



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

AQAR: 2023-24

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

From: Dr. Vijay Kumar (COE)

To: All HoDs

UFM Committee & Redressal Procedure Session 2023-24

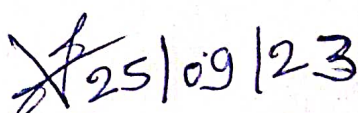
Date: 25/09/2023

All the HoDs kindly form a UFM Redressal Committee of their department as per following members

- | | | |
|-------|--------------------------------------|--------------------|
| (i) | Controller of Examination | - (Chairperson) |
| (ii) | Concern Head of Department | - (Member) |
| (iii) | Senior faculty of concern department | - (Member) |
| (iv) | Class Coordinator/ Mentor | - (Invitee Member) |

Redressal Procedure:

1. At the end of CT Examination, a meeting of Committee members will be held in the concern department.
2. All the UFM related students will be inform about date and time through concern class coordinators to appear in the meeting for UFM redressal.
3. Committee will take the decision regarding evaluation of UFM answer sheet based on UFM items received from student and statement of student, invigilator mentioned on UFM form.
 - (i) If UFM is valid – (Zero mark will award)
 - (ii) If UFM is not valid – (Answer sheet will evaluate)
4. Decision of committee will be final and same will be inform to students and their parents through class coordinators/ mentors.
5. UFM Decision of committee should be mention on mentor card of student by concern faculty mentor.
6. All the records should be maintained in concern department for future reference and a copy of that will be send to exam cell for record.


Dr. Vijay Kumar

(COE)
Controller of Examinations
IMS Engineering College
Ghaziabad

IMS Engineering College , Ghaziabad

UFM Form - Odd / Even Semester - Session-

Student Name	Roll No.	Department	Year & Section	Subject Name & Code	Sem.	Date of Exam	Invigilator Name & Department
Student Statement							
Invigilator Statement							
UFM Received from Students							
Controller of Examination (COE) Remark							
Sig. with Date (COE)		Sig. with Date (Invigilator)			Sig. with Date (Student)		
UFM Redressal							
UFM Committee Decision							
Name & Signature of UFM Committee Members							

IMS Engineering College, Ghaziabad
Examination Cell

From – Dr. Vijay Kumar (COE)

To: All HoDs

CTs Question Papers Moderation Committee for Session 2023-24

Date: 25/09/2023

Respected Academic HoDs,


To, ensure/enhance the quality of CTs questions paper, kindly form a question papers moderation committee in your department regarding Session 2023-24, with the following concern department members.

- | | |
|--|---------------------|
| 1. Head of Department (HoD) | - Chairperson |
| 2. One Senior faculty (Nominated by HoD) | - Member |
| 3. Course Coordinator | - (Invitee- member) |
| 4. Course Teacher | - (Invitee- member) |

Responsibilities of Committee Members:

1. Collect the CTs Question Papers from all subject teacher of concern department.
2. Select and check the question paper to ensure the quality level.
3. If any moderation is required in a question paper, instruct the concern course teacher for modifications and recollect the modified paper.
4. All the moderation related documents must be kept as a record in concern department for reference.
5. Submission of final selected Question Papers to exam cell after sign of concern HoD on each paper.

Note: All members kindly check the question papers carefully as in case any mistake/correction come to notice during examination, committee will responsible for that.


Dr. Vijay Kumar
(COE)

Controller of Examinations
IMS Engineering College
Ghaziabad

IMS Engineering College , Ghaziabad

Question Paper Moderation Form

Odd / Even Semester - Session- 2023-24

Course Name & Code	Course Teacher Name	Department	Year & Section	Semester	CT No.	Course Teacher Signature
Details of Questions No. and Required Modification						
Remark of Committee Members on Modified Question paper						

Name & Signature of Committee Members

Name (HoD):	Signature:	Date:
Name (Senior Faculty):	Signature:	Date:
Name (Course Coordinator):	Signature:	Date:
Name (Course Teacher):	Signature:	Date:

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)			

IMS Engineering College, Ghaziabad
Examination Cell

From: Dr. Vijay Kumar (COE)

To: All HoDs

Examination Grievance Redressal Committee Session 2023-24

Date: 25/09/2023

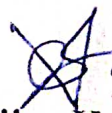
All the HoDs kindly form an Internal Examination (Theory/Practical) Grievance Redressal Committee in their department as per following members:

- | | | |
|-------|----------------------------|--------------------|
| (i) | Controller of Examination | - (Chairperson) |
| (ii) | Concern Head of Department | - (Member) |
| (iii) | Subject Coordinator | - (Invitee Member) |
| (iv) | Subject Teacher | - (Invitee Member) |

Committee will be responsible for redressal of internal examination grievance of concern department students. All the documents should be maintained by concern HoD office for future record.

Enclosure:

1. Examination Grievance Redressal procedure
2. Grievance Redressal Form.


25/09/23
Dr. Vijay Kumar
(COE)

Controller of Examinations
IMS Engineering College
Ghaziabad

IMS Engineering College, Ghaziabad
Examination Cell
Examination Grievance Redressal Procedure

Students having any grievance related to internal examination marks (Theory/ Lab) will follow the following procedure to resolve their grievance.

1. Student shall collect the grievance redressal form concern HoD office.
2. Fill the grievance form and submit to concern Subject / Lab Coordinator.
3. Subject/Lab Coordinator will discuss the grievance with Course/ Lab teacher in presence of student.
 - If students satisfy then grievance will be closed with student, subject teacher and subject coordinator remark on redressal form. All the records should be submitted by subject coordinator to HoD office.
 - If student not satisfy
4. Student shall contact concern Head of Department (HoD) and submit grievance form in HoD office.
5. HoD will discuss the grievance with concern Subject Teacher & Subject Coordinator in presence of student and resolve it within 3 working days.
 - If student satisfy then grievance will be closed with closing remark of HoD, subject teacher and student in grievance form.
 - If student still not satisfy
6. Student shall contact Controller of Examination (COE) office and submit grievance form.
7. Controller of Examination will discuss the grievance with concern HoD in the presence of subject teacher and student.
8. Controller of Examination decision will be final and grievance will be closed automatically.

25/09/23
Dr. Vijay Kumar
(COE)

Controller of Examinations
IMS Engineering College
Ghaziabad

IMS Engineering College , Ghaziabad

Examination Grievance Redressal Form

Student Name	Roll No.	Department	Year	Section	Date	Signature
Grievance Discription by Student						
Grievance Redressal Remark by Subject Teacher						
Grievance Redressal Remark by Subject Coordinator						
Student Remark & Status of Grievance	Satiesfy & Closed		Unsatiesfy & not Closed			
Grievance Redressal Remark by HOD (if not closed)						
Student Remark & Status of Grievance	Satiesfy & Closed		Unsatiesfy & not Closed			
Grievance Redressal Remark by Controller of Examinaton (COE)						
Grievance Status Closed with Final Remark of Controller of Examination						
Name & Sig. (COE)	Name & Sig. (HoD)	Name & Sig. (Subject Teacher)		Name & Sig. (Student)		