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# HINDU KANYA MAHAVIDYALAYA

JIND-126102 (HARYANA)  
(Affiliated to C.R.S.U., Jind)  
(A Post Graduate College Aided by Haryana Govt.)

Ref. No. ....6045.....

Dated 04-01-2024

## Mechanism to deal with Internal Examination related Grievances

College has a well-defined Grievance Redressal Committee on the top level in the hierarchy to resolve the Internal Assessment and Examination related grievances. The college follows both online and offline type of procedures for filling complaints/grievances. Any grievance regarding examination is solved by the subject teacher at the lowest level. Students can also share their grievances with their mentor also. If the issue not solved satisfactorily, the HOD takes the matter into consideration and resolve it. But at the later stage, student can approach to the Grievance Redressal Committee. If any student wants to keep his grievance related to internal examination and assessment confidential, she can also do so through the Complaint Box. The committee promptly deals with mistakes or errors related to attendance or assessment of the students. Grievances related to University Semester Examinations held by CRSU, Jind are immediately sent to university through the Examination Committee and Principal. Immediate action is taken for any grievance reported by the students regarding error in the Marks or personal details printed on DMC'S, absence shown in any exam by notification to university through Principal. The College maintains a 'Complaint Register' regarding discrepancies in internal assessment, DMC, exam results and cheating cases. The students are given opportunity to clarify their positions. Grievances are followed up regularly for providing timely solution to the student.

Principal

Hindu Kanya Mahavidyalaya  
Jind (Haryana)

Registrar  
[Examination Board]