



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S Arts, Commerce & Science College

(SPPU ID. - PU/PN/ACS/161/2001 & CAAP011670) (AISHE code -41724) (Jr. Index No.:- 11.16.026)
(Permanently Affiliated to Savitribai Phule Pune University, Pune & Approved by Govt. of Maharashtra)
(Affiliated to HSC, Pune and Approved by Higher Secondary Education, Govt. of Maharashtra)
NAAC Accredited 'B' Grade, UGC- 2f & 12B, ISO 9001-2015 & ISO 14001-2015, Green Campus

Opp. Amphenol Company, Near Datta Mandir, Landewadi, Bhosari, Pune - 411 039.

Email: rjspmacs@ gmail.com, rajmata_college@yahoo.co.in Website: www.rjspmcollege.ac.in

Contact No.: 7020987679, 7559207459

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 in warded 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.
8. Conduction of the Examination.
9. Declaration of the results.
10. Application for revaluation and hard copy for the answer books.
11. 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.