



Estd. 1884

Deccan Education Society, Pune

WILLINGDON COLLEGE, SANGLI

(Affiliated to Shivaji University, Kolhapur) (Jr. College Code - J- 22- 08- 001)

Vishrambag, Sangli 416 415 Maharashtra, India

Phone No. (0233) 2601131, 6695154

Web : www.willingdoncollege.ac.in, E-mail : office.willingdon@despun.org

Estd. 1919



NAAC 'A' Grade

Policy Document for Internal and External Examination and Grievance Redressal

The institution has effective mechanism of continuous internal / external evaluation. The examination committee has been formed. The examination calendar is framed in accordance with university academic calendar. The examination committee look after the timely administration of all protocols of the examination. Students are bound to follow all the applicable rules and procedures.

Nature of Internal Evaluation: The internal evaluation will be conducted per semester by any of the following means Unit Tests, Seminars, Assignments, Projects, Survey report as per the departmental requirement.

Nature of External Evaluation: The external examinations will be conducted as per the schedule given by the Shivaji University Kolhapur. The college has conducted the first year undergraduate examinations on behalf of Shivaji University Kolhapur. The Principal has appointed the coordinator of examination committee, central assessment program director, paper setters, Senior and Junior supervisors, flying squads and evaluators. The second year and third year UG and both years of PG examinations are arranged in the college as the schedule given by the University.




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Instructions to Students

- Students must be on time (punctual) for the examination.
- Student will not be allowed to enter the examination hall 30 minutes after the commitment of exam such a student will not be given extra time to complete the examination.
- Student should not bring material that are not specifically permitted material and keep it outside the classroom.
- Follow the instructions of the invigilator strictly.
- Student will not be allowed to leave the examination hall before 30 minutes.
- Once the answer sheet has been collected they may not be retrieved to the candidate under any circumstances.
- In case of an emergency or serious illness that will prevent a student from reaching to the college to present for the examination, he or she must be immediately contact to the principal, vice principal or chairman of the examination committee.
- The extra time is provided to those who are eligible as per the guidelines of SUK.




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Instructions to Invigilators

- Invigilators must report to the exam room for the day session at least 30 minutes before the commencement of examination.
- Invigilators must collect the seating arrangement, examination stationery, answer booklets and be present at the respective hall / classroom at least 15 minutes prior to the commencement of the examination.
- Invigilators must ensure that the candidate does not carry any material into the exam room except the hall ticket, ID card and non-programmable calculator. Writing stationery, programmable Calculators, Cell Phones and other electronic items are not allowed into the examination room. Invigilators have also ensured that the relevant question papers are given for distribution in the hall
- Candidates are not allowed to leave the examination hall before half an hour after the commencement of the examination and during the last 10 minutes of the time limit.
- Invigilators must count and ascertain all candidates have handed over their answer booklets before allowing the students to leave the room.
- Cases of malpractices/ cheating, if any, should be reported to the senior supervisor immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning or seek to resolve the issue.



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Grievances Related to Internal and External Examinations

The college has a well-organized mechanism for redressal of examination related grievances. The Examination Committee resolves issues about internal and external examinations. The Grievances related to the internal assessment are resolved at the department level by approaching with subject teacher and Head of the concerned department. The institute follow the rules of the Shivaji University Kolhapur to resolve the issues related with first year undergraduate examinations which is conducted by institute on behalf of the University. The notification is displayed on the notice board, website and their respective Whatsapp groups. The grievances are collected and redressed accordingly. The college completes all the procedure in the given stipulated time before 45 days as per the University norms. The change in results are filled on University examination portal and it get appear in students marksheets.

Grievances related examinations of second and third year undergraduate and both years of postgraduate programs are forwarded to the university examination section with proper correspondence. The action taken by the Uuniversity examination section is communicated with the students.


Co-Ordinator-IQAC
Willingdon College, Sangli 416 415


Principal,
Willingdon College, Sangli.