



Dnyan Prabodhini Mandal's  
**SHREE MALLIKARJUN**  
&  
Shri. Chetan Manju Desai College  
Delem, Canacona-Goa 403702



India Today Ranking  
115 (Arts) 150 (Commerce)

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Website: shreemallikarjuncollege.ac.in

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## EXAMINATION GRIEVANCE POLICY

Examination Grievance Policy has been framed by the institution as per the guidelines laid down by the Goa University to ensure efficient and non-biased handling the students' examination related grievances and develop and maintain a harmonious educational atmosphere.

### COMPOSITION:

The institution has formed an Examination Grievance Committee to address the grievance of the students related to the matters of examination. The committee is consisting of senior members from the teaching faculty and the administrative staff from the examination section of the college.

1. Senior Faculty Member: Chairperson
2. Senior Faculty Member: Member
3. Senior Faculty Member: Member
4. Administrative Staff from the Examination Section: Member

### OBJECTIVE AND PURPOSE:

1. To ensure competent and non-biased management of the students' examination related grievances.

### PROCEDURE:

As per OC-8.20 procedure for investigation of Grievances by the college Grievances committee is as following

1. The Committee shall consider the written complaint by a student on the conduct of examination provided that,
  - 1) The complaint is submitted by the student within 15 days after the declaration of the results.
  - 2) The complaint is accompanied with a fee of Rs. 100/- (refundable if the complaint is found genuine).
  - 3) The matter is referred to the Committee by the Principal of the College.





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- 4) The committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
2. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
3. The Principal may inform the student (effective from 14<sup>th</sup> July 2005), the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his /her result.
4. Imposition of fine of Rs 50/- on the student may be done if the allegations are found to be a deliberate attempt at casting aspersions on the teacher.

