

# St. Vincent Pallotti College, Raipur (C.G)

## Mechanism to deal with Exam related Grievances

### Examination of Students

#### Institution Level

1. At the beginning of the Semester /year, the students are informed about assessment process.
2. The internal assessment test schedules are prepared as per the affiliating University and communicated to the students well in advance.
3. The answer sheets are shared after assessment.

1. Assessment within timeframe.
2. The institution follows open evaluation system where the students' performance is displayed on the notice board within timeframe.
3. Grievance resolution within stipulated time.

1. **Process is structured and well executed.**
2. **Time based approach to resolve grievances.**
3. **Grievance is addressed/resolved through a structured system.**

#### University Level

1. Appointment of COE.
2. On-time Communication of time table.
3. Execution as per University norms.

1. After result declaration, limited time is provided to raise grievances.
2. Application is submitted through the institution or directly in the University.

1. **Grievance is addressed/resolved through a structured system.**

**Transparent**

**Time Bound**

**Efficient**