



Government of West Bengal
Office of the Principal
Darjeeling Government College
Darjeeling - 734 101, West Bengal, INDIA.

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Mechanism to deal with internal examination related grievances

The college has separate Examination Committees for each of the six semesters, which are entrusted with conducting the internal and university examinations and ensuring redressal of any exam related grievances. The answer scripts of internal class tests and assignments are shared with students, and in case corrections in the total of marks or assessment of answers are identified by students, are immediately addressed by the faculty members. The attendance record, which is part of the internal examination, is notified to students on a monthly basis. Adequate concession is given in attendance of students on medical grounds and for participation in extracurricular activities. If a student is not able to appear for examination due to medical reason, internal examination is conducted for that student as per norms, provided that he/she submits application with proper documents. In case of university level end-semester examination, any grievance of students is communicated by the college to the University authority. If a student is dissatisfied with his/her marks, he/she can apply for review of his/her answer script as and when required by the University after paying the prescribed fee. The University provides the photocopy of answer sheets to students against Right to Information Act.



**Officer-in-Charge
Darjeeling Govt. College**