

**MAHATMA GANDHI VIDYAMANDIR'S
MAHARAJA SAYAJIRAO GAIKWAD
ARTS, SCIENCE AND COMMERCE COLLEGE, MALEGAON CAMP**

MAHARAJA SAYAJIRAO GAIKWAD COLLEGE conducts university exam as per the ordinance of SPPU. College Exam Committee, College Examination Officer along with Principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs it is immediately considered and redressed. Following mechanism is set to deal with examination related different grievances.

Grievances related to university examination

Grievances related to university examination for grievance related to university examination, students enroll their grievance with Departmental Exam head then grievance share with CEO for further process. CEO or Exam clerk try to resolve grievance at their level but if grievance is new type & not occurred in past then CEO or clerk Mail to SPPU exam department and SPPU responds to query mail with solution. CEO or Clerk executes solution and grievance gets resolve.

Following are Common grievances:

1. Related to University Exam Form

- Backlog subjects not reflecting in form
- Change of pattern
- Missing of regular subject

2. Related Hall Tickets

- Not receiving hall ticket for exam
- Mistakes in hall tickets and mark sheets regarding name, course name, and programme name

3. Copy viewing, Re-evaluation and verification

- Students not satisfied with assessment
- Any mistake done by examiner or moderator

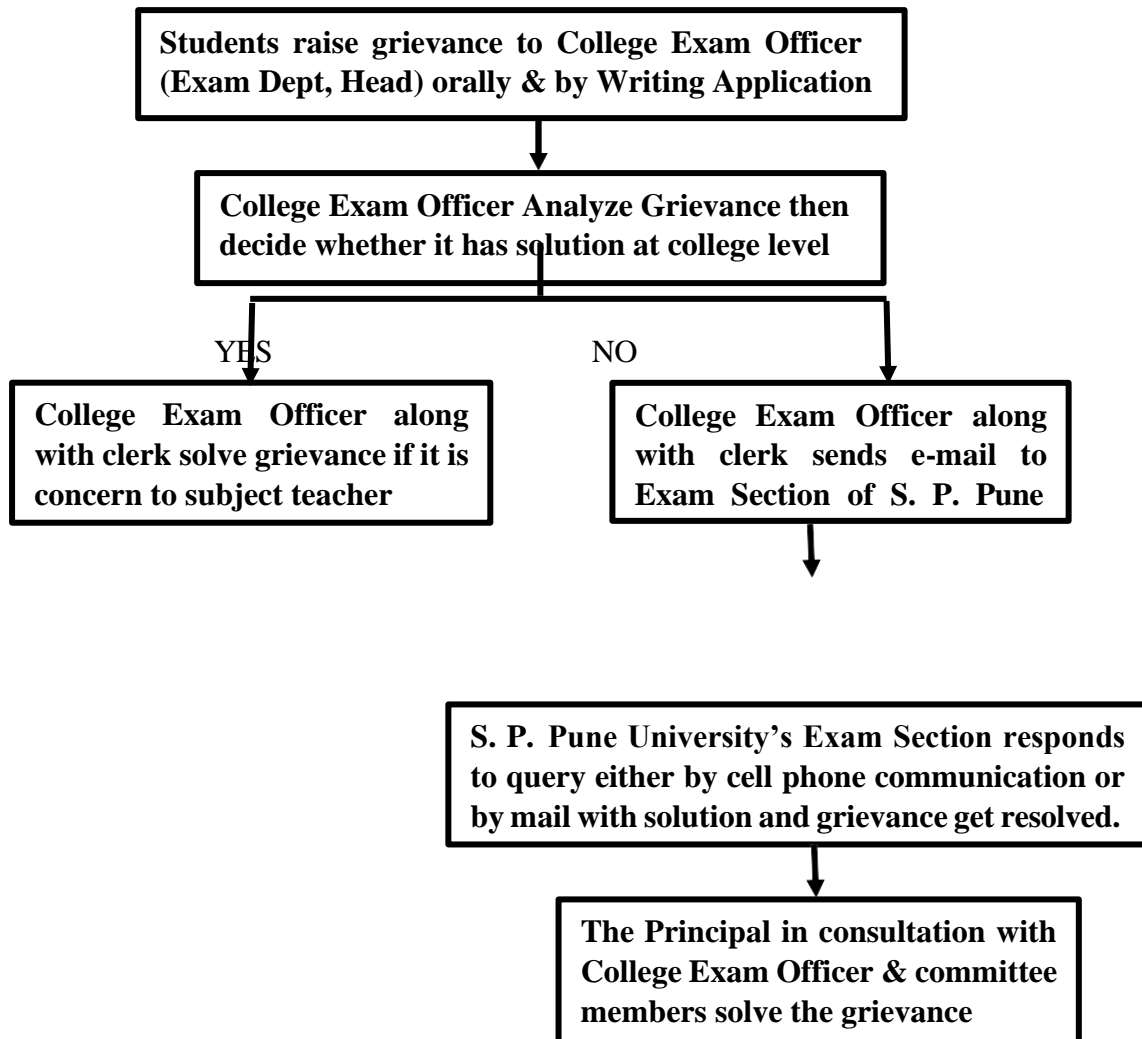
4. Mark Sheets

- Mistakes in Hall Tickets
- Mistakes mark sheets regarding name, course name, and programme name

Exam Grievance Redressal Committee

Sr. No.	Name of Faculty	Designation
1	Dr. Chandrakant G. Dighavkar	Principal
2	Dr. T. S. Savale	Vice-Principal
3	Dr. B. M. Sonawane	College Exam Officer
4	Dr. R. N. Nikam (Arts)	Member
5	Prof. S. L. Ahire (Arts)	Member
6	Dr. N. A. Dokhe (Science)	Member
7	Prof. C. R. Yeole (Science)	Member
8	Dr. A. D. Kasliwal (Science – CS)	Member
9	Mr. U. K. Teke (Commerce)	Member
10	Prof. Smt. V. T. Salunke	Member

Flow chart for University Exam Grievance Resolving Process



Grievances related to college examination

There is complete transparency in the internal assessment. In Academic calendar internal examination dates are mentioned by College Examination Committee. Internal examination committee head monitors internal evaluation process. The student’s grievances related to internal examination are solved by College Examination Committee (CEC)

- Student has to approach Departmental college exam head.
- Share grievance either in oral or written (if necessary) to the examination department explaining their grievance.
- College Exam Committee head solves grievance which is in repetitive nature
- If Grievance is different and not common one then College Exam Officer (CEO) forwards it to the Principal.
- The Principal in consultation with CEC solve the grievance and make the remark on the application which then comes back to the examination department.
- After taking necessary steps, students are informed.
- The process is completely transparent.

Flow chart for College Exam Grievance Resolving Process

