* The detailed academic calendar is prepared before the start of the semester, which includes date of Internal Assessments, Conduct of Examination, Display of Results, etc.
* Separate Examination Cell comprising of Control of College Examination Officer (CEO), senior faculty members and a team of teaching and non-teaching staff members.
* The allotment of the invigilation duties, seating arrangements and schedule of the subjects are controlled by CEO. The Institute has a robust and transparent system mechanism of internal assessment.
* The question paper will be prepared as per the norms of the SPPU, Pune. The faculty members prepare the question papers pertaining to the subject with knowledge levels and course outcomes.
* The question paper will be generated well in advanced and get it sanctioned by Principal, HOD and CEO. The Institute maintains very strict, impartial, impersonal, confidential vigilant in smooth conduct of IA tests aided with in-house supervision, strictly adhering to university norms.
* Room invigilation work is allotted to faculty members in each class room and also the internal squad team is constituted comprising senior faculty members.
* The scheme of evaluation of IA is already explained to the students at the start of academic year. Any discrepancy in the evaluation is duly addressed.
* The IA marks then uploaded to the University server with confidential login given to the each college affiliated to the university.
* At the College level, University Examination committee, comprising of The Principal (Chief Superintendent of Examinations), College Examination Officer (CEO), senior faculty and other teaching staff as members, is constituted to deal with examination related grievances.
* The students are given special Grievances Registration system by the University.
* The issues are also addressed and resolved by the University in time.
* The student can apply photocopy of the answer script and revaluation as per the university norms.
* Any grievances related to university question paper like out of syllabus; after making an analysis by the subject handling faculties with Department Head in-turn proceed the same to the University immediately through the Principal. Repeated questions, improper split of marks, missing data, marks missed and wrong question number during semester exams are reported to the Principal in turn communicated to the Registrar

Evaluation of the University. University decision or information

after resolving the grievances is intimated to the Principal. It

is also conveyed to the students through CEO.

The following are the some of the discrepancies in the affiliated University Examination for which letters have been (through online and Hardcopy) forwarded through the Head of the Institute of the college to Director, Examination, SPPU, Pune in

**2020-21:**

1. Change of subject code in the student hall ticket.

2. Change / wrong name mother name printed in the results of the students.

For above both issues, University has resolved the grievances and students are happy with the decisions made.

**2022-23:**

1. Add subjects in Students' login.
2. Request to add 1st & 2nd semesters in Students' login.

For above both issues, University has resolved the grievances and students are happy with the decisions made.