Application for Consideration of Grievance
(Note: Please read all the instructions given at the bottom of this page carefully before applying.)
(Use “Admit Card” to fill following information)

Student's name: ______________________________________ Degree: M Tech / BE / PTDP
Semester: ____ Section ___ Name of Exam: ______________________
Programme: ___________________________ Scheme ___________________________
Registration No: ___________________________ Exam. Seat No: ___________ Mobile No. ___________
Course code: ___________________________ Course Name: ___________________________
Marks obtained: (ESE _____/60), (MSE&TA _____/40) Grade obtained: ________
Date of showing the Answer book: _____________ Date of declaration of Result: _____________

Type of grievance (Tick the most appropriate option):
□ Undervaluation □ wrong posting of grades in grade report □ Wrong grade
□ Incorrect CA marks □ Absorption related □ Others

Details of Grievance
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Declaration by the student
I have read all the instructions given below carefully. I hereby declare that the information given above is as per ’admit card’ & true to the best of my knowledge. I know that the complete revaluation of the answer book shall be done and the change in marks will be incorporated only if the change is ± 3 marks. I know that this application cannot be withdrawn at any stage. I hereby accept that the decision of the grievance committee shall be final and binding on me.

Signature of Student

Recommendation of the HOD
The request of the student is recommended and forwarded to the Chairman, Grievance Redressal Committee for necessary consideration.

Signature of HOD/Course Teacher

Recommendation of Grievance Redressal Committee
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Name ___________________________ Signature ___________________________

Chairman: ___________________________ Member: ___________________________
Member: ___________________________ Member: ___________________________

Submitted To COE

RECEIPT
Received Grievance application from Ms/Mr. ___________________________ of _____________
sem ______ on dt. _____________ along with photocopy of receipt of processing fees paid.

Name and Signature of the receiver

Important Instructions to the students
i. Use separate application form for each course. Preserve this RECEIPT as a proof of submission.
ii. Attach photocopy of the receipt of the fees of Rs. 100/- paid towards processing charges (Rs. 100/- for each course).
iii. Application with incomplete information and/or submitted after stipulated time limits shall be straightaway rejected.
iv. The applications making false claims will be rejected and due action will be taken against such applicants.
v. Valuation related grievance must be submitted within 10 days of Last Examination Date of your branch & semester.
vi. Result related grievances must be submitted within 7 working days from the date of declaration of results.