

## **Dr. Madhukarrao Wasnik PWS Arts & Commerce College, Nagpur**

### **2.5.2 Mechanism to deal with examination related grievances is transparent, time bound and efficient.**

- College maintains complete transparency regarding internal assessment. The process is continuous as guided by the college principal and decided in the college staff council and IQAC time to time
- At the beginning of the sessions teachers inform students about the examination pattern of the semester system
- A syllabus of the same which is available on the university website is given to students or help them download it.
- College conducts two unit tests in each semester and due to Covid 19 the university examinations are given to college level. Therefore, college bring out schedule for the examination which is given to students one month before on the notification of RTM Nagpur University.
- Unit tests marks are given to students in the classroom and also displayed in the respective departments.
- Students are given a schedule to submit their assignments to the respective subject teachers and viva voce is conducted as per the schedule considered in the Academic Calendar.
- Internal marks are submitted to the RTM Nagpur university online portal within the dates given by the university.
- University Semester Examination was conducted online mode for the current session. Principal appoints Examination incharge who assign duties to college teachers as online invigilators who sends exam links to college students on the certain groups (Whatsapp) and ensure submission of exam within the time limit. They help students in case of any submission related issues.
- The current examination was conducted online with objective type. Subject teachers were asked to submit their objective type question bank of 120 questions out of which 40 questions were randomly selected for the exam. Moderation and selection is done by the Head of the each department.
- The external marks i.e. marks obtained by the candidates through their online examinations are downloaded and crosschecked by the college subject teachers as examiners.
- The external marks are uploaded to RTM Nagpur university examination portal within the deadline given by the university.
- The students who were unable to appear in the examination due to technical faults, University gives another schedule to conduct reexam of such candidates. College conducts examination for such students and upload their marks to the university portal.

- Rest of the absentees are asked to appear in the supplementary examination in the next semester examination.

#### **Examination Related Grievances:**

- College appoints Incharge of examination and an examination committee which is responsible for smoothly conducting of examination.
- Examination related grievances of students are received by the principal through application. The concern examination committee member is given task to address the student's grievances.
- College admin staff look into student's submission of examination form, distribution of hall tickets to students. Any problem of students related subject change or change in name is instantly addressed by College admin staff by proper channel representation to Examination Department of RTM Nagpur university.
- Once university results are out, and if students locates Mark sheets related issues, are also received by the college principal through application. Principal directs examination committee members and concern college clerk to address the problem by proper channel representation to the Director of Examination and valuation of RTM Nagpur University.