

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

Student-related examination grievances, such as corrections to grade cards, changes in names or spellings, updates of marks following revaluation, and pending results from lower semesters, are addressed promptly and effectively, with regular follow-ups to the university. An Unfair Means Committee has been established to address complaints from students or the examination administration concerning malpractices during exams. The committee's objective is to ensure fairness during both internal and external examinations.

The responsibilities of Unfair Means Committee include:

- To report to the Joint Chief Conductor of any malpractice
- To complete all the necessary formalities for lodging a complaint
  
- To promote and maintain discipline in the college

The college provides the option for revaluation of answer sheets as per guidelines from University of Mumbai.

Unfair Means Procedure –

1. In case of any malpractice, the institution has established policies to deal with the same in line with the University of Mumbai.
2. Unfair Means forms are to be submitted in the Exam Cell as evidence of any malpractice.
3. Unfair Means Committee sets a hearing panel for reported malpractices.
4. Hearing gives the student an opportunity to present his/her defense and the committee will decide upon the quantum of punishment.