

The HNSB. Ltd. Science College, Himatnagar

Exam Grievance Cell

Internal Examination

Year-2022-23

About

The college has a well structured and dynamic Internal Examination Grievance Cell linking with the faculty in the continuous evaluation process. The cell follows the guidelines of H. N. G. University, Patan (N.G.) for conducting internal examination and redressing grievances.

Description

Internal examination for every semester is conducted prior to the university examination. Time table is prepared after consulting cell members and the principal. Proper seating arrangement for each class is made. All the necessary steps are taken to avoid malpractices in the examination hall. Answer sheet is handed over to the faculty through HOD.

Objectives

1. Monitor the internal examination process.
2. To solve the student's grievances related to internal examination.
3. To solve the faculty's grievances related to internal examination.
4. Timely conduction of retest for the needy.

Procedure for grievance redressal

1. Students have to approach internal examination in- charge.
2. An application duly stating the grievances to be submitted to the examination department.
3. Having gone through the application, the exam department will forward it to the principal.
4. The principal in consultation with the concerned faculty will examine it in detail, make a remark on the application before sending it back to the examination department.
5. After taking necessary steps of students.
6. The process is completely transparent.

[Signature]
 Convener
 Exam Cell
 H.N.G. Science College
 Himatnagar

[Signature]
 Ho. Principal
 The H. N. S. B. Ltd. Science College
 Himatnagar - 141 111, S.A.

The HNSB. Ltd. Science College, Himatnagar

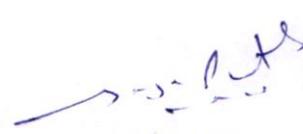
Exam Grievance Cell Committee

Year-2022-23



Sr. No.	Name of Member	Digestion
1.	Dr. J. S. Patel	I/C Principal
2.	Dr. M. N. Parmar	Convener (HOD, Physics)
3.	Dr. M. R. Chavda	Member (HOD, Chemistry)
4.	Dr. M. M. Prajapati	Member (HOD, Botany)
5.	Ms. H. M. Shah	Member (HOD, Microbiology)
6.	Dr. S. G. Patel	member
7.	Dr. K. V. Goswami	member


Convener
Exam Committee
H.N.S.B. Ltd. Science College
Himatnagar


I/C Principal
The H. N. S. B. Ltd. Science College
Himatnagar-389001, G.K.

The HNSB. Ltd. Science College, Himatnagar

Internal Examination Grievances Notice :

Date & Year: 25/10/2022
2022-23



Dear Students,

We hope this notice finds you in good health and high spirits. As the internal examinations are approaching, we would like to inform you about the process to address any grievances related to the examination.

In case you face any issues or have any concerns during the examination, we urge you to bring them to our attention immediately. Our aim is to provide a fair and just examination experience to all our students, and we take your concerns seriously.

Types of grievances are listed below.

1. Missing exam results
2. Unsatisfaction with the results
3. Delay in the exam result
4. Absent in the result even though present
5. Complain about question paper pattern
6. Rechecking
7. Reassessment
8. Hall tickets missing etc.

To file a grievance related to the internal examination, please follow the steps below:

Inform the invigilator present in the examination hall about the issue or concern you are facing.

If the issue remains unresolved, you can approach the head of the department or the convener of the examination cell.

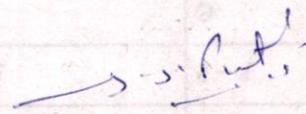
Fill out the grievance form available with the department or examination cell and submit it to the designated officer.

You will receive a response to your grievance within a specified period, and the matter will be resolved as soon as possible.

We want to assure you that all grievances will be handled with utmost care and attention, and your identity will be kept confidential.

We wish you all the best for your upcoming examinations and hope that you perform to the best of your abilities.


Convener
Exam Committee
H.N.S.B. Ltd. Science College
Himatnagar


Head of the Department
The H. N. S. B. Ltd. Science College
Himatnagar-383001, S.K.