

**BSS, Arts, Science and Commerce College, Makani,
Tal-Lohara, Dist.- Osmanabad**
**Affiliated to Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad**



INTERNAL QUALITY ASSURNACE CELL (IQAC)

EXAMINATION GRIEVANCE REDRESSAL CELL (EGRC)

Academic Year 2023-24

The college has a separate Examination Grievance Redressal Cell (EGRC) for students. It consists of Principal, Course Coordinators(CIE Exam Cell) 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. H. N. Rede | Principal | Chairman |
| 02 | Dr. R.M. Kharade | Course coordinator (Commerce) | Member |
| 02 | Dr.D.S. Birajdar | Course Coordinator (Arts) | Member |
| 03 | Dr. Y.D.Mane | Course Coordinator (Science) | Member |
| 04 | Mr. R.K. Mugle | Course Coordinator (Examination officer) | Member |
| 05 | Mr. N.S. Alange | Course Coordinator (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 these issues to the concern Vice Principal.



4. The vice principal 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 examination

1. At the college level, the evaluation work is done for internal examination.
2. The students should apply within a five days after declaration result.
3. The examination section forwarded the grievances to concerned subject.
4. If there is change in score, it is corrected by the concerned 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 Reservation/Reassessment to the University.
4. For the students whose marks are not entered or incorrectly entered due to oversight in the University mark list the college send the photocopy of the mark list 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 the college level which is communicate with the university regarding revaluation. The norms regarding grievances are displayed on the University website. The institution follows are University policy.

6. The entire mechanism is to deals with examination related grievance is time bound as per University rule and regulations.

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


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