



GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT-133001

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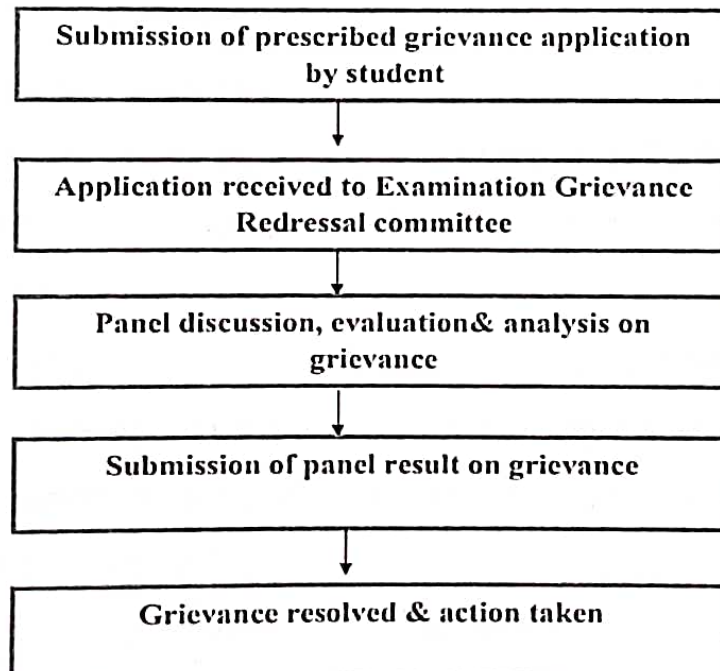
Ref. No. GMNC/1000/1789

Dated 26.11.2021

INTERNAL EXAMINATION RELATED GRIEVANCES

At the college level, an examination committee, comprising of a senior teacher as convener and other staff members, is constituted to handle the issues regarding evaluation process. There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. The students are informed from time to time about the examination related University notices and circulars through notice board, College website and

MECHANISM OF EXAMINATION GRIEVANCE REDRESSAL





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also through verbal communication by the faculty members of each department.

- The result of internal examination of the students is displayed on the notice board/placed in the respective departments.
- In case of any grievances regarding internal assessment, the students approach the teacher. Complete transparency is maintained during the internal assessment tests through the adoption of the criteria given by the affiliating university. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and students.
- The answer sheet of such student is once again examined by the teacher concerned in the presence of the student. In case, there is a correction in the total of marks as indicated by the students, it is immediately correct by the faculty.
- Any student who is not satisfied with the assessment and award of marks may approach the Head of the Department/ Controller of Examination/ Principal who will listen to their problems and discuss with the concerned teachers to arrive at some solution. The students who could not submit assignments in time for sufficient cause are given additional chance.



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- If a student is not able to appear for house examination due to medical or any genuine reason, the examination is conducted for that student as per norms, provided that he/she submits application with proper documents.


Principal