



## **Mechanism for Addressing Examination-Related Grievances**

### **Internal Examination Grievance Redressal Mechanism:**

- **Transparency:** The teacher distributes evaluated answer scripts to students, addressing any clarifications or grievances.
- **Support:** Faculty members assist students in understanding their performance and addressing concerns to improve future assessments.
- **Discrepancies:** If errors in question papers, marking allocation, or corrections are identified by students, the respective teacher resolves the issue and implements necessary corrections.
- **Escalation:** If a student remains dissatisfied with the teacher's resolution, they may escalate the matter to the Head of the Department (HoD) or Principal.
- **Fairness:** Representations are received positively and, if necessary, reassessed by another teacher or mentor to ensure fairness and accuracy in the evaluation process.

### **External Examination Grievance Redressal Mechanism:**

- **Post-Publication Review:** After the publication of University Examination results, students can request a Post-Publication Review, Re-examination, or Self-Inspection of Scripts following University notifications and guidelines.
- **Application Process:** The application for Review, Re-examination, or Self-Inspection is submitted online through the Calcutta University portal. The College circulates University Review notifications via its website and WhatsApp messages. After online submission, the College approves the list and submits the requisite fees to the University.
- **Lodging Complaints:** Students can lodge any other grievances regarding external examinations through the Examination Sub-Committee, via the Head of the Department or faculty members.

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