



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



EXAMS-RELATED GRIEVANCES REDRESSAL

Policy
Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

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NOTIFICATION

Ref: SMVEC / IQAC / CoE / JAN 2023

Date: 10-01-2023

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Exams related Grievances Redressal. This will come into force with immediate effect.

Dr. AA. Arivalagar
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IQAC coordinator

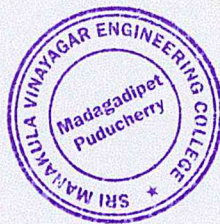
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Dr. V.S.K. Venkatachalapathy
Dr. V.S.K. Venkatachalapathy
Director cum Principal

DIRECTOR CUM PRINCIPAL
SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
Madagadipet, Puducherry-605 107.



POLICY FOR EXAMS-RELATED GRIEVANCES REDRESSAL POLICY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

Sri Manakula Vinayagar Engineering College has devised an efficient mechanism to deal with examination related grievances which is transparent in the pattern and rectification of grievances is time bound. The college strictly adheres to the respective regulations while conducting internals and end semester examinations.

The following procedures are adopted for various grievances faced by the students in the examination system

CONTINUOUS ASSESSMENT MARKS [CAM]

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for a review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions/remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

The Academic Appeal Board [ABB] is constituted with Dean Academics as convenor and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/ complaints in writing from the aggrieved student regarding anomaly in the award of marks. The board will examine the complaints and recommend appropriate measures to the Head of the Institution, for necessary action. The action taken will be intimated to the student within 10 days.

QUESTION PAPER ANOMALY

If there is any discrepancy in the question paper, the students have to approach the concerned course staff for clarification about the discrepancy. The concerned course staff will check whether the discrepancy stated by the student is correct. If not, he/she has to clarify the student about the discrepancy he/she raised. If the discrepancy raised by the student is correct, then the course instructor has to collect feedback about the question paper from the entire class. Then along with the feedback from the students, the discrepancy in the question paper has to be briefed in the available format and it has to be sent to Controller of Examination through Head of the Department and Dean Academics. Afterwards, Controller of Examination, Dean Academics and course expert will together take constructive action for the discrepancy in such a way it should be safe guard the interest of students.

The students have to state his question paper discrepancy on the day of examination itself and if needed necessary action will be taken before the commencement of valuation.

HALL TICKET/ COURSE REGISTRATION ISSUES

If a student faces problem regarding receiving of hall ticket or courses not listed in the hall ticket, he/she has to approach their class advisor. The class advisor has to verify and give proper reasons for the non-issue of hall ticket or for courses not listed in the hall ticket. If the class advisor is not able to solve the issue, then it has to be discussed with their department CoE office staff coordinator. He in turn will forward the issue to CoE office and they will take necessary action within 2 or 3 days.

ANOMALY IN RESULT PUBLICATION

If a student finds that for a few courses or for the entire semester examinations results were not published, then he can approach his concerned class advisor and department CoE office staff coordinator. But this process is not applicable for students who have involved in malpractice. The CoE office staff coordinator has to immediately report the issue to the CoE office and solution will be given within 2 or 3 days.

DISCREPANCY IN AWARD OF MARKS

Students who are not satisfied with the grades awarded in the End Semester Examinations of theory courses for regular and arrear examinations can submit the application requesting for photocopy which is available in the college website to the concerned class advisor within a week of publication of result. The class advisor through CoE office staff coordinator will forward the application to CoE office with the prescribed fee. The CoE office will issue the photocopy of valued answer scripts with the marks awarded to individual answers to the students within a week. The student has to verify the answer script with the concerned course instructor and then he/she can decide to apply for revaluation or retotalling.