



## ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana  
Ph: +914029708384, 9347411942

Website: [www.acds.co.in](http://www.acds.co.in) Email : [army\\_c@rediffmail.com](mailto:army_c@rediffmail.com)

NAAC Accredited 'A' & Certified ISO 9001 : 2015 & ISO 14001 : 2015

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

#### **Response:**

All examination-related issues are rectified by the institution. The final exams are conducted by the affiliating University, which provides the marks card and degree certificate. The institution manages these tasks diligently. The exam cell of the Institution is responsible for ensuring that the internal marks are sent to the university through the university's web portal. This copy is retained as a record for future reference. Before the final university examinations, students obtain work completion certificates for all departments. These certificates are submitted to batch coordinators who report to the institution's head and the governing council. After obtaining a no-due form, students pay the exam fee, fill out the forms, and then submit them on a given date. Exam fees, application forms, and hall tickets are all handled online and monitored by the administrative office staff and batch coordinators. The academic and administrative Heads (Principal and Vice-Principal, respectively) monitor/supervise this process and report to the Controller of Exams, KNRUHS. The exam cell oversees the conduct of exams at the institution. The entire process is meticulously administered and conducted in a disciplined manner by faculty members. To obtain marks and marks cards, and to obtain degree certificates, the college appoints a staff.

#### **Internal Examination Grievance Redressal**

If a student has questions about marking at the University or during internal exams, there is a system in place that addresses those questions. The grievance redressal process starts with the faculty in charge after the internal exams.

The faculty in charge of internal examinations will share answer copies with students after the evaluation of these exams. The students are then given a week to present their grievances

to the subject leader. Any changes in the marks are entered in the appropriate records and informed to the faculty and HODs.

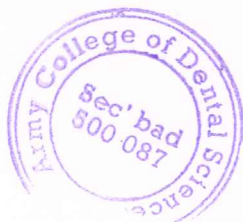
Mentors also guide students to improve their results in the examination as they discuss their answers with them.

A key feature of the entire system is that it is easy to use and hassle-free.

### **University Examination Grievance Redressal**

University examinations are scheduled and conducted by KNR University of Health Sciences, Warangal. The Institution ensures that our students are fully aware of the university's rules, regulations, and policies regarding conduct, evaluation, and grievance redressal systems through our website. The University on application and remittance of a stipulated fee to be prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/ paper for the theory of all subjects for which the candidate has appeared in the university examination. Suitable marks are awarded if any errors are noticed during recounting.

Students can obtain a photocopy of their answer scripts by paying the prescribed fee. In the event of a grievance regarding their marks, students are asked to submit copies of their answer scripts. There is a fee associated with re-totaling; however, re-evaluation of answers is not permitted for university students. Over the last five years, 8 students from the college have applied for totaling.



  
PRINCIPAL  
Army College of Dental Sciences  
Secunderabad-500 087.