



## **SUPPORTING DOCUMENTS**

### **2.5.2**

**MECHANISM TO DEAL WITH INTERNAL EXAMINATION RELATED  
GRIEVANCES IS TRANSPARENT, TIME-BOUND AND EFFICIENT**

**(2024-25)**



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## EXAMINATION COMMITTEE

### EXAMINATION

The examination committee is an apex body of an institution which is headed by the examination incharge and other members. All kind of work related to examination ( External and Internal) is undertaken by the committee.

#### MEMBERS

Convenors:- Dr. Sapna Sharma and Dr. Anupama Tandon Members:- Mr. Mohit Kumar, Ms Preeti Kaundal, Mr. Robin, Mr. Bihari Lal, Mr. Sandeep

The examination committee functions in accordance with the schedule framed by Himachal Pradesh University for the conduct of final examinations of undergraduate classes. The date-sheet is displayed timely for the information of students. Any clashes/changes reported to the university are notified and displayed to the students. The duty lists are prepared by the committee in consultation with the principal.

#### *Examination Committee of the College*

~ Anupama +91 98160 28058  
Teachers are requested to check the date sheets (BA, B.Com, BSc. & All Honours Programs) shared above and identify any clashes in your subjects.

If you find any clashes, please write an application addressed to the Controller of Examinations, get it signed by the Principal, and submit it to Robin latest by Monday at 11:00 a.m.

The last date for reporting clashes for BA, BCom, and BSc courses is 10th March 2025. For Honours courses, the deadline is 11th March 2025. Ensure timely submission to avoid any issues.

Email ID of Robin is [francisaa415@gmail.com](mailto:francisaa415@gmail.com)

~ Sapna Sharma +91 94184 95919  
Dear teachers,  
As requested by H.P. University, please prepare the list of examiners for your subject panel and submit via email to [sapnasharma228@yahoo.com](mailto:sapnasharma228@yahoo.com) by 11 am today 10:03 am

Dear teachers the rescheduled midterm test dates are as follows  
23.12.2024(E) exam will be on  
06.02.2025(E)  
24.12.2024 will be on  
07.02.2025  
27.12.2024 will be on  
08.02.2025 and  
28.12.2024 will be on  
10.02.2025 10:35 am

Teachers are supposed to conduct the exam of their respective papers themselves. Kindly take the question papers of your subject from the examination committee. 10:35 am

~ Sapna Sharma +91 94184 95919  
Message

#### *Exam Schedule*



(Science) Date Sheet December (2024-25) B.Sc. Mid-Term Examination							
Date	Day	No. of Students	Class	9: 00 AM-10:00 AM	10:30 AM-11:30 AM	12:00 PM-01:00 PM	2:00 PM- 3:00 PM
21.12.2024	Sat	35	B.Sc.I	ADD ON		Physics/Zoology (DSC-1)	
		25	B.Sc.II		SEC- 1		Maths/ Botany (DSC-1)
		30	B.Sc.III		Physics/Zoology (DSE-1)		Chemistry/Computers (DSE-1)
23.12.2024	Mon	35	B.Sc.I	Maths/ Botany (DSC-1)		Chemistry/Computers (DSC-1)	
		25	B.Sc.II		Physics/Zoology (DSC-1)		ADD ON
		30	B.Sc.III	Physics/Zoology (DSE-2)		Maths/ Botany (DSE-2)	
24.12.2024	Tue	35	B.Sc.I	AECC	ADD ON	Chemistry/Computers (DSC-2)	
		25	B.Sc.II	Maths/ Botany (DSC-2)		SEC1	
		30	B.Sc.III	Maths/ Botany (DSC-1)		Maths/ Botany (DSC-2)	
26.12.2024	Thu	35	B.Sc.I	AECC		Physics/Zoology (DSC-2)	
		25	B.Sc.II	Chemistry/Computers (DSC-1)		Maths/Zoology (DSC-2)	
		30	B.Sc.III	Physics/Zoology (DSE-2)	ADD ON		SEC-2
27.12.2024	Fri	35	B.Sc.I		Physics/Zoology (DSC-2)	ADD ON	
		25	B.Sc.II		SEC-2		Chemistry/Computers (DSC-2)
		30	B.Sc.III		Chemistry/Computers (DSE-2)		ADD ON

*roallym*  
*06/12/24*  
 Principal  
 St. Bede's College  
 Shimla

For any query contact Dr. Preeti Kaundal (Botany Lab)

Date Sheet December (2024-25)							
B.Sc Mid-Term Examination							
Date	Day	No. of Students	Class	9: 00 AM-10:00 AM	10:30 AM-11:30 AM	12:00 PM-01:00 PM	2:00 PM- 3:00 PM
21.12.2024	Sat	35	B.Sc.I	Computers (DSC-1)		Physics/Zoology (DSC-1)	
		25	B.Sc.II		SEC- I		Maths/ Botany (DSC-1)
		30	B.Sc.III		Physics/Zoology (DSE-1)		Chemistry/Computers (DSE-1)
23.12.2024	Mon	35	B.Sc.I	Maths/ Botany (DSC-1)		Chemistry (DSC-1)	
		25	B.Sc.II		Physics/Zoology (DSC-1)		ADD ON
		30	B.Sc.III	Physics/Zoology (DSE-2)		Maths/Botany (DSE-2)	
24.12.2024	Tue	35	B.Sc.I	AECC		Chemistry (DSC-2)	
		25	B.Sc.II	Maths/ Botany (DSC-2)	ADD ON		
		30	B.Sc.III	Maths/ Botany (DSC-1)		SEC-1	
26.12.2024	Thu	35	B.Sc.I	Computers (DSC-2)		Maths/ Botany (DSC-2)	
		25	B.Sc.II	Chemistry/Computers (DSC-1)		Physics/Zoology (DSC-2)	
		30	B.Sc.III		ADD ON	Computers (DSE-2)	SEC-2
27.12.2024	Fri	35	B.Sc.I		Physics/Zoology (DSC-2)	ADD ON	
		25	B.Sc.II		SEC-2		Chemistry/Computers (DSC-2)
		30	B.Sc.III		Chemistry (DSE-2)		ADD ON

*roallym*  
*16/12/24*

**Griveances Handled by the Examination Committee and Revised Date Sheets Issued**



## Student Grievance Redressal Committee (SGRC)

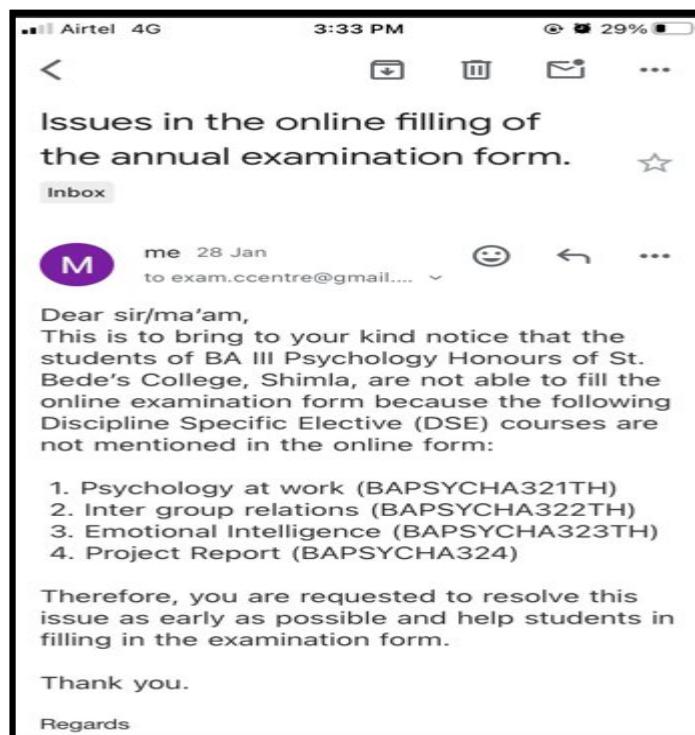
### Members

Prof. (Sr.) Molly Abraham (Principal)	Chairperson
Dr. Gitanjali Mahendra	Faculty Member
Dr. Ashwani Kumar	Faculty Member
Dr. Pankaj Aashish	Faculty Member
Mr. Mohit Kumar	Faculty Member

### Student Representative

Prapti Joseph Reddy (B.A. III Pass Course)

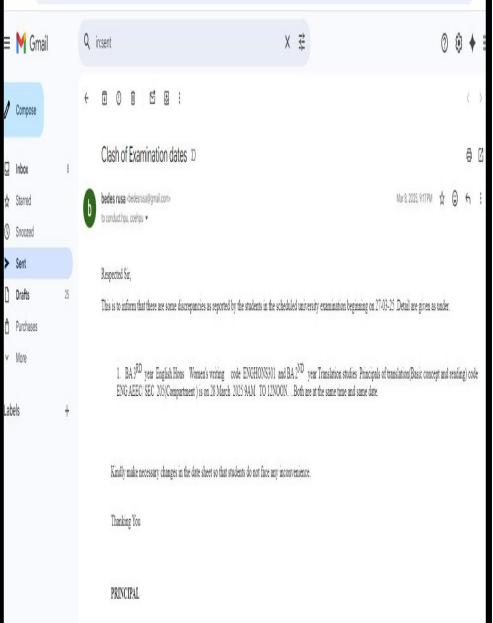
### *Grievance Redressal Committee of the College*



### *Grievance Handled by the Internal Grievance Committee*



## GRIEVANCE HANDLING



10-03-25

The Deputy Registrar  
H.P. University  
Summer hill, Shimla.171005

**Sub: - Clash of Examination dates.**

Respected Sir,

This is to inform that there are some discrepancies as reported by the students in the scheduled university examination beginning on 27-03-25. Detail are given as under.

1. B.A 3<sup>rd</sup> year Geography of India Code BAGEOGP303 1DSC and BA 3<sup>rd</sup> Year Economics. Economics system Code ECONA308 is on 1<sup>st</sup> May 2025. Both are at same day.

Kindly make necessary changes in the date sheet so that students do not face any inconvenience.

Thanking You

PRINCIPAL

10<sup>th</sup> March, 2025

The Controller of Examination  
Himachal Pradesh University  
Shimla

**Subject: Request for Rescheduling of B.A. III Economics (Honours) (DSC 11) (ECONHA301) Exam**

Respected Sir/Madam,

I would like to bring to your kind attention that the B.A. III Economics (Honours) students have their Indian Economy - I (DSC 11) (ECONHA301) exam scheduled on 28.03.2025 from 9:00 AM to 12:00 PM. However, the students are also required to appear for the NTA CUET-PG entrance exam on the same day.

Considering this scheduling conflict, I kindly request you to reschedule the examination to a later date. The official notification regarding the entrance exam is attached for your reference.

Your cooperation in this matter would be greatly appreciated.

Looking forward to a favorable response.

Yours Sincerely,

*Molly Abraham*  
10/03/25  
Prof. Sr. Molly Abraham  
Principal  
St. Bede's College, Shimla

Principal  
St. Bede's College  
Shimla

### *Grievances Communicated to the University*



## MODERATION DONE BY THE HODS

Student Marks Entry Report(A/PR)													2025-APRIL	
Himachal Pradesh University Examination Branch Summer Hill Shimla 171005													Semester/Year : BSC(Annual) 1st Year	
Degree : BSC(Annual)														
S.No	Paper	Class Rollno	Exam Roll No.	Student Name	Marks Obtained	Type	EnteredID	Ent_Name	Entereddate	VerifiedID	Name	Verifieddate	Designation	
1	Animal Diversity (ZOOL 101 TH-PR)	2241350004	ALKA PARBHAR	18	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
2	Animal Diversity (ZOOL 101 TH-PR)	2241350005	ANANYA SISODIA	16	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
3	Animal Diversity (ZOOL 101 TH-PR)	2241350010	HANNA CHAUHAN	13	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
4	Animal Diversity (ZOOL 101 TH-PR)	2241350014	MISHTHI CHAUHAN	9	" Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
5	Animal Diversity (ZOOL 101 TH-PR)	2241350015	NAVDHA MEHTA	19	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
6	Animal Diversity (ZOOL 101 TH-PR)	2241350016	NIKHI	8	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
7	Animal Diversity (ZOOL 101 TH-PR)	2241350017	NIHARIKA	10	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
8	Animal Diversity (ZOOL 101 TH-PR)	2241350018	PIEHAL VERMA	15	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
9	Animal Diversity (ZOOL 101 TH-PR)	2241350020	PRANJAL	13	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
10	Animal Diversity (ZOOL 101 TH-PR)	2241350021	PRITHVI RAJPUT	13	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
11	Animal Diversity (ZOOL 101 TH-PR)	2241350023	SHAGUN	15	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
12	Animal Diversity (ZOOL 101 TH-PR)	2241350024	SHREYA VERMA	13	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		
13	Animal Diversity (ZOOL 101 TH-PR)	2241350025	SHRIYA SAWANT	12	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER		

Animal Diversity (ZOOL 101 TH-PR)	2241350026	SHWETA	20	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER
Animal Diversity (ZOOL 101 TH-PR)	2241350028	SNEHA GUPTA	12	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER
Animal Diversity (ZOOL 101 TH-PR)	2241350029	SUHANA VERMA	13	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER
Animal Diversity (ZOOL 101 TH-PR)	2241350030	VANSHIKA	19	Practical (Theory)	592507587	Shweta Thakur	17/03/2025 12:22:34 PM	592507587	Shweta Thakur	17/03/2025 12:22:50 PM	COLLEGE TEACHER
Animal Diversity (ZOOL 101 TH-PR)	2241350032	AWESOME SHARMA	8	Practical (Theory)	592507587	Shweta Thakur	24/03/2025 01:17:51 PM	592507587	Shweta Thakur	24/03/2025 01:18:2 PM	COLLEGE TEACHER
Animal Diversity (ZOOL 101 TH-PR)	2241350033	MUSKAN SHARMA	10	Practical (Theory)	592507587	Shweta Thakur	22/03/2025 03:33:31 PM	592507587	Shweta Thakur	22/03/2025 03:33:37 PM	COLLEGE TEACHER

Moderation Committee  
 All Appeared and Checked  
 7/5/2025 Shweta Thakur  
 St. Bede's College  
 Zoology Department  
 Department of Zoology

Department of Zoology



## *Department of English*

## ***Department of Commerce and Management***