

Sahyadri Bahujan Vidya Prasarak Samaj LOKNETE BALASAHEB THORAT ARTS, COMMERCE & SCIENCE COLLEGE,

(Affiliated to Savitribai Phule Pune University, Pune ID - PU/AN/ACS /101/2008)

Talegoan Dighe Tal.Sangamner, Dist.Ahmednager - 422611

https://lbtcollege.in/, Email-btcollege853@gmail.com/ sbvpsacsctd@gmail.com/



EXAMINATION DEPARTMENT

Procedure for applying for University Examination Forms: -

- 1. Notification made by the University by issuing circular.
- 2. Sharing of circular information with the students.
- 3. Students apply for the University Exams.
- 4. Verification of the University Examination forms by the faculty incharge.
- 5. The forms get inwarded made the Examination Department.
- 6. Exam fee payment and the form submission at the Examination Department along with all required documents.
- 7. Examination schedule announced by the University and notified to the students.
- 8. Issuing Hall tickets and Hall tickets correction if any.
- 9. Conduction of the Examination.
- 10. Declaration of the results.
- 11. Application for revaluation and hard copy for the answer books.
- 12. Declaration of the re-revaluation results.

Procedure for resolving Grievances of the students

- 1. The student submits the written application along with relevant documents if any.
- 2. The application gets forwarded through college authorities (Principal, Vice- Principal, HOD/ Incharge)
- 3. The application gets submitted at the Examination office.
- 4. Grievance redressal process begins.
- 5. The application gets forwarded to the University if required.