



# **GOKHALE EDUCATION SOCIETY'S**

## **R. H. SAPAT COLLEGE OF ENGINEERING**

### **MANAGEMENT STUDIES & RESEARCH**



Affiliated to Savitribai Phule Pune University, Pune • Recognized by Govt. of Maharashtra  
Approved by AICTE, New Delhi & DTE (M.S.), Mumbai, NAAC Accredited B++ • ISO 9001:2015 Certified College

### **INTERNAL EXAMINATION RELATED GRIEVANCE COMMITTEE**

The function of the cell is to look into the complaints launched by any student, and judge its merit. Anyone with a genuine grievance may approach the head of department or department members in person, or in consultation with the members of the exam Grievance Cell. In case the person is unwilling to appear in self, grievances may be sent through email to head of the department. This is a mechanism to deal with examination related grievances in transparent, time bound and efficient manner.

#### **Objective:**

The objective of the Grievance Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Exam Grievance Committee is constituted for the redressal of the problems reported by the students of the Institute with the following objectives:

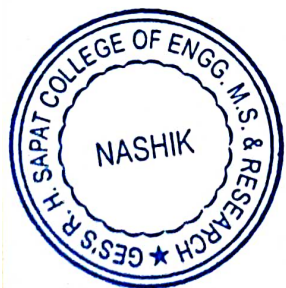
- To create harmonious environment in the College by ensuring conflict free atmosphere in the College through promoting cordial Student-teacher relationship.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear and feeling of being victimized.
- The committee is authorized to hear and advise with respect to the grievances of students.
- The committee will exclusively hear from students who are directly involved in the grievances.
- Advice for action in favor of an aggrieved student may be given by the coordinator after the discussion with the team members.

#### **Functions:**

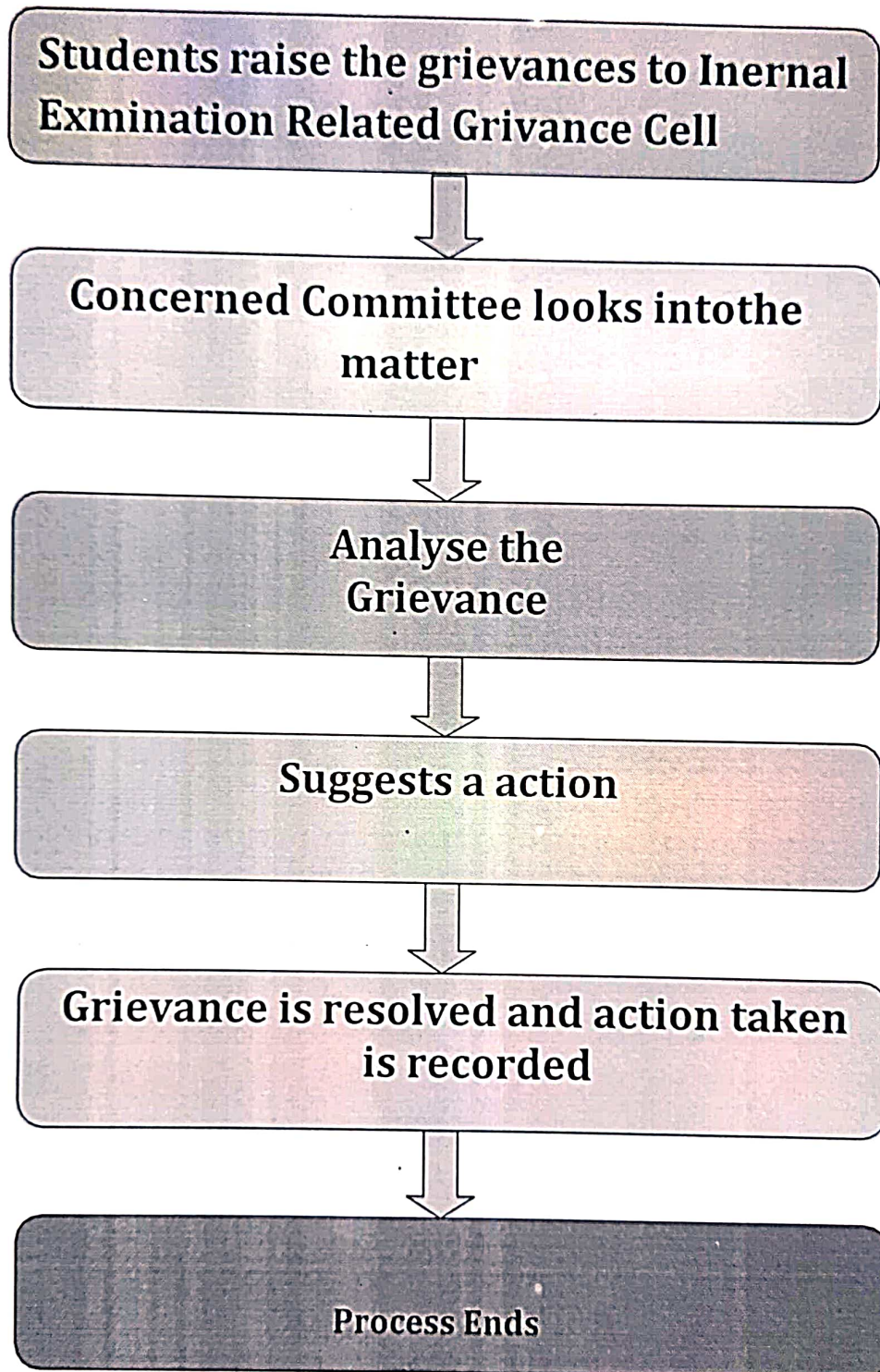
- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

#### **Procedure for launching complaint:**

- The students may feel free to put up a grievance in writing/or in the format available in the examination cell dept. and submit it to class coordinator or Head of the department or send through email.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



## INTERNAL EXAMINATION RELATED GRIVANCE COMMITTEE MECHANISM



**Fig: Grievances Redressal mechanism for Internal Assessment**






## Exam Related Grievances

- i. Help to the students to solve grievances related to university exam form: Main grievances such as not finding subjects belonging to back log while filling online exam form, not finding the elective subject as per given choice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects are taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students.
- Help students in solving problem such as name of the student not found in exam summary by the University, despite of University examination form is properly filled by the students.
- **Guidance to the students about university exam results**
  - i. Guidance to the students about rechecking and re-evaluation process: Faculty members guide the students about the procedure / schedule of rechecking and re-evaluation process. As per its system, the university provides photocopies of the answer papers. Students take this copy to the concerned teacher where he/she goes through the same and guides whether the answers are worthy of re-evaluation, rechecking or redressal.

The committee will take care that, the various activities related to examinations such as checking the exam schedule, display of the same, noting students' grievances and dealing with them effectively, guiding students in various exam related tasks etc. are performed systematically, in time and efficiently. **The committee will also take care that, the various grievances related to internal evaluation be resolved within time period of 8-10 days.**

For university practical exams, the final time table draft is displayed. It is displayed and students are informed about the schedule of the exams 6-8 days prior to the commencement of the exams. The committee has to continue with same practices.



  
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Date: 02/01/2020

**OFFICE ORDER**

**INTERNAL EXAMINATION RELATED GRIEVANCE COMMITTEE**

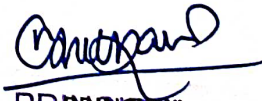
**(Computer Engineering Department)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Dipak V. Patil	Head of Department	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Dr. Neeta A. Deshpande	Senior Staff Member and Lady Representative	Member
4	Mr. Nilesh V. Alone	Academic Coordinator	Member
5	Mr. Shivaji R. Lahane	Examination Coordinator	Member

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**(CIVIL ENGINEERING DEPARTMENT)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Narhari D. Chaudhari	Head of Department	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Mrs. Shilpa M. Kale	Senior Staff Member and Lady Representative	Member
4	Dr. Rajshekhar S. Talikoti	Academic Coordinator	Member
5	Mr. Prasad R. Vaidya	Examination Coordinator	Member

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**INTERNAL EXAMINATION RELATED GRIEVANCE COMMITTEE**

**(ELECTRICAL ENGINEERING)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Mr. Mandar M. Chaudhari	Head of Department	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Mrs. Monika P. Deshpande	Senior Staff Member and Lady Representative	Member
4	Dr. Atul S. Koshti	Academic Coordinator	Member
5	Mrs. Rekha S. Tidake	Examination Coordinator	Member

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**(ELECTRONICS AND TELECOMMUNICATION ENGINEERING)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Santosh P. Agnihotri	Head of Department	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Dr. Anita Deshmukh	Senior Staff Member and Lady Representative	Member
4	Mr. Dipak M. Raut	Academic Coordinator	Member
5	Mr. Kailash V. Karad	Examination Coordinator	Member

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**INTERNAL EXAMINATION RELATED GRIEVANCE COMMITTEE**

**(Mechanical Engineering Department)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Prashant B. Nehe	Head of Department	Coordinator
2	Mr. C.K. Bhosale	College Examination Officer	Member
3	Dr. G. G. Waghmare	Academic Coordinator	Member
4	Mrs. S. P. Deshpande	Lady Representative & Examination Coordinator	Member
5	Mr. D. S. Chaudhary	Faculty Representative	Member

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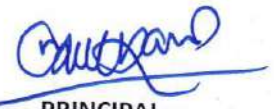
**(Engineering Sciences Department)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Pankaj P. Wani	F.E. Coordinator	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Mrs. S.M. Gangurde	Lady Representative	Member
4	Mr. Y.R. Bhavsar	Academic Coordinator	Member
5	Mr. J.M. Sonawane	Examination Coordinator	Member

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**(M.C.A. ENGINEERING)**

Following staff members are appointed on Internal Examination related grievance committee.

Sr. No.	Name of the Member	Affiliation	Designation
1	Dr. Poonam A. Chaudhari	Head of Department	Coordinator
2	Mr. Chandrakant K. Bhosale	College Examination Officer	Member
3	Mrs. Pranjali Deshmukh	Academic Coordinator	Member
4	Mrs. Gayatri Raut	Examination Coordinator	Member
5	Mr. Sakharan Kolape	Assistant Professor	Member

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