



Sinhgad Institutes

SINHGAD INSTITUTE OF MANAGEMENT

((Affiliated to Savitribai Phule Pune University, Approved by AICTE

& Accredited by NAAC)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

Dealing with examination related grievances is transparent, time bound and efficient.

For any internal examination grievances, following mechanism is followed

1. Students must contact the person responsible for the internal examination.
2. A request, in which the complaint is properly presented, must be submitted to the Examinations Department.
3. After the examinations department has examined the application, it forwards it to the Director.
4. The Director will examine the application in detail in consultation with the teaching faculty concerned, make a comment on the application and send it back to the Examinations Department.
5. Once the necessary steps have been taken, the students are informed.
6. The procedure is completely transparent

For university examination related grievances SPPU has provided a Web-mail facility, through which the college can communicate to the Exam-Support system or Exam coordination and the grievances can be rectified.

Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet) Within 2 working days, the queries are conveyed to university either telephonically or mail on web mail or letter is sent, enclosing the application of student and necessary documents forwarded through the Director.
2. On verification, grievance is resolved by University within a week (confirmation either telephonically or mail or receipt of letter).
3. On verification by the student, the application is countersigned by the student, mentioning the grievance as resolved. Thus, all the grievances are efficiently resolved within the time deadlines mentioned by the university hence the mechanism to deal with examination related grievances is transparent, time-bound and efficient.

