



**GOVERNMENT OF KARNATAKA**  
**DEPARTMENT OF COLLEGIATE EDUCATION**  
**Government First Grade College**  
**Shikaripura**


**Action taken report on grievances related to examination.**

**2020-21**

In Government First Grade College, Shikaripura, the Examination / Internal Assessment Committee and the Student Grievance Redressal Cell have tried to solve successfully the grievances received by the students regarding examinations. The college has adopted a very efficient and transparent mechanism to deal with the Internal/External examination related grievances. The table below exhibits the efficient way of action taken to resolve the grievances of the students related to examinations.

	Grievances received	Action Taken
1.	Correction of IA / Examination marks	Some students' IA/Examination marks were announced wrong. At such circumstances the college has sent a requisition to the concerned university requesting to resolve the problem by correcting the marks and thus solves the problem.
2	Correction of IA/ Examination marks	For some students the IA/ examination result was entered as absent in the university portal though they were present and for some students the IA marks were not announced. At such circumstances the college has sent a requisition to the concerned university requesting to resolve the problem by correcting the marks .
3	Requesting to issue Original Marks Card	For some students' original marks cards were not issued by the university even though they have cleared the exams and sometimes the marks cards are delayed. The students need original marks card to take scholarships and for other facilities. The college sends a requisition to the university to issue marks card for those students and the grievance is resolved.
4	Change in Optional subjects	Some students while paying examination fees have mistakenly entered wrong optional subjects. The college sends a requisition to the

		university to change and correct the optional subjects.
5	Pending of results	Some students' results were declared NCL even though they have passed the examination. The college sends requisition to the university and their results are declared correctly.
6	Change of Name in the Marks Card	In the Marks card the names of some students were misprinted. The college requests the university to correct the name by sending a requisition with necessary documents.
7	Change of photo in the marks card	In the Marks card the photo of some students were needed to be changed. The college requests the university to resolve the problem.
8	Refund of revaluation fees	Some students have scored more after revaluation. The college requests the university to refund the revaluation fees.
9	Requesting duplicate marks card	When the original marks card of a student is lost, then the college sends a requisition to the university to issue a duplicate marks card
10	Pending of the results	The results of some students are withheld. At such circumstances the college requests the university to announce the results as soon as possible so that the students will be relieved of their anxieties.
11	Convocation certificate	The college requests university to issue the convocation certificate to the applied and eligible students.
12	Photo copy of the answer scripts	When some students apply to get the photocopy of their answer scripts, the college requests the university and gets them the zerox copy of their papers.
13	Revaluation	The college sends requisition to the university for the revaluation of the students who have applied for the same.
14	Attendance	On demand of the university the college sends the percentage of attendance of the required students.
15	Change in register number	Some students enter a wrong register number while applying for the exam. The college resolves the matter by sending application to the university to correct the register number.
16	Facilitating helper for physically disabled students	The college helps the physically disabled students to avail the helpers to write the exams by sending a requisition to the university with information about the student and the helper.

  
 PRINCIPAL  
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 SHIKARIPURA