

LAXMI CHARITABLE TRUST'S
SHETH L.U.J. & SIR M.V. COLLEGE OF ARTS, SCIENCE & COMMERCE
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Standard Operating Procedures to deal with grievances related to online internal
and practical examinations - 2021-2022

Following are the mechanisms to deal with internal and practical examinations related grievances for all candidates of A.Y. 2021-2022.

1. If a student conveys absenteeism for internal and practical examinations to the coordinator via mail, then in case of medical reasons (hospitalization / appropriate medical documents), the department needs to take a re-exam.
2. If a student is unable to attend internal/practical examinations due to poor internet connection, then the respective subject faculty should give marks after taking an online viva again or ask for additional assignment submissions.
3. If a student is unable to attend internal/practical examinations due to no internet connection, then the respective subject faculty should give them marks after taking telephonic viva.
4. Students can come to college for internal and practical examinations with all appropriate COVID-19 protocol safeguards if they are unable to connect online.
5. If a student is unable to complete a project because they don't have a laptop or desktop, the subject faculty should give them marks after taking viva.



Member Exam Committee



Director