

2.5.2 Mechanism to deal with Internal Examination related Grievances is transparent, Time-Bound and Efficient

Mechanism to deal with Internal Examination related Grievances

Gian Jyoti Institute of Management and Technology (GJIMT) ensures a transparent, timely, and efficient process for addressing internal examination-related grievances.

1. The Mid-Semester Test (MST) answer sheets are evaluated within three days in a secure Evaluation Centre under the Examination Cell.
2. After evaluation by subject incharges, the result cards are submitted to the Examination Cell, and students are informed of the schedule to review their assessed answer sheets through MS Teams and WhatsApp class groups.
3. Students are given the opportunity to review their evaluated answer sheets by the subject incharges. If any discrepancies or concerns arise, students submit a written complaint to their HOD or Class Incharge.
4. The HOD then informs the Examination Team, which verifies the student's attendance and assigns subject experts to re-evaluate the answer sheet.
5. Following cross-verification, the findings are submitted to the Examination Team. The Dean then reviews the report, verifies the details, and sends final remarks to the HOD or Class Incharge.
6. The entire grievance process is completed within five days, and the final decision is communicated to the student by the HOD or Class Incharge.

This structured system upholds fairness and accountability in addressing academic grievances efficiently.

INTERNAL EXAMINATION RELATED GRIEVANCES

