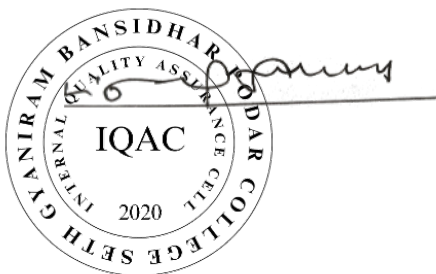




SETH GYANIRAM BANSIDHAR PODAR COLLEGE

*Accredited with Grade 'A' (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar*

Internal Examination Grievance Redressal Policy



Satyendra
Singh

Digitally signed by Satyendra Singh
DN: c=IN, o=Personal, ts=9153, d=2.5.4.65=
133019105991671265SET663p3kXV4ZM, Phone=
742394841aef33cc94607ad9762ee5815e3861b07b603e438e87c30c
e30c, PostalCode=476020, st=Madhya Pradesh, SERIALNUMBER=
9e20c3a910498633f1e9644ca027403eca450c08227f16118098579503d
f8ee4, CN=Satyendra Singh
Reason: your signing reason here
Location: your signing location here
Date: 2024.04.15 15:17:33+0530
Foxit PDF Reader Version: 2024.1.0



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with Grade 'A' (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Introduction

Seth Gyaniram Bansidhar Podar College is committed to upholding the integrity and fairness of the internal examination process. This policy outlines the mechanism for students to address any grievances they may have concerning internal examinations. We strive to provide a transparent, time-bound, and efficient process for resolving such concerns.

Who can file a grievance?

Any student enrolled at SGB Podar College who has a concern related to an internal examination can file a grievance under this policy. This may include issues such as:

- Errors in question papers or marking schemes
- Discrepancies in awarded marks
- Procedural irregularities during the examination
- Unfair treatment by examination personnel

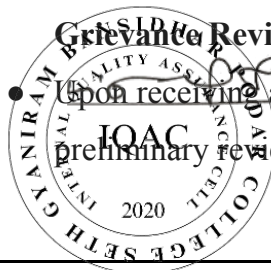
How to file a grievance:

Students must submit their grievances in writing within a specified timeframe (i.e 5 working days) after the receipt of their internal exam results. Grievances can be submitted through the following channels:

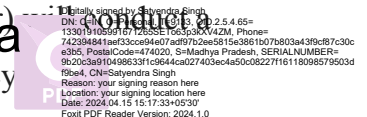
- **Course Instructor:** Students can initially discuss their concerns with the instructor of the course involved in the examination.
- **Student Grievance Redressal Committee (SGRC):** Students can submit a formal grievance form to the Student Grievance Redressal Committee, outlining the nature of the issue and any supporting evidence.

Grievance Review Process:

Upon receiving a grievance, the designated faculty member (course instructor) will conduct a preliminary review to ensure the complaint falls within the scope of this policy



Satyendra Singh





SETH GYANIRAM BANSIDHAR PODAR COLLEGE

*Accredited with Grade 'A' (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar*

- If the grievance is valid, a committee will be formed to investigate the matter further. This committee, referred to as the Student Internal Examination Grievance Redressal Committee (SIEGRC), will typically consist of:
 - A senior faculty member (chairperson)
 - A faculty member from a different department
 - A representative from the teaching faculty (not involved in the disputed examination)
- The SIEGRC will review all relevant documents and evidence, including the student's complaint, the examination papers, and any statements from involved parties.
- The SIEGRC will strive to reach a fair and just resolution within a designated time frame (i.e. 10 working days).

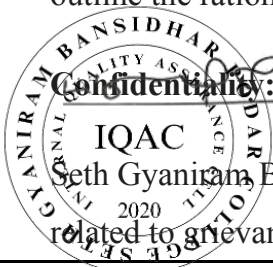
Possible Outcomes:

Based on the investigation, the SIEGRC may decide on one of the following outcomes:

- **Dismissal of the Grievance:** If the SIEGRC finds the grievance unsubstantiated, it will be dismissed with a clear explanation communicated to the student.
- **Re-evaluation:** The SIEGRC may recommend a re-evaluation of the examination paper(s) by a different examiner.
- **Awarding of Additional Marks:** In cases of proven errors in marking, the SIEGRC may award additional marks to the student.
- **Re-examination:** In exceptional circumstances, the SIEGRC may recommend a re-examination for the affected student.

Communication:

The student will be informed of the SIEGRC's decision in writing. The communication will outline the rationale behind the decision and any resulting actions.



Confidentiality:

Seth Gyaniram Bansidhar Podar College will maintain the confidentiality of all related to grievances throughout the process.

Satyendra
Singh

Digitally signed by Satyendra Singh
DN: cn=Personal, ts=9153, o=D, 2.5.4.65=
1330191059916712658ET063p3kXV4ZM, Phone=
742394841aef33cc94607ad9762ee5815e3861b07b603a439a87c30c
e30c, PostalCode=476020, st=Madhya Pradesh, SERIALNUMBER=
9c20c3a910498633f1e9644ca027403eca450c08227f16118098579503d
fbee4, cn=Satyendra Singh
Reason: your signing reason here
Location: your location here
Date: 2024.10.10 10:30
Font: PDF Reader Version: 2024.1.0

