



। राष्ट्रोद्धारार्थं सेवामहे ।
Sahajeevan Shikshan Sanstha's

Estd.-1990

**SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE**

KHED, Dist. RATNAGIRI (M.S.) - 415 709.

(Permanently Affiliated to University of Mumbai)

NAAC Re- Accredited B⁺⁺ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD"(2017-18)

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Ref. No.: ICS/

Date :

Policy and Procedure of Examination Grievances :

The University examination and assessment of first and Second year for undergraduate (UG) is conducted at institutional level and results were communicated to the university.

The assessed answer-book and its records are maintained at departmental and institutional level.

As per Mumbai University notification, the institution also conducts examination for Third year for UG students and semester I to IV of post graduate (PG) students.

While guidelines by university are strictly followed for external assessment, the college has established an independent Internal Evaluation Cell for internal assessment. The cell plans and implements a common strategy for continuous and inclusive internal assessment.

The college evaluates academic achievements of students through following :

1. Unit tests and semester end examination.
2. Students seminar
3. Group discussion
4. Surprise tests
5. Open book tests
6. Online tests (Google forms, Google classrooms,)
7. Home assignments

The whole mechanism of internal and external assessment is transparent, time bound and efficient.

Transparent- The schedule of unit tests, seminars, group discussion and semester end examination is communicated to the faculty and students well in advance through academic calendar, website and WhatsApp groups. Printed mark sheets are given to students showing their performance in the exam. Answer sheets are discussed with students in the classroom. Parents are informed regarding performance of their wards through parent meets.

Time bound- The schedule of unit tests and assignments is communicated to the faculty and students well in advance. The result is declared within a week from the last date of examination. External assessment is strictly conducted keeping line with university norms and schedule.

Efficient- Students, especially first year students, are oriented about the pattern of assessment during student induction program (SIP). Mentors keep close watch on performance of students. Special provisions (wheel chair, seating arrangement at ground floor etc.) are made for disabled students. Online tests were conducted during the pandemic which was eco-friendly as well as in line with the then pattern of university examinations. The examination cell sets a vigilance squad to prevent unfair practices. The pattern of unit test and group discussion during each semester has proved immensely helpful to students.

Grievance Redressal System- The grievance committee that works under Examination committee responds to the examination related grievances promptly and efficiently. Utmost priority is given to avoid any delay in solving the issue. If the grievance committee receives any complaint regarding the internal assessment, it quickly responds to it. The examination committee, subject teacher, HOD of the concerned subject, Faculty in Charge in the institution looks into the matter and gives justice to the affected students. The examination committee deals with the external examination assessment related grievances. Students having grievances submit application to examination committee. The committee addresses the grievances and communicated authority for a suitable action.



Anish A. J.

I/C PRINCIPAL,

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