

Mehr Chand Mahajan DAV College For Women, Sector 36-A, Chandigarh

Examination - Grievance redressal policy

The students can directly approach the Dean Examinations or Principal for any kind of examination related grievance.

The college has a system to deal with students' examination related grievance at two levels

- i) College level for Internal tests and assessment
- ii) University level for Panjab University Semester Examinations.

COLLEGE LEVEL

1) If a student is not able to appear for Mid Semester Test due to any genuine reason, she has to submit a request for retest application to the Principal. The Principal approves the application and directs the student to the examination committee and concerned subject teachers.

2) At the request of majority of the students sometimes the Mid Semester tests are rescheduled if the reason is found genuine.

3) The students are shown the Test papers in the class by the respective subject teachers and their complaints if any regarding evaluation are addressed by the teacher. In case the students still have some complaint, they can approach the Principal or examination committee for their grievance redressal.

4) The students are also provided chance by their subject teachers for improving their score as 50 percent of their internal assessment is based on the score of their mid semester test.

5) The result of mid semester test is shared with the parents.

6) The internal assessment is displayed in the college before submitting it to the Panjab University and the students are given time to contact their respective teachers in case of any discrepancy.

UNIVERSITY LEVEL

1) If the students complain about some discrepancy in the University exam question paper, a representation is sent to the university by the subject teachers. The matter is then put up before the respective Board of studies

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members and the students are granted grace marks accordingly after approval of the BOS.

2) The Panjab University has a system of redressing evaluation related grievances of students. The students can apply for re-evaluation of their answer books after paying the prescribed fee with in a stipulated time after the declaration of result.

3) In case a student fails to appear for an exam for a genuine reason as per the notified date sheet their applications are recommended and forwarded to the university by the Principal so that they are provided a special chance by University to appear for the exam.

5) If a student fails to pay examination fee to the university as per the notified date, their applications for waiving off the late fee are also recommended and forwarded to the university by the Principal if the reason for not paying fee on time is found genuine.

6) Grievances regarding university examinations, if found genuine, are forwarded to controller of examinations Panjab University. CoE office promptly resolves the grievances.

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