



UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय



40 The Principal
Shri Ram College of Commerce
Maurice Nagar,
Delhi-110007

A.D. (Adm) Exams
Convenor
Sr. PA to Principal

Ref. No. Dean (E)/2014/ 2656
Date: November 29, 2014.

Principal
2/12/14

Subject: Grievance redressal mechanism for the semester examinations- Nov./Dec. 2014.

Sir/Madam,

With reference to the above subject, please refer to the guidelines as below for the redressal of result related discrepancies for the I/III/V Semester Examinations- Nov./Dec. 2014.

1. For discrepancies related to the students who are re-appearing for the Foundation /Applied Language Courses under the erstwhile FYUP Courses, the students shall submit their applications at their respective Colleges. The principal of the respective college after making the necessary corrections related with the college level will forward the completed applications to the O/o the O.S.D (Examinations) for further processing.
2. For discrepancies related to the Three Year Undergraduate Courses the following guidelines shall be adopted:
 - i. For discrepancies related to practical examinations, the applications shall be sent along with copy of the attendance sheet of examination for which the candidate has appeared and the award list maintained by the college.
 - ii. For discrepancies in Internal Assessment, the Principal of the respective college shall send the request for change in the Internal Assessment in the prescribed 'IA. Change Request Form' available on the University Website along with the requisite documents.
 - iii. For absent cases in theory papers, the affected students shall submit their applications along with the copy of the admit card, attendance sheet for the paper concerned, duly forwarded by the Principal of the College.
3. The students shall submit their applications for discrepancies related only to theory papers of Three Year Undergraduate Courses and Discipline and Allied courses under erstwhile FYUP along with the relevant documents at **Window no. 9** of the Examination wing of North Campus (for colleges of North Campus) and **Window No. 7** of the Examination Branch of South Campus (for the colleges of South Campus).
4. The College shall notify the above information on the College Website and prominently on the college notice board.

With regards,

Rup Lal
29/11/14
PROF. RUP LAL
DEAN (EXAMINATIONS)