



Pravarsen Shikshan Sanstha Nagpur's Dr.L.D.Balkhande College of Arts & Commerce

(Old Name :- P.S.S.College) Pauni - 441910, Dist-Bhandara

NAAC Accreditation ' C ' Grade

Phone No.

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07185 - 255490

Website :- www.balkhandecollegepauni.com

President
Dr. Deepa M.Balkhande

Secretary
Mr. Millind L. Balkhande

Principal
Dr. Ramesh S. Bansod
Mo.9765928721

Ref No.:- 4049 / 23

Date.:- 21/11/2023

College Internal Examination Committee

The following College internal examination committee is to be formed in the College.

| Sr. No. | Name of Exam. Committee Members | Designation |
|---------|---------------------------------|----------------------------|
| 1 | Dr. Ramesh S. Bansod | Chairman |
| 2 | Dr. Swati S. Shambharkar | Exam in charge (Secretary) |
| 3 | Dr. S. M. Nandagawali | Member |
| 4 | Mr. N. P. Singade | Member |
| 5 | Mr. M. G. Wahane | Member |
| 6 | Mr. R. G. Raut | Member |

Guidelines for conducting Internal Examination at the College

A) Appointment of Examination in charge and His Duties:-

1. The Principal can appoint a Senior Teacher as the Exam in charge in the college.
2. The Principal and Exam in charge of the college shall alone be responsible for maintaining discipline at the College Campus during the examinations.
3. In the absence of Exam in charge, the Principal can handover the exam charge to any one senior teacher of the college.

B) The Duties of Exam in charge in the college examination:-

- 1) The Exam in charge should see the examination is to be conducted in the college as per the rules/norms laid down by the College Exam Committee.
- 2) It is the duty of Principal and Exam in charge to see the examination premise is well protected so that no unfair means will be allowed.
- 3) The college decided to change the Seating arrangement as per the need and strength of the students appearing for the examination.
- 4) The unfair means during the conduction of examination should be strictly prohibited in the college.
- 5) Students may allow half an hour duration for appearing the examination after the commencement of exam.
- 6) Exam in charge may fine the amount from the absent students who are not appearing the exam.
- 7) Preparation of Answer-books:-
 - i) Answer books are prepared in the college with serial number on the cover page.
 - ii) Answer books should be in good condition
 - iii) Question papers are downloaded and printed in the college half an hour before the commencement of the examination.
 - iv) The invigilators are appointed from the approved full time and part time teachers only.
 - v) The Relievers should be appointed by Officer in charge as per the need of time.
 - vi) Physical search should be conducted regularly before the commencement of the examination.
 - vii) The unfair means must be reported to the college on the same day duly sign by exam in charge.
 - viii) The Answer books should be assessed in the college only.
 - ix) Results should be submitted immediately after the assessment.
 - x) The account of the college examination should be conducted within 15 days from the day of closure of examination at the centre.



[Signature]
Principal

Dr. L.D. Balkhande

College of Arts and Comm.
Pauni, Dist. Bhandara

Vision :- "Apadan Sobhini Payyan" (Knowledge beautifies the man)

Mission :- Quality education to rural youths that inspire, prepare, and empower them to succeed in the challenging world

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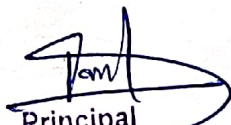
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Procedure to solve University level exams grievances by the College Exams Committee.

A) University level Exam Related Grievances such as:

- i) **Help to the students for university exams form filling:**
The institute has deputed a dedicated clerk to look after all activities related to university exam work. For filling out the forms, the clerk first prepares a schedule showing the date to visit a particular class. On the given date the clerk goes to the class and gets the forms filled. Forms are filled online portal provided by University. Any offline work is done after form filling.
- ii) **Help to the students to solve grievances related to university exam form:**
Main grievances such as not finding subjects belonging to back log while filling online exam form or extension of date due to breakdown of server or interchanging of subjects are taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students.
- iii) **Guidance to the students about oral and theory exam schedule and pattern:**
Schedule is displayed on different notice boards/ College website. Specific grievances addressed on a need to know basis.
- iv) **Guidance to the students about rechecking, copy viewing and re-evaluation process:** Faculty members/ Committee members guide the students about the procedure followed or the schedule of rechecking Copy viewing process and re-evaluation process as per RTM Nagpur University guidelines & procedure.
- v) **With reference to evaluation,** if the student scores less mark than expected, he/she is advised to apply for revaluation of his/her answer script after paying the prescribed fee.

B) The sequence of activities for theory exams is as follows.

- a. Time bound display of all notices related to university exams
- b. The exam schedule prepared by University is displayed to students' notice board and sends the same on what's app groups so that grievances such as overlapping, omission etc. are brought to the notice of the concern.
- c. Any other notices related to university exams are displayed on the same day they are received by the institute.
- d. For university practical exams, the final draft is sent directly. It is displayed and students are informed about the schedule of the exams 15 days prior to the commencement of the exams.



A handwritten signature in blue ink, appearing to be "Vam".

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University Examination Grievance Redressal Mechanism

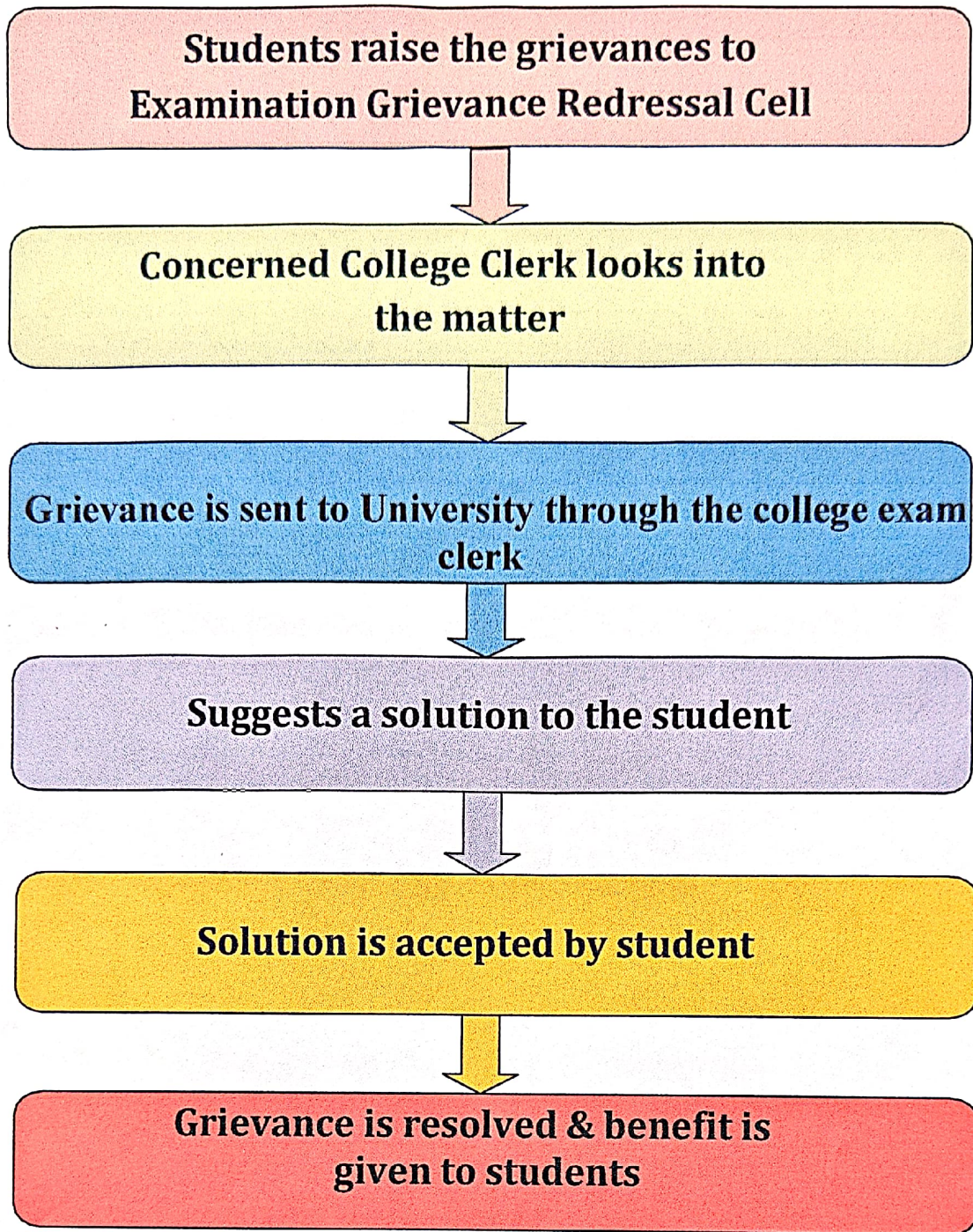
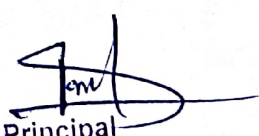


Fig: Grievances Redressal mechanism for External Assessment




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