The Committee consists of Convener, Co-Convener and members from all Undergraduate departments. Non-teaching staff also lend their support in administrative work. The examination committee performs following functions to maintain transparency and robustness of examination procedure:

For Internal and Semester End Examinations:

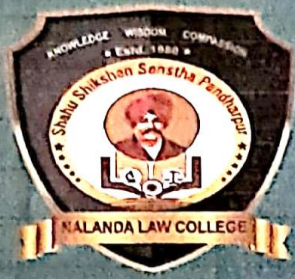
- Time table and seating arrangement for examination are displayed on the notice board adequately in advance.
- For internal examination, the syllabus is declared by the subject teacher and semester end examination is conducted on the entire syllabus.
- The question papers are verified to eliminate errors and stored in a sealed envelope.
- Supervision duty charts are drafted and informed to teachers.
- Separate seating arrangement for students with learning disability and the writer, reader and extra time to such students as per university guidelines.
- Requisite number of copies are printed just 2 hours before the actual examination.
- Attendance of students is maintained properly during examination.
- Any unfair activity of the student is reported to the Unfair Means Committee for appropriate investigation and action.
- The Examination Committee determines the deadline for assessment of answer books. Teachers update marks in result processing software "Graded".

### **Additional responsibilities for semester end examinations:**

- Prepare examination timetable one month in advance and its submission to the college designated by the university.
- Subject teachers prepare 3 sets of encrypted question papers and submit them to the designated email address.
- The question paper for examination is selected randomly by the authority. Moderation of answer books is done as per guidelines of university.
- External moderators are called from the list of moderators provided by the lead college. Examination committee members verify the final result and then grade cards are printed.

### **Infrastructure for examination related work:**

- The College has designated a specific room having necessary equipment including Computer, Printer, Photocopier and Paper -Shredder for examination work. The room has restricted access and is under continuous CCTV surveillance.



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**Frequency of the examinations:**

- All Internal, re-internal, practical, semester end and supplementary examinations are conducted once in each semester.
  - Project evaluation is done as per requirement of Programme Structure
- Additional examinations are conducted for eligible students as per university guidelines.
- All practical examinations, internal evaluation of projects and internal examination of Undergraduate programmes are carried out by individual departments as per university guidelines.

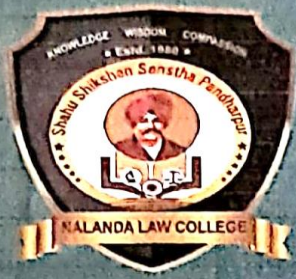
All these processes are:

**Time bound;**

- Time tables displayed well in advance,
- Hall tickets are issued at the proper time,
- Question papers submission schedule is given to faculties,
- Schedules regarding the time for application for Revaluation,
- Evaluation and declaration of results given by the examination committee with stipulated time of 20days,
- Unfair means enquiry meeting and declare the decision of the Committee,
- Schedule for moderation in coordination with assessment completion,
- Schedule for submission of marks, based on which verification will begin

**Transparent;**

- Time-tables are displayed on the Notice Board,
- Hall tickets reflects relevant details of the examination,
- Revaluation result is displayed on the Notice Board,
- Students can apply for photocopy of the answer paper for all theory, practical and internal examinations,
- University guidelines are adhered in moderation, All faculty members are aware of the result processing stages

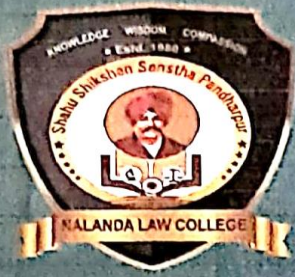


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# Examination Grievance Redressal Procedure



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## Examination Grievance Redressal Procedure

### Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute

### Function:

The function of the cell is to look into the complaints lodged by any student, and judge its merit.

### Composition of Examination Grievance Redressal.

- Chairperson of the Exam — Committee is the principal headed by the In-charge of the Exam Committee, who also looks for Unfair-Means.
- Grievance raised is solved by the In-charge of Examination committee.

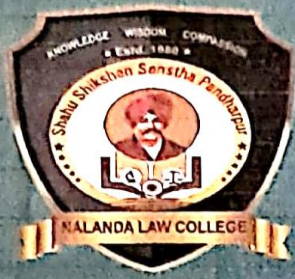
### Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer
- Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc

### Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in stipulated time limit provided by the cell.



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## **Exam Related Grievances**

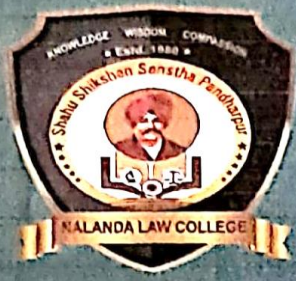
help to the students to solve grievances related to university exam form: Main grievances such as not finding objects belonging to back log while filling online exam form, not finding the elective subject as per given invoice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects e taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students ii. Guidance to the students about oral and theory exam schedule and pattern: Specific grievances Redressed on a need to know basis. Guidance to the students about university exam results

- Guidance to the students about rechecking and re-evaluation process: Faculty members guide the students about the procedure / schedule of rechecking and re-evaluation process. As per its system, the university provides photocopies of the answer papers. Students take this copy to the concerned teacher wherehe/she goes through the same and guides whether the answers are worthy of re-evaluation, rechecking or redressal.
- Mechanism to deal with examination related grievances is transparent, time bound and efficient.

## **Guidance to the students about rechecking, copy viewing and re-evaluation process:**

Faculty members/ Committee members guide the students about the procedure followed or the schedule of rechecking Copy viewing process and re-evaluation process as per University of Mumbai guidelines & procedure.

Hence Exam Committee is also acting as Grievance Redressal system.



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