



# Government Dental College and Hospital, Ahmedabad

No.DCH/ 41/2016  
Office of Dean  
Govt. Dental College & Hospital,  
Ahmedabad  
Date: 18/2016

## CIRCULAR

Attached herewith is Document for SOP To Deal With Exam Related Grievances  
All are requested to make note of the same and work towards its implementation.

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Copy to:

All Departments

SOP To Deal With Exam Related Grievances

- 1) Grievances like mistakes in totaling of Marks in internal exams , or request for Re-Assessment , Mistakes like questions out of syllabus in question papers.



Students have to contact HOD of respective department.



HOD will appoint senior staff member for reassessment and re totaling and queries will be solved within 1 week.

- 2) For mistakes like questions out of syllabus in question papers are solved by subject expert present in the examination hall.

- 3) If any student reported to copying from others or using cell phone and electronic gadgets during internal examinations



Invigilator / Subject expert present in examination hall have the right to exempt the students from writing the papers and can submit their electronic gadgets.



Invigilator report this query to student section and the counseling will be carried out for particular student



Student section will report this incident to the parents also within 1 week.



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- 4) Grievances like change in Name, Re Totaling and Re-Assessment in University exam.



Student will contact student section of college within a week of online result, they will guide the student how to do procedure for University Grievances as per University policy and student section will forward application within a week to university whenever required.

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