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FOUNDER SECRETARY

॥ उत्तम भेषज निर्माणार्थं कटिवद्धम् ॥
JAYWANT SHIKSHAN PRASARAK MANDAL'S

RAJARSHI SHAHU COLLEGE OF PHARMACY & RESEARCH

(Approved by AICTE & PCI, Affiliated to SPPU &
Accredited by NACC With 'A' Grade)

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Dr. K. R. Khandelwal
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PRINCIPAL

Examination Grievance Redressal Committee mechanism

JSPM's Rajarshi Shahu College of Pharmacy and Research conducts university exams as per the ordinance of SPPU. College Exam Committee, Chief Examination Officer along with principal and other teaching, administrative faculty ensure smooth conduct of the examination and internal assessment. If any grievance occurs it is immediately considered and redressed. The function of the cell is to look into the complaints lodged by any student, and judge its merit. Students have any grievance related to exam can lodge complaints by written application submitted to Examination Grievance Redressal Committee.

Grievances related to college examination

There is complete transparency maintained in the internal assessment. Academic calendar for internal examination is prepared by College Examination Committee. College Examination Officer (CEO) monitors internal evaluation process. The student's grievances related to internal examination are solved by College examination committee

- Students have to approach subject teacher.
Subject teacher look in to matter & resolve the issue, if issue not get resolve the student lodge complaints to Examination Grievance Redressal Committee.
- An application is to be submitted by the student to the examination department explaining their grievance.
- The examination department on going through the application forwards it to the Principal.
- The Principal in consultation with CEO, solve the grievance, and make the remark on the application which then comes back to the examination department.
- After taking necessary steps, students are informed.
- The process is completely transparent.

Grievances related to university examination

For grievance related to University examination CEC collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website. Student gets Xerox copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the university within 30 days of the application.

The grievances related to problem in submission of online examination forms and queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by the CEO by communicating with university with necessary documents.