



# Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.

**ISO 9001:2015 Certified**

## 2.5.1

### **Mechanism of internal/external assessment is transparent and the grievance redressal time – bound and efficient.**

The answer books are evaluated under Centralized Assessment Program (CAP) within the college premises. The moderation of the assessed answer books (semester end) is carried out by the moderators from other colleges within the cluster as prescribed by the University.

The results are processed after complying with all the rules, guidelines and ordinances as directed by the University.

Due to unavoidable pandemic situations (since March, 2020 till March, 2022) the proctored examinations are conducted online for the UG and PG programmes. These examinations were based on Multiple Choice Question pattern, as per the guidelines of the University.

These proctored exams are supervised by the core faculties so as to ensure that no malpractices take place as the teacher verifies the identity of the test taker and thereby maintains the sanctity of the examination.

Grievance of student and related mechanism to resolve the same:

SR. NO.	NATURE OF GRIEVANCE	MECHANISM TO RESOLVE
1	Students who have missed his <b>Regular class test/assignment/ semester end examinations (except University level)</b> etc. on medical grounds or representing college at the University/ District/ State/ National level sports/ cultural/ NSS/NCC/ DLLE etc. or on exceptional grounds <b>can appear for Additional exams.</b>	a. Notice for additional exams is put up after the conclusion of the exam on the college website.  b. Students have to make an application in a prescribed form.



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		<p>c. Fill the form in complete.</p> <p>d. Attach necessary documents to support his claim.</p> <p>e. Submit the form duly filled along with necessary supporting documents to the office counter.</p>
2	<p>Student who is not satisfied with the marks secured by him at the <b>external/theory semester end examination (regular or ATKT)</b></p> <p><b>NOTE: As per University there is no provision for photocopy or revaluation of internal marks.</b></p>	<p>a. Notice for photocopy and revaluation of answer booklets is put up on the college website after the declaration of the result.</p> <p>b. Students may apply for photocopy or revaluation or both of his answer booklet.</p> <p>c. The application is to be made in a prescribed form</p> <p>d. He has to fill the form in complete.</p> <p>e. Attach the necessary documents mentioned therein.</p> <p>f. Pay the requisite fees</p> <p>g. Submit the form duly filled along with necessary supporting documents to the office counter.</p>



*D. M. M. M.*  
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3	Any error on his grade card	<p>a. Student has to write an application and submit it on the office counter along with necessary documents to support his claim.</p> <p>b. Students have to pay the requisite fees.</p>
4	Duplicate grade card	<p>a. Student has to write an application and submit it to the office counter along with necessary documents to support his claim.</p> <p>b. Students have to pay the requisite fees.</p>

## Grievance Redressal Policy

<https://www.dalmialionscollege.ac.in/wp-content/uploads/Grievance-Redressal-Policy-1.pdf>

## Examination Policy

<https://www.dalmialionscollege.ac.in/wp-content/uploads/REVISED-EXAM-POLICY-PDLC.pdf>



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