



GURU NANAK GIRLS COLLEGE SANTPURA, YAMUNA NAGAR

(Affiliated to Kurukshetra University, Kurukshetra)
Ph. 01732- 224372, Fax: 01732-200546
(Accredited Grade "A" by NAAC)

GNGC/23

Date: 15.05.2023

MECHANISM TO DEAL WITH INTERNAL EXAMINATION GRIEVANCES

An examination committee comprising of senior faculty members is constituted to handle the issues regarding internal examination and internal evaluation process. College follows the rules and regulations framed by Kurukshetra University, Kurukshetra , as it is affiliated to this university. The mechanism followed by college examination committee is as follows:-

1. The college conducts two sessional exams per semester. The schedule of internal examination is prepared according to university academic calendar.
2. The examination committee announces the dates for conducting the sessional exams with the consent of Principal. The students are conveyed about these dates through circulars displayed on the notice boards, Whatsapp groups and are communicated by the faculty members, in the classrooms.
3. The students are shown their answer sheets. In case of any grievances, concerned subject teacher tries to address it.
4. The result of the students is kept in the respective departments.
5. The students who are unable to pass the sessional exams are given second chance to improve their performance.
6. The genuine problems and circumstances of the students are considered and are given chance to reappear in internal examination provided she submits application signed by her parents. It is subject to approval by the Principal.
7. Any student who is not satisfied with the marks, may approach the head of the department/Examination Committee/Principal.


Principal


Director