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TUV AUSTRIA CERT GMBH



Bharat Shikshan Sanstha's

**Shri Chhatrapati Shivaji College,
Omerga, Dist.- Osmanabad**

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

INTERNAL QUALITY ASSURANCE CELL (IQAC)

A Manual

**EXAMINATION GRIEVANCE REDRESSAL CELL
(EGRC)**

From Academic Year -2020-21

Examination Grievance Redressal Cell

(EGRC)

The college has a separate Examination Grievance Redressal Cell (EGRC) for students. It consists of Principal, Vice Principals Course Coordinators, and Examination Department staff.

Composition of Examination Grievance Redressal Cell (EGRC)

Sr. No.	Name of the Member	Present Position	Designation of the Cell
01	Dr. G. H. Jadhav	Principal	Chairman
02	Dr. V. S. Ingale	Vice Principal (Science)	Member
03	Dr. Sanjay Aswale	Vice Principal (Commerce)	Member
04	Dr. D. V. Thore	Vice Principal (Art)	Member
05	Dr. D. B. Dhobale	Course Coordinator (Art)	Member
06	Dr. V. Suryawanshi	Course Coordinator (Science)	Member
07	Dr. A S Padampalle	Course Coordinator (Commerce)	Member
08	Mr Balu Birajdar	Examination Officer	Member Coordinator
09	Mr. Pawan Dadge	Evaluation Officer	Member

Functions as follows

1. Once the result of internal examination and University examination declared, the student can raise the grievance.
2. They can approach to their concern Teachers.
3. After verification of the grievance the concern teachers forward this issues to the concern Vice Principals of each discipline.
4. The vice principals directs to the college Examination section to redress the examination related grievance as per the requirement and jurisdiction of the grievance.
5. The examination section prepare the letter and forwarded to university for compliance if it is University exam related grievance; and also forward it to College Examination committee if the grievances related to internal examination
6. The redressal statement of marks /remarks correction of results convey the students after getting reply from the university and the college examination committee.

7. If any problem unsolved and student raise issues the committee coordinator put in the meeting of the Examination grievance redressed cell.


Grievances on college conducted examinations:

1. At the college level, the evaluation work is done for internal examinations.
2. The students should apply within a five days after declaration of the result.
3. The Examination section forward the grievances to concern subject.
4. If there is change in score, it is corrected by concern teacher and endorsed by Head of the Department.
5. The corrected results are sent to the university

Grievances on Revaluation/ Reassessment:

1. The students are notified about the Revaluation/ Reassessment after results are declared in due course.
2. Students can obtain photocopy of the answer sheets from university on request.
3. Students who were not satisfied with their marks at the University examinations can apply for Revaluation/ Reassessment to the University.
4. For students whose marks are not entered or incorrectly entered due to oversight in the University mark list, the college sends a photocopy of the mark list as prepared by the teacher with an application to rectify the error at the University level.
5. The students can make application for their verification from college level which is communicate with the University regarding revaluation. The norms regarding grievances are displayed on University website. The Institution follows the University policy.
6. The entire mechanism to deal with examination related grievances is time bound as per University rule and regulations.

Thus EGRC mechanism in our college is transparent and time bound.


IQAC Coordinator
Dr. Sanjay Aswale
IQAC Co-ordinator
SCS College, Omerga


Committee Coordinator



Principal
Principal
Shri Chhatrapati Shivaji College
OMERGA Dist. Osmanabad