



# All Saints' College

Thiruvananthapuram

*Re-accredited with A+ Grade by NAAC*



## Criterion 2

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

- Exam grievances notification
- Grievance redressal proof



# ALL SAINTS' COLLEGE

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Thiruvananthapuram - 695 007, Kerala - South India

Phone : 0471-2501153, 8281334337

E-mail : [allsaintscollegeasc@gmail.com](mailto:allsaintscollegeasc@gmail.com), [www.allsaintscollege.com](http://www.allsaintscollege.com)

## CIRCULAR

07-08-2021

### **Complaints/Grievances regarding exams**

Grievances/Complaints if any regarding examinations may be brought to the notice of the Controller of Exams in writing on the same day or the latest by the following office working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

### **Unfair means during examinations**

Students who have been booked for unfair means shall be given a show cause notice with an opportunity to defend themselves in writing. The invigilator concerned shall submit a report. Such cases shall be referred to the exam committee and their decision as per norms shall be executed.

### **Viewing/ Retotaling (Scrutiny) of answer books**

Students may apply for re-totalling or revaluation of answer books within 2 days from the date of the declaration of the result.

1. If after viewing the answer book, it is felt by any student of yearly pattern that the level of valuation is not up to the satisfaction of the candidate, she may apply for revaluation separately.
2. Where a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation to two examiners (other than the one who initially valued it).
3. If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if two differences in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation. Provided further that if the average of the marks thus arrived at is lesser than the original marks or at least one of the variations from the original marks is less than 10% of the maximum marks in the paper, the original marks will not be changed and the result shall remain unchanged.

4. If at least one of the variations from the original marks is more than 20% but not more than 30% of the maximum marks in the paper, the answer books shall be sent to a Fourth examiner (other than the Original examiner and the two revaluers) for valuation. The marks awarded by this fourth

examiner will be given to the candidate as a result of revaluation for the revision of his/her result. Provided that if these marks thus arrived at is lesser than the original marks, the original marks will not be reduced and the result shall remain unchanged.

5. If it is found during the process of revaluation that the variation of marks awarded by the original examiner and by the other two examiners is very large (more than 30%), giving rise to the suspicion that either the original examiner or other examiners have not valued the answer books properly and fairly, the principal may get such cases scrutinised thoroughly and may take such necessary action, which is necessary to arrive at correct valuation of such answer-books.

If the candidate is not satisfied with the decision of the committee, may apply to the principal within three office working days of the communication of the decision.

The principal shall decide on the matter personally or with the Grievance Redressal Committee if necessary with a priority of delivering justice to the aggrieved and communicate to the candidate at the earliest but not later than 15 working days. The decision of the principal shall be final and binding.

### **Communication**

Any communication uploaded on the official college website or displayed on notice board shall deemed to have been communicated to the persons concerned.

*Reshmi*





Grievance Redressal Cell, Department of Physics

Minutes

Minutes of the meeting of the departmental grievance committee held on 20/07/2021 at 3.30 p.m. in the Department of Physics.

Following were present:

1. Dr. Anjana PS  
HoD Department of Physics

2. Dr. Veena Suresh Babu  
Assistant Professor  
Department of Physics

3. Dr. Motty G S  
Guest Faculty  
Department of Physics

4. Dr. Dhanya Chandran  
Guest Faculty  
Department of Physics

Item No. 1: Letter dated 16/07/2021 from Ms. Geethu Syam (Student, Semester IV, Second Year BSc Physics)

A letter was received from Ms. Geethu Syam, (Semester IV, BSc Physics, second year) regarding a concern about the entry of the CE marks of internal examination. It was brought to the attention of the department that although the CE marks as per the calculation from the marks obtained from the answer sheet of paper Classical and Relativistic Mechanics was 10, but the final marks entered in CE was 9. It was found out that the following happened due to an error in calculation/conversion of the CE and decision is made to rectify the marks immediately as the complaint was genuine.

Dr. Anjana PS  
HoD Department of Physics



Resubmitted  
All Saints' College  
Thiruvananthapuram



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## NOTICE

The list of students who have applied for revaluation of the Sem 1 examinations conducted in July 2021 is given below:

### DEPARTMENT OF HISTORY

14020100004 ANJU S S  
14020100005 ARSHA RAJ  
14020100006 ARUNIMA ASOKAN  
14020100007 ATHIRA K  
14020100008 DHIYA ANNA SHAJI  
14020100009 GAYATHRI B  
14020100010 GREESHMA MOHAN  
14020100011 JEFLIN J  
14020100012 JENIFER J

### DEPARTMENT OF ECONOMICS

15020100001 AISWARYA DAS S  
15020100024 ANEESHA.V.DAS  
15020100025 ANJALI A  
15020100026 ANU MARY EMMANUEL  
15020100027 ANUPAMA S  
15020100028 ARCHANA RAJ.S.R  
15020100029 ARYA KRISHNAN S

### BA COMMUNICATIVE ENGLISH

13320100027 ANNA ABEL

13320100028 AYILYA RAJ  
13320100032 LEKSHMI B  
13320100033 LIBNA SAM S R  
13320100034 MEGHA . M . R  
13320100035 MEGHA. S. BIJU  
13320100040 SONA FRANCIS  
13320100041 SONA JOSE.M

### BA ENGLISH LANGUAGE AND LITERATURE

13020100070 KRISHNA M  
13020100071 NAJNA NIZAR  
13020100072 NANDHANA C  
13020100073 NIGARIGA R  
13020100074 SIYA JOY

### BSc CHEMISTRY

23520100019 SREELEKSHMI.P  
23520100020 VIJI NICHOTIOUS  
23520100021 ABHIRAMI P V  
23520100022 ALIA AYOOB  
23520100030 MANEESHA S  
23520100033 RESHMA M R



*Reshmi*