

## 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

### Grievance redressal system:

- Student's grievances regarding internal assessment are taken care at department level initially
- through exam coordinators who look after the grievances of the students. Depending upon the
- severity of the problem, these are forwarded to respective head of departments or College
- Examination Officer. Care is taken to resolve issues immediately and communicated to the students
- through suitable media.
- The grievances of the students related to assessment are made clear by showing the answer sheet to
- the students. If any corrections in assessment of answer books or in the total of marks as identified
- by students, are immediately done by the faculty members.
- SPPU handles the students' grievances through online portal. Students can apply for rechecking of
- paper or he can take Xerox copy of that paper from University. It is a time bound mechanism and
- promptly communicated to the students through e-mail.
- The assessment and grievance mechanism is time bound and efficient as per following table

Sr. No.	Name of Examination	Point of contact	Result published (duration)	Expected duration for grievance redressal (in Days)	Efficiency due to
1.	Unit Test	Subject Teacher	2 working days	1	Discussions on answer sheets individually
2.	Prelims Examination	Subject Teacher	3 working days	1	
3.	Assignments	Subject Teacher	1 working day	1	Discussions on answer sheets
4.	Insem Examination	CEO	As per SPPU guidelines	3	Rechecking / re-evaluation as per requirement

- Civil Engineering
- Information Technology
- Electronics and Telecommunication
- Instrumentation and Control Engineering  
2023 to 2026

**Dr. D. Y. Patil**  
Founder President

**Dr. Sanjay D. Patil**  
President

**Shri. Satej D. Patil**  
Vice President & Chairman

					by students
5.	Endsem Examination	SPPU Through CEO	As per SPPU guidelines	15	Rechecking / re-evaluation as per requirement by students
6.	Progressive Assessment	Batch in charge	After practical sessions	2	In person discussions on performance in practical sessions
7.	Project evaluation	Project guide	As per SPPU guidelines	2	Periodical reviews and guidance
8.	Seminar	Seminar guide	As per SPPU guidelines	2	Periodical reviews and guidance



Dr. Mrs. P. Malathi

**PRINCIPAL**

Dr. D.Y.Patil Pratishthan's  
D. Y. Patil College of Engineering  
An Autonomous Institute  
Sec. No.29, Nigdi-Pradhikaran,  
Akurdi, Pune - 411044

