



PIMPRI CHINCHWAD EDUCATION TRUST'S

**S. B. PATIL INSTITUTE OF  
MANAGEMENT**



**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

The mechanisms for redressal of grievances is: Examination Committee is formed to ensure smooth functioning of exams. Students are communicated about the assessment methods at the beginning of semester. Examination committee prepares and finalizes time table referring the academic calendar, with approval of HOD Academics and Director. Exam time table is communicated well in advance to faculty members and students. As per time table faculty members communicates the syllabus for examination well in time. Faculty members are given a time frame of around 8 – 10 days for assessment of examination and communication of result. After the assessment of answer sheets they are given to the students and individual performance is discussed. Students having any grievances about evaluation are free to personally discuss with respective faculty members in the given time period. If there are any changes in evaluation, the same is to be communicated by respective faculty member to the Examination Committee in the said period. Once the grievances (if any) are resolved, result analysis of internal examination is finalized and displayed for student's reference. Students can approach the HOD Academics for unresolved grievances (if any). The complete grievances redressal mechanism process flowchart is given in additional information.





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**Additional Information**

