

Guidelines for Examination related Grievance Redressal:

1. Students can report any kind of examination related grievances to their respective departments or they can approach the college authority i.e. Examination Committee directly with regard to any examination related grievances.
2. Students have to put up their grievance in written to the HoD of the concerned department.
3. In order to redress any kind of grievance related to internal examination, respective department will take the first initiative and have to resolve within one week.
4. If departments can not sort out the matter or fail in satisfactory redressal, the Examination Committee will have to take necessary initiative to redress within one week.
5. Regarding the End Semester examination, students have to approach to the HoD of the concerned subject and approve an application addressed to the Principal.
6. The Examination Committee will verify necessary documents and Principal will have to refer the grievance to the 'Examination Branch' of the affiliated university.


Principal / Secretary
Furkating College
Date.....