



**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in marks will be incorporated only if the change is ± 3 marks and above.** I know that this application cannot be withdrawn at any stage.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 .....	.....

**Submitted To COE**

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**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. 500/-** paid towards processing charges (**Rs. 500/** for each course).
- iii. **Rs. 500/-** will be refunded if there is change in marks as per Notification (**± 3 marks and above**)
- iv. Application with incomplete information and/or submitted after stipulated time limits shall be straightaway rejected.
- v. The applications making false claims will be rejected and due action will be taken against such applicants.
- vi. Valuation related grievance must be submitted within **10 days of Last Examination Date of your branch & semester.** If answer book is shown late then immediately on next day. (No grievance will be accepted if it is late by any reason)
- vii. Result related grievances must be submitted within **7 working days** from the date of declaration of results.