



OFFICE OF THE PRINCIPAL **BAOSI BANIKANTA KAKATI COLLEGE**

P.O. : NAGAON. DIST. : BARPETA (ASSAM) PIN - 781311

ACCREDITED "B++" GRADE BY NAAC (2ND CYCLE)

Affiliated to Gauhati University

Estd : 1971

Website : www.bbkcollege.co.in □ Email ID : principalbbkc@gmail.com □ Cell : 9435111624

04/05/22

Policy for Addressing Grievances Concerning Internal Examinations

Transparency in Grievance Handling:

BBK College maintains a transparent system for addressing grievances related to internal examinations. The college recognizes the importance of fair assessment and strives to resolve any issues promptly and fairly.

Central Administration of Internal Examinations:

The Internal Examination Committee, appointed by the Principal, centrally administers internal examinations. This committee is responsible for conducting examinations, and maintaining records of internal evaluation marks.

Secure Custody of Evaluation Records:

The records of internal evaluation marks are securely kept in the department and uploaded by the central Examination Board. This ensures the integrity and confidentiality of assessment data.

Procedure for Handling Errors in Marking Attendance:

Occasionally, errors may occur during the declaration of semester-end results, leading to a student being erroneously marked as absent in the internal examination.

Escalation Process:

When such a situation arises, the following escalation process is followed:

- Principal's Intervention:** The Principal of BBK College is informed about the discrepancy. The Principal then escalates the issue to the college's Internal Examination Board for further investigation.
- Internal Examination Board Analysis:** The Internal Examination Board conducts a thorough analysis to identify the cause of the error. This includes reviewing attendance records, examination data, and any other relevant information.

Principal
Baosi Banikanta Kakati College
(Barpeta)



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c. Forwarding to Gauhati University:

i. If the error is confirmed to be genuine and requires intervention beyond the college's jurisdiction, the application detailing the grievance is forwarded to the Controller of Examinations at Gauhati University.

ii. The application includes all relevant details, such as the student's information, examination details, and the nature of the grievance.

d. Resolution Facilitation by Gauhati University:

i. Upon receiving the application, Gauhati University initiates the necessary steps to resolve the grievance.

ii. This may involve revising the internal examination marks, and updating the semester-end results accordingly.

Communication and Follow-Up:

Throughout this process, clear communication channels are maintained between BBK College, the Internal Examination Board, and Gauhati University.

Fairness and Integrity:

BBK College is committed to upholding fairness and integrity in its examination processes. The grievance handling procedures outlined in this policy ensure that students' concerns are addressed promptly and fairly, contributing to a conducive academic environment.

This policy is subject to periodic review and updates as per the guidelines and regulations of Gauhati University and relevant educational authorities.

(Dr. Pradip Das)

Principal

BBK College

Nagaon, Barpeta

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)