



Walchand College of Engineering


(Government Aided Autonomous Institute)

Examination Section

Standard procedure to process Grievance/Verification after showing evaluated answer book/marks

1. The evaluated answer book/marks (MSE/ESE/Re-Exam) will be shown to students.
2. In case of any query related to evaluation or obtained marks, the students will approach to concerned course teacher within four days from the date of marks announced.
3. The course teacher will resolve all queries of students. However, if the student is not satisfied, he/she can fill the grievance/verification form, which will be available with course faculty, to verify evaluated answer book.
4. The course teacher will send all such queries to the exam section through the head of the department and DCoE.
5. According to the request by course teacher as per step 4, the exam section will re-assign the answer book to the course teacher for verification.
6. The course teacher will complete verification within four days once assigned.
7. After verification, the course teacher will update the grievance/verification form. The completed form will be sent to exam section with signed HoD remark through DCoE.
8. The duly filled form will be verified by exam section, and the results will be updated after approval of CoE.
9. This procedure expected to be complete within a week once initiated.




1417121
Controller of Examinations



Walchand College of Engineering, Sangli
(Government Aided Autonomous Institute)
Examination Section

Grievance/Verification Report

Date: _____

To,
 The Controller of Examinations
 WCE., Sangli.

This is to bring your notice that the following students requested verification of the assessed MSE/ESE answer books.

The answer books of respective students were verified and found that following changes in the marks are needed.

Program: M.Tech/B.Tech. Branch: _____ Class: ____ Semester: ____ Course and Course code: _____

Sr. No.	Exam Seat No.	Answer book No.	Marks		Reason for Change/Nature of Grievance	Signature of Student	Marks by course teacher after verification
			Actual	Claimed			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Note: If the students are physically not present in the campus grievance can be considered through email to the respective course teacher.

Course Teacher

HoD Remark

DCoE

HoD