

## **Exam Grievance Redressal Policy**

GDC Chinturu conducts university exam as per the ordinance/guidance of Adikavi Nannaya University Rajamahendravaram. College Exam Committee, Coordinator of Examination Committee along with principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs, it is immediately considered and redressed. The following mechanism is set to deal with examination related different grievances.

### **Grievances related to university examination.**

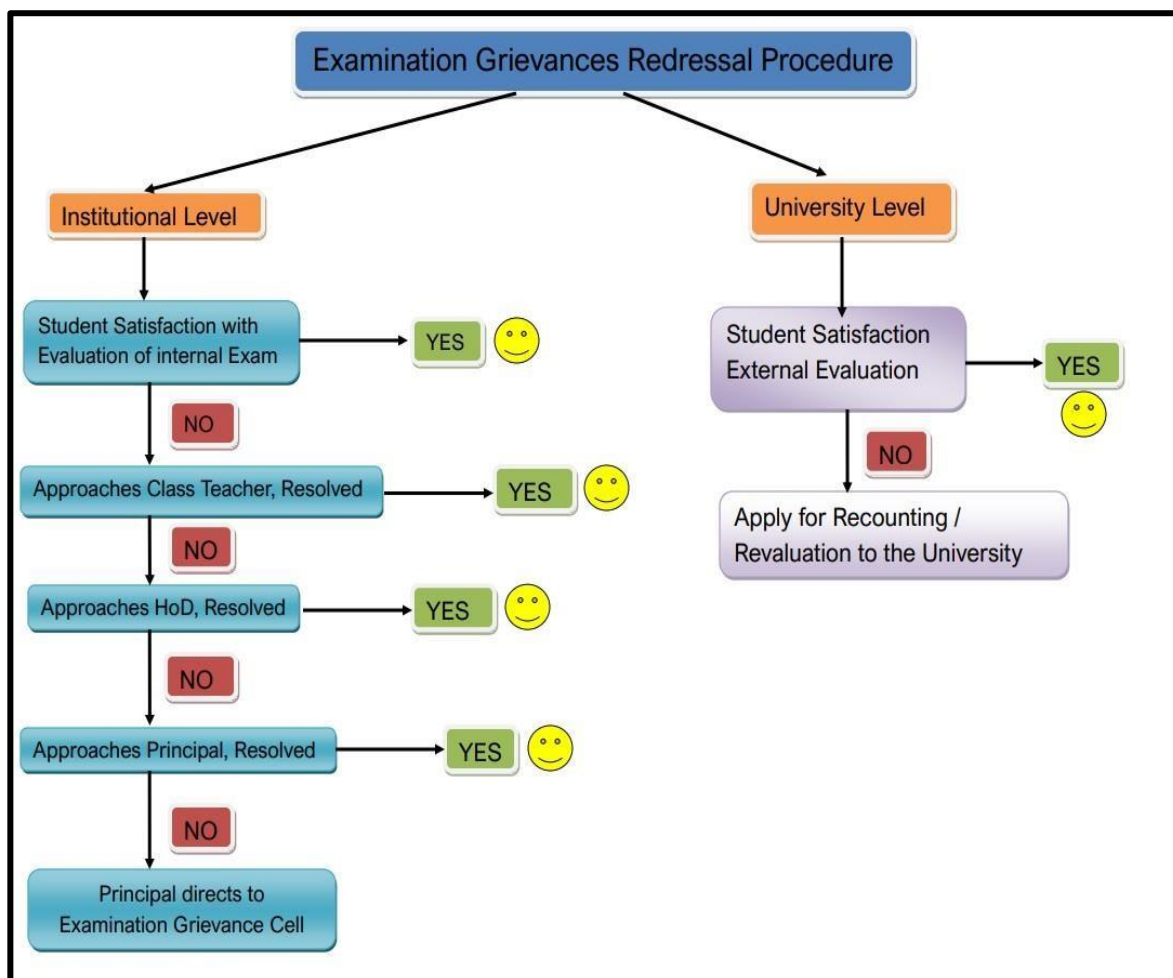
For grievance related to university examination cell collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website. Student gets Xerox copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the university within 30 days of the application.

The grievances related to problem in submission of online examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and Programme name are resolved promptly.

### **Grievances related to college Internal /Mid examination.**

There is complete transparency in the internal assessment. Academic calendar for internal examination is prepared by College Examination Committee. College Examination Committee Coordinator monitors internal evaluation process. The Examination Department also deals with mistakes/errors related to internal assessment of the students promptly. All internal examinations are conducted adhering to the norms of Adikavi Nannaya University. Internal marks are given considering

surprise test, home assignment, quiz etc. The system of internal marks is very transparent. The students are given opportunity to redress their grievances concerning internal marks if any. The flow chart given the complete process.



Finally, Coordinator of the Examination Cell intervene and seek opinion of another course teacher. The grievances are resolved by showing his/her performance in the answer sheet or the answer sheet is reassessed by the faculty once again in his presence. Any corrections in the total of marks or assessment of answer books are immediately done by the faculty members.

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