



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to Savitribai Phule Pune University & Approved by AICTE, NBA, NAAC)

Sinhgad Institutes

Gat No. 309/310, Kusgaon (BK.), Off Mumbai - Pune Express way, Lonavala, Dist Pune - 410 401.

PROF. M. N. NAVALE
M E (Elect.) MIE, MBA
Founder President

DR. (MRS.) SUNANDA M. NAVALE
B A, MPM, Ph D
Founder Secretary

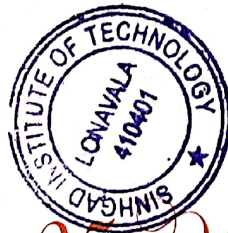
DR. M. S. GAIKWAD
M E, Ph D (Electronics Engg.)
Principal

Ref No: SIT/2020-21/918 A

Date: 25 / 6 /2020

Policy on Examination related Grievances

- 1) If the student finds any mistakes in exam form, such as name, photo, sign, address, date of birth, mobile number, subject change etc., student has to submit an application form along with necessary documents for such correction to exam section.
- 2) The examination cell will go through the application letter submitted by the student and will check correction in exam form with submitted supporting documents.
- 3) If any student finds any mistakes in his/her university marks in the university ledger, the student has to submit an application letter to the examination cell.
- 4) After receiving the application, the examination cell will verify the corrections in the marks.
- 5) If a student feels that the university question paper is out of syllabus or contains any mistakes, then student submit the application letter to examination cell. The exam cell will then ask subject experts in the department to verify whether the questions are out of syllabus or if any corrections are needed in the question paper
- 6) As per student queries, the examination cell prepares the college letter for submission to the university.
- 7) Depending on the nature of the issue, exam cell resolves the problem according to university instructions.
- 8) Student can apply for photocopy by filling up the photocopy application form online.
- 9) After the results are declared on the website and if a student finds mistakes in their university marks, they can apply for a photocopy and revaluation by filling out the photocopy and revaluation application forms online.
- 10) University will display revaluation results pdf on university website within 20-30 days. The student's updated marks and status will then be updated in the University's result ledger.
- 11) After receiving the college's application letter regarding the student's issue, the University will resolve the issue and update the record in the college's login.



M.S.
Dr. M. S. GAIKWAD
PRINCIPAL
Sinhgad Institute Of Technology, Lonavala

Celebrating 25 Years — of Academic Excellence —

