

**2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time bound and efficient.**

Govt. PG College for Women, Rohtak is affiliated to Maharishi Dayanand University, Rohtak. The College follows the guidelines issued from time to time by the University for award of Internal Assessment and for Conduct of External/Final Examination. Presently semester system is applicable for all the courses offered by the College. Internal assessment is provided by the concerned subject teacher on the basis of Attendance, Class Test and Assignment/presentation given by the students. Awareness is made among students through Orientation programme held at the beginning of the academic year apprising them of the syllabus, internal assessment process along with assessment tools. The concerned class teachers also provide the information regarding award of internal assessment and syllabus in introductory class after start of the session.

**For Grievances related to Internal/External Examination**

The grievance related to Internal Assessment is primarily resolved by the concerned subject teacher.

The class test and assignments are shown to the students in class after its evaluation. The attendance of individual students is also remains open for inspection by the students. The class test is reevaluated in presence of the student to solve the grievance related to evaluation of the class test.

If the grievance is not resolved by the concerned subject teacher, then the student can also make an appeal to the HOD of the concerned department.

The Practical examinations are conducted in the time frame provided by the University. The External examiners are appointed from the list provided by the University as far as possible. The final semester examinations are conducted as per the date sheet provided by the University and the instructions issued by the University are followed for conduct of examination. If any error is detected in the final mark-sheet in spite of all this, it is promptly reported to the University by the College.

University examinations are conducted as per the M.D. University guidelines. Students are informed of the schedule of Theory /practical examinations timely through WhatsApp group, College Website and on display boards.

The Registration Return and Continuation Returns are shared among the students through WhatsApp groups and College Web Portal so that the students can check their personal details

and subject of examination. If any student has any problem in these details, the same is rectified in a time bound manner.

The College guides the students to resolve the grievances related to university e.g., online application for re-appear, correction in name/subject/code/programme after submission of Registration Return and continuation return within a time bound manner.

The common problems e.g., non-receipt of Roll Number slip, withholding of results, question paper related issues and any other discrepancies are properly and timely addressed by the Examination Superintendents.

If the students indulge in any kind of malpractices, severe action is taken after discussing the matter with the Chief Superintendent of Examination Centre.

Hence, the College employs an efficient system to ensure transparency to deal with grievances of the students.

## NOTIFICATION

In continuation to this office notification issued vide Endst. No. MDU/R111/AE-5/2021/2668 dated 24.08.2021, it is notified for information of all concerned that the last date, for submission of online Examination Form for Special Chance of all UG/PG Courses, earlier notified as 13.09.2021, is now extended upto 24.09.2021. The other conditions as contained in Notification dated 24.08.2021 shall remain unchanged.

### CONTROLLER OF EXAMINATIONS

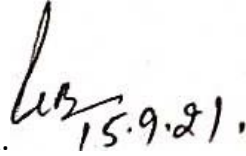
Endst No. MDU/R-111/AE-5/2021/. ?f. e7— 3023      Dated: 15.09.2021

Copy of the above is forwarded to the following for information and necessary action:

1. All the Heads of University Teaching Departments, M.D. University, Rohtak
2. All the Principals of the affiliated colleges of M.D. University, Rohtak
3. Director, D.D.E., M.D. University, Rohtak
4. Director, Computer Centre, M.D. University, Rohtak with the request to get this notification uploaded on university website and to take further necessary action immediately with regard to opening of online panel for the special chance.
5. Director, Public Relation, M.D. University, Rohtak with the request to give it wide publicity (through print media) without incurring any expenditure.
6. Finance Officer, M.D. University, Rohtak
7. Dy. Registrar/Asstt. Registrar (Conduct, Secrecy), M.D. University, Rohtak,

8. Dy. Registrar/Asstt. Registrar (R-I, R-II, R-IV Branches), M.D. University, Rohtak.
  9. O.S.D. to V.C. (for kind information of the Vice-Chancellor), M.D. University, Rohtak.
  10. Asstt. Registrar, Account Branch, M. D. University, Rohtak
- II. P.A. to Registrar/Controller of Examinations (for kind information of the Registrar and the Controller of Examination, respectively), M.D.

University, Rohtak.

  
15.9.21.

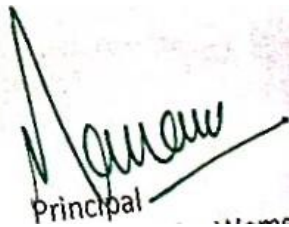
Incharge (R-III)  
Office of the Principal, Govt. (PG) College for  
Women, Rohtak.

NOTICE

All the students of 3rd & 5th sem. are hereby informed that please check their record in the list uploaded on college website under notice section. If there is any problem in record of any student, please report in Room No. 36-B latest by 10.12.2021, otherwise they will be responsible for the mistakes in record.



<http://gpgcw.ac.in/notice>

  
Principal

Govt. (PG) college for Women  
Rothak

## Office of the Principal, Govt. (PG) College for Women, Rohtak

All the students of UG/PG 1st semester enrolled upto

06.12.2021 are directed to check their Name, Father's name,

Mother's Name, DOB and subjects in the list. In case of

any mistake in any field, intimate in room no. 36B

upto 16.12.2021 failing which the students will be

responsible. The DOB is given in mm-dd-yyyy format.

The list uploaded on college website under notice

section. <http://gpgcw.ac.in/notice>

principal

GOvt. (PG) College for Women  
ROhtak



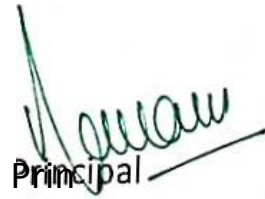
OFFICE OF THE PRINCIPAL, GOVT. P'.G.COLLEGE FOR  
WOMEN, ROIITAK

Notice for Examination

All the students of 2<sup>nd</sup> 4<sup>th</sup> 5<sup>th</sup> & 6<sup>th</sup> Semester (Regular & Reappear) are hereby informed that the Date Sheets for Examination going to be held on July/August-2022 will be available on MDU Rohtak website and College Notice Board. The students are directed to visit the University Web Site from time to time for Date Sheets/ notification and latest updates regarding examination. In case of any query, contact in Examination Branch, Room No. 36-B.

2nd, 4th, 5th, and 6th सेमेस्टर (नियमित और पुनः उपस्थित) के सभी छात्रों को एतद्वारा सूचित किया जाता है कि जुलाई/अगस्त-2022 को होने वाली परीक्षा की Date Sheet एमडीयू रोहतक की वेबसाइट और कॉलेज के नोटिस बोर्ड पर उपलब्ध होंगे। छात्रों को निर्देशित किया जाता है कि वे समय-समय पर विश्वविद्यालय की वेब साइट पर डेट शीट / अधिसूचना और परीक्षा के संबंध में नवीनतम अपडेट के लिए देखते रहें। परीक्षा से सम्बंधित किसी भी समस्या के लिए, Room No. 36-बी में संपर्क करें।

Website URL: <http://www.mdu.ac.in>



Principal

Govt. P.G. College for Women,

Rohta

19/06/22