



**Anjuman Khairul Islam's**

## **POONA COLLEGE OF ARTS, SCIENCE & COMMERCE**

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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## **EXAMINATION DEPARTMENT**

### **Procedure for applying for University Examination forms: -**

1. Notification made by the University by issuing circular.
2. Sharing of circular information with the students.
3. Students apply for the University Exams.
4. Verification of the University Examination forms by the faculty incharge.
5. The forms get in warded made the Examination Department.
6. Exam fee payment and the form submission at the Examination Department along with all required documents.
7. Examination schedule announced by the University and notified to the students.
8. Issuing Hall tickets and Hall tickets correction if any.
9. Conduction of the Examination.
10. Declaration of the results.
11. Application for revaluation and hard copy for the answer books.
12. Declaration of the re- revaluation results.

### **Procedure for resolving grievances of the students**

1. The student submits the written application along with relevant documents if any.
2. The application gets forwarded through college authorities (Principal, Vice-Principal, HOD/ Incharge).
3. The application gets submitted at the Examination office.
4. Grievance redressal process begins.
5. The application gets forwarded to the University if required.