



LUTJF'S

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce and Science College

NAAC Accredited Grade 'B'

Phone: +91-65227117 || Email: sjartscollge@gmail.com || Website: <https://jadhavarcollegeedu.com/>

2.5.2 HEI has explained a systematic mechanism of internal and external examination related grievances to the peer team during the visit and has shown the documentary evidences.

**Mechanism to deal with internal/external examination related grievances:**

- The Institute conducts two types of examinations, Internal Examination and External Examination.
- External Examinations are conducted by the University and the Internal Examinations are conducted by the Institute.
- The examinations are conducted with utmost care given to transparency and fairness.
- The question papers for internal examinations are prepared by the respective teachers and approved by the head of the concerned departments.
- The hall tickets are issued to the students for University Examinations well in advance. Any grievance related to the hall ticket like printing of wrong name or delay in issuance is addressed by the exam cell.
- The exam cell immediately looks into the matter and takes necessary actions. The issues of the students are dealt with high priority and solved as soon as possible. The external question papers are printed 15 minutes before the commencement of examination after receiving password from University.
- Post internal examinations evaluated answer scripts which are corrected by the teachers under the supervision of a controller / in-charge. Students are permitted to seek any clarifications to the teacher.
- In case they are entitled to more marks, teachers do the needful. Following the review of answer scripts, the marks are entered in the automation.
- The students can check their marks in the automation and can report their grievances. After receiving the grievance by the examination controller, it will be forwarded to concerned department HoD's. The HoD will discuss with the concerned subject faculty about the grievance and resolve the issue.
- In the case of external examination, any grievance is addressed by the examination branch. The student in need of help explains his/her grievance to the person in-charge who reviews the situation and provides a solution. In case the university needs to be contacted, a standard fee is collected. Upon receiving the fee, the college in-charge represents the issue to the university and pursues it till it is solved. The university then re evaluates the student's performance and communicates their decision. All grievances are therefore solved with utmost care to student sensitivity. Institute level grievances are solved in list days. The Institute is dedicated to provide students with time bound, transparent and efficient solutions for their examination related.



Principal

for  
*[Signature]*

Principal

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& Science College, Narhe - Dhayari, Pune - 41

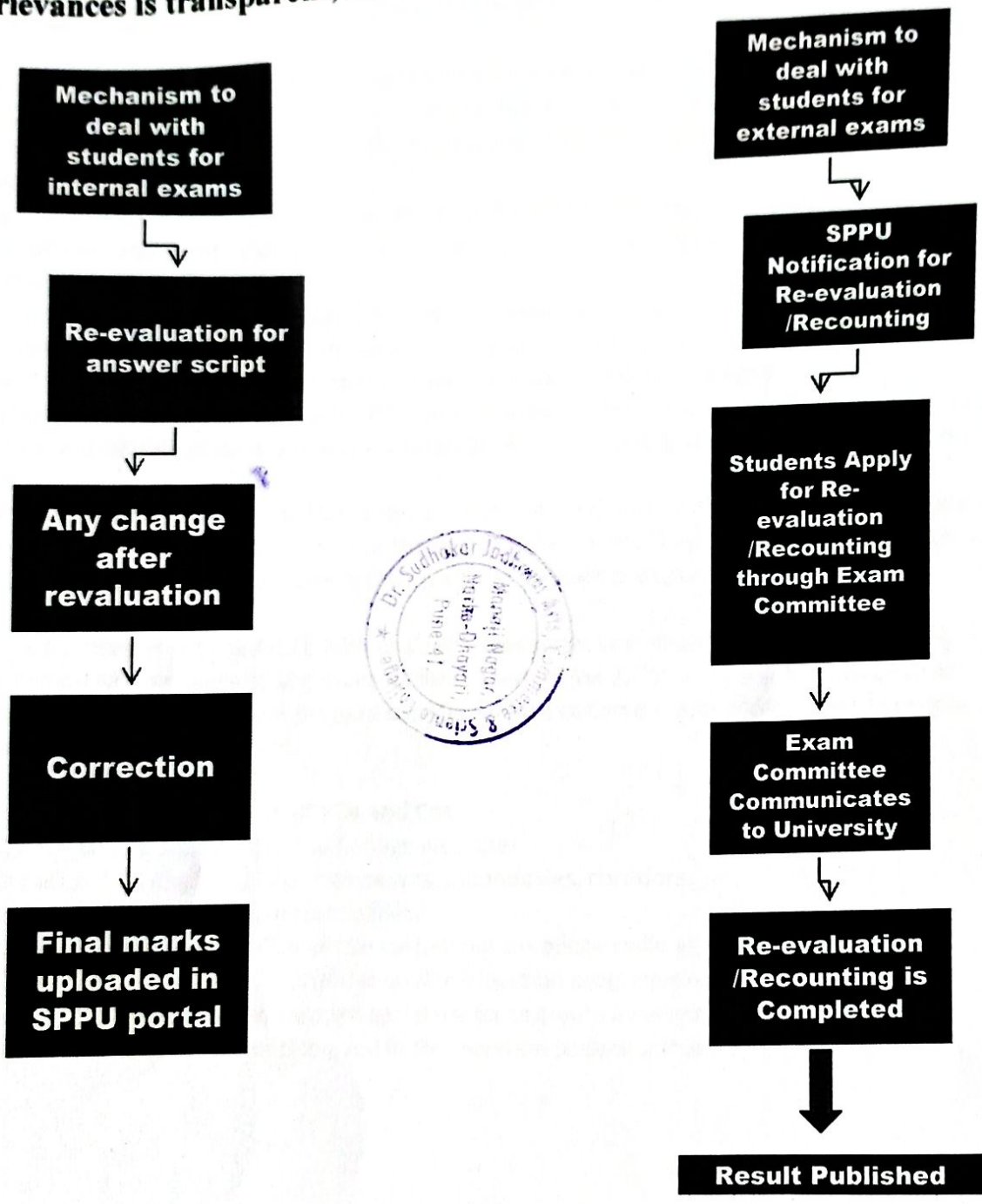


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**2.5.2 - Mechanism to deal with internal/external examination related grievances is transparent, time bound and efficient.**



Exam support – exam support < [examsupport@pun.unipune.ac.in](mailto:examsupport@pun.unipune.ac.in)

L.U.T.J.F.'s

**Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science  
College**

Manaji Nagar Narhe- 411041

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Date : 4/11/2023

**Notice**

**Examination Committee Meeting**

This is inform to all the **Exam committee** members that the --- Committee Meeting will be conducted on 07/11/2023 under the guidance of HOD Mrs. Savita Bidkar at 11.00 a.m. in the Exam Department to discuss on the following agenda. Attendance is compulsory.

**Agenda for the meeting is under –**

11. To confirm the minutes of last meeting held on 03/06/2023
12. Review of June to July examination 2023
13. Planning for university examination
14. Timetable for practical examination
15. Any other subject permitted by chair

Principal

Principal

Prin. Dr. Sudhakar Jadhavar Arts, Commerce  
Science College, Narhe - Dhayari, Pune - 41

C.E.O.

Sr.	Member of Committee	Sign
1	Dr. Renuka Ghadyalji	
2	Asst. Prof. Savita Bidkar	
3	Asst. Prof. Arundhati Kulkarni	
4	Asst. Prof. Veda Khirit	



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**Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science  
College**

Manaji Nagar Narhe- 411041

**Examination Committee Minutes**

Examination Committee Meeting was held on 07/11/2023 at 11 am in exam dept. under the guidance of HOD Mrs. Savita Bidkar . Following discussion has been made according to agenda.

- 11) To confirm the minutes of last meeting- The minutes of meeting held on 03/06/23 was read out and confirmed.
- 12) Review of Last Exam.- Asst. Prof. Dr. Renuka Ghadyalji took overview of June to July 2023 examination. She told that B.Com., M.Com. exam has been completed between 07 june to 15 july 2023 as per university guidelines.
- 13) Planning for upcoming university examination- Asst. Prof. Dr. Renuka Ghadyalji told to the all members of the exam committee that University exam for B.Com And M.Com. will be taken between 1/12/2023 to 1/1/2024 as per university scheduled.
- 14) Time table for practical examination- Asst. Prof. Dr. Renuka Ghadyalji make discussion on Practical Examinaton date for B.Com.,M.Com.
- 15) Any other subject permitted by chair- As there is no other subject arised hence the meeting was end with vote of thanks.

Principal

Principal

Prin. Dr. Shudhakar Jadhavar Arts, Commerce  
& Science College, Narhe - Dhayari, Pune - 41



*Shubh*  
C.E.O.

L.U.T.J.F.'s

**Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science  
College**

Manaji Nagar Narhe- 411041

Date : 10/02/2024

**Notice**

**Examination Committee Meeting**

This is inform to all the Exam committee members that the --- Committee Meeting will be conducted on 12/02/2024 under the guidance of HOD Mrs. Savita Bidkar at 11.00 a.m. in the Exam Department to discuss on the following agenda. Attendance is compulsory.

Agenda for the meeting is under –

16. To confirm the minutes of last meeting held on 07/11/2023
17. Review of Nov to Dec examination 2023
18. Planning for university examination
19. Timetable for practical examination
20. Any other subject permitted by chair

  
Principal

  
C.E.O.



Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce  
Science C. Manaji Nagar, Dhayari, Pune - 41

Sr.	Member of Committee	Sign
1	Asst. Prof. Suvidha Ghadge	
2	Asst. Prof. Savita Bidkar	
3	Asst. Prof. Divya Bhandari	
4	Asst. Prof. Mrunali Kadam	

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College

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& Science College, Manaji Nagar, Narhe, Pune - 41



  
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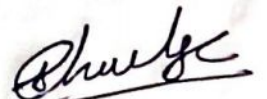
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- 16) To confirm the minutes of last meeting- The minutes of meeting held on 07/11/23 was read out and confirmed.
- 17) Review of Last Exam.- Asst. Prof. Dr. Renuka Ghadyalji took overview of Nov to Dec 2023 examination. She told that B.Com., M.Com.,B.C.A.,B.B.A. exam has been completed between 01 Dec to 22 Dec 2023 as per university guidelines.
- 18) Planning for upcoming university examination- Asst. Prof. Suvidha Ghadge told to the all members of the exam committee that University exam for B.Com And M.Com.,B.B.A.,B.C.A. will be taken between 12/04/2024 to 29/5/2024 as per university scheduled.
- 19) Time table for practical examination- Asst. Prof. Suvidha Ghadge make discussion on Practical Examination date for B.Com.,M.Com.,B.B.A.,B.C.A.
- 20) Any other subject permitted by chair- As there is no other subject arised hence the meeting was end with vote of thanks.

  
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Principal

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