

**Dr. Vithalrao Vikhe Patil Foundation's  
College of Nursing  
SOP  
For  
Examination Related  
Grievances**

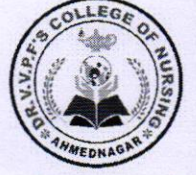
(w.e.f. AY 2021-22)





Dr. Vithalrao Vikhe Patil Foundation's  
**COLLEGE OF NURSING**

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**Grievance Redressal committee 2021-22**

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## **1. Introduction**

This manual of standard operating procedure applies to resolve any type of grievances of students related to examination and result.

The college maintains complete transparency in the evaluation and to provide platform for Redressal of grievances of students regarding university examination and internal evaluation respectively. To address all examination and evaluation related problems, the college has student section depart to address students regarding university examination and related problems.

## **2. Aim:**

To lay down SOP on conduct of examination and examination related grievances as well as relevant disciplinary proceedings post such enquiries.

## **3. Grievances Committee**

Grievances Committee in the college will deal with the grievances of students of undergraduate and post graduate nursing related to exam and result. The committee will report to the university or Board of Management for further action.

## **4. Mechanism for Redressal of Grievance regarding external evaluation by the university:**

### **d) Grievances before Examination:**

The probable schedule of university examination is communicated to the students well before so that students get sufficient time for their preparation.

The common grievances students usually face before the examination are as follows:

1. Late filling of application form of university examination
2. Admit cards of examinations are not received within time
3. Wrong entries by the students in the exam form
4. Student damaged or folded the exam form

In all such grievances, student has to contact to student section department. The student section then communicates all issues to university examination section and gets it resolved at the earliest. College exam officer help the student for filling the application form if he/she is not sure for the same.

## **5. Mechanism for Redressal of Grievance regarding Internal evaluation by the college:**

### **Steps of internal assessment grievance process-**

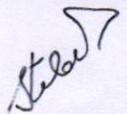
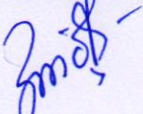
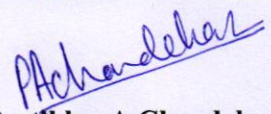
- At the beginning of the academic year faculty members inform the students about the different components in the internal assessment process.
- Faculty members assure the Students that transparency will be maintained in the system of assessment based upon pre-determined criteria of assessment.
- All Submitted assignments by the should be corrected and evaluated within two working days, maximum by one week and evaluation form should be signed by students immediately.
- If they come across any doubts, clarification is given which enables them to fare better in future.
- Clinical evaluation should be done at the last day of each posting and faculty need to discuss and give the feedback about their performance of the students with immediate effect.
- After evaluation of theory answer paper, the answer paper is given to students to have an idea of their performance in the test and for checking mistakes or error in the mark before it is ready to be included in the IA.
- The corrected answer paper and assignment evaluation of each class are verified by committee at random to ensure the adherence to standard evaluation process.
- This further enhances the transparency and rapport between faculty members and students.
- After preparing the internal assessments report it is shown to the students, if any grievances are there it can be resolved immediately by the concerned faculty. All the students should place their signature and date on the internal assessment sheet before filing it off.
- Conducting internal assessment grievance committee meeting twice in a year before sending of internal assessment marks to the University. One meeting before summer examination and second meeting before winter examination.

**Examination Related Grievance Committee  
for Dr.V.V.P. F's College of Nursing Ahmednagar**

**Title: Constitution of Grievance Redressal Committee**

**The location and business address of the committee:**

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