



IMS ENGINEERING COLLEGE, GHAZIABAD

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh & Approved by AICTE, New Delhi)

NH-09, Adhyatmik Nagar, Near Dasna, Distt: Ghaziabad, Uttar Pradesh Website: <https://www.imsec.ac.in>

SUPPORTING DOCUMENTS NAAC AQAR: 2021-22

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

Attachment:- Supporting Documents

IMS Engineering College, Ghaziabad
Examination Cell
Examination Grievance Redressal

Students having any Grievance related to Internal Examination (Theory / Practical) may follow the following process to resolve their grievance.

1. Student shall contact concern Subject Teacher & Subject Incharge to discuss the grievance by filling grievance redressal form.
 - If students satisfy then grievance closed with student and subject teacher remark on grievance redressal form & submission to concern HOD office.
 - If student not satisfy
2. Student shall contact concern Head of Department (HOD) and submit grievance form in HOD office.
3. HOD will discuss the grievance with concern Subject Teacher & Subject Incharge in presence of student and resolve it within 3 working days.
 - If student satisfy then grievance closed with closing remark of HOD, subject teacher and student in grievance register available in HOD Office.
 - If student still not satisfy,
4. Student shall contact Dean Academic, submit grievance form and mention their issue in grievance register available in Dean Academic Office.
5. Dean Academic will discuss student grievance with concern HOD in presence of subject teacher and subject incharge and inform the final decision to students.
6. Dean Academic decision will be final and grievance will be closed automatically.

Dr. Vijay Kumar

(COE)

15/03/22
Controller of Examinations
IMS Engineering College
Ghaziabad

IMS Engineering College , Ghaziabad

Student Grievance Redressal Form

Student Name	Roll No.	Department	Year	Section	Grievance Filling Date	Sig. with Date
Grievance Discription by Student						
Grievance Redressal Remark by Subject Teacher						
Grievance Redressal Remark by Subject Incharge						
Student Remark & Status of Grievance	Satisfy	Not Satisfy	Grievance Closed	Grievance Not Closed		
Grievance Redressal Remark by HOD (If not closed)						
Student Remark & Status of Grievance	Satisfy	Not Satisfy	Grievance Closed	Grievance Not Closed		
Grievance Redressal Remark by Dean Academic (If not closed)						
Grievance Status Closed with Final Remark of Dean Academic						
Sig. with Date (Dean Academic)	Sig. with Date (HOD)		Sig. with Date (Student)			