



**EDUCARE  
INSTITUTE OF  
DENTAL SCIENCES**

Kiliyamannil Campus, Chattiparamba, Malappuram - 676 504  
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E-mail: admin@educareinstitute.in website: www.educareinstitute.in  
An ISO-9001:2015 certified institution

## EXAMINATION GRIEVANCE POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
EIDS/IQAC/POLICY/008	01/01	10/06/2022	2025

PREPARED BY	VERIFIED BY	APPROVED BY
 Dr. Suresh R. Mungil		
ACADEMIC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

**IQAC COORDINATOR**  
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EDUCARE INSTITUTE OF DENTAL SCIENCES  
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**DR.K.R. INDUSHEKAR MDS**  
**PRINCIPAL**  
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## EXAMINATION GRIEVANCE POLICY

Policy	<ul style="list-style-type: none"><li>➤ Examination Grievance Redressal Committee (EGRC) Policy is designed to address the grievances to examinations in transparent, time-bound and efficient way.</li></ul>
Purpose	<ul style="list-style-type: none"><li>➤ The purpose of the committee in SVDC to maintain the standard of examination by addressing the grievances to both the internal assessment tests and the University examination in a transparent, time-bound and efficient way</li></ul>
Scope	<ul style="list-style-type: none"><li>➤ To address the grievances related to the Internal assessment tests and the University examinations</li></ul>
Objectives	<ul style="list-style-type: none"><li>➤ The Examination grievances Redressal Committee of Educare Institute of Dental Sciences, focuses on dealing with grievances related to examinations.</li><li>➤ To provide transparent, time-bound and efficient action against any grievance related to examinations.</li><li>➤ To address grievances related to evaluation, out of syllabus, absentees of Internal assessment and Kerala University examination.</li></ul>





Procedure

**MEMBERS OF THE EXAMINATION GRIEVANCE REDRESSAL COMMITTEE**

SL.NO	Name of the faculty	Member Designation
1	Dr. K R Indushekhar	Principal
2	Dr. Menon Prasad Rajagopal	Vice Principal
3	Dr. Suhas R Nayak	Academic Coordinator
4	Dr. Ajay Kumar Haridas	Professor and HOD
5	Dr. B N Selvakumar	Basic science faculty

- The quorum for the meeting shall be two-thirds of the total number of members
- The agenda, minutes and action taken reports are to be documented with official signatures and maintained electronically in a retrievable format.

**Working Mechanism**

Examination Grievance Redressal Committee follows the pre-framed standard operating procedure for the effective functioning.

- Various activities related to examinations such as noting students, grievances and dealing with them effectively, guiding students in various exam related issues are performed systematically and efficiently.

**Procedure**

- The students may feel free to put a grievance in writing format.
- The EGRC will act upon those grievances which have been forwarded along with the necessary documents.
- The EGRC will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.





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### Grievances Related to Internal Assessment Test

Grievances related to evaluation	Grievances related to syllabus	Grievances related to absentees
<ul style="list-style-type: none"><li>➤ Grievances will be taken to the heads of the department</li><li>➤ Analysing the grievance with the committee members</li><li>➤ HOD – forwarding to the subject handling faculty</li><li>➤ Report will be conveyed to the student in a transparent manner</li></ul>	<ul style="list-style-type: none"><li>➤ Out of syllabus, repeated questions etc, will be dealt by the committee</li><li>➤ Review the toughness of question paper</li><li>➤ Resolved grievances will be intimated immediately to the concerned department through principal</li></ul>	<ul style="list-style-type: none"><li>➤ Grievances reported to the respective head of the department</li><li>➤ Analysing the reason and based on the student's previous academic performances and attendance percentage with the committee members</li><li>➤ Report will be submitted to the principal(chairperson)</li><li>➤ Final decision will be made b principal and the circular will be forwarded to the department.</li></ul>





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Grievance Related to University Examination	
Grievances related to evaluation	Grievances related to syllabus
<ul style="list-style-type: none"><li>➤ Student addressing the grievance to the principal</li><li>➤ The examination Grievance Redressal Committee will direct the student</li><li>➤ To fill application for the revaluation and re-totalling.</li><li>➤ Filled application will be sent within a week to the university exam board through principal office</li><li>➤ Report received from the university will be informed to the student</li></ul>	<ul style="list-style-type: none"><li>➤ Out of syllabus, repeated questions etc. will be forwarded to the university exam board by the committee</li><li>➤ University board will review the toughness of question paper</li><li>➤ Resolved grievances by the university board will be intimated to students through principal</li></ul>

