



ESWAR COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada
Kesanupalli Village, Narasaraopet – 522 601, A.P.

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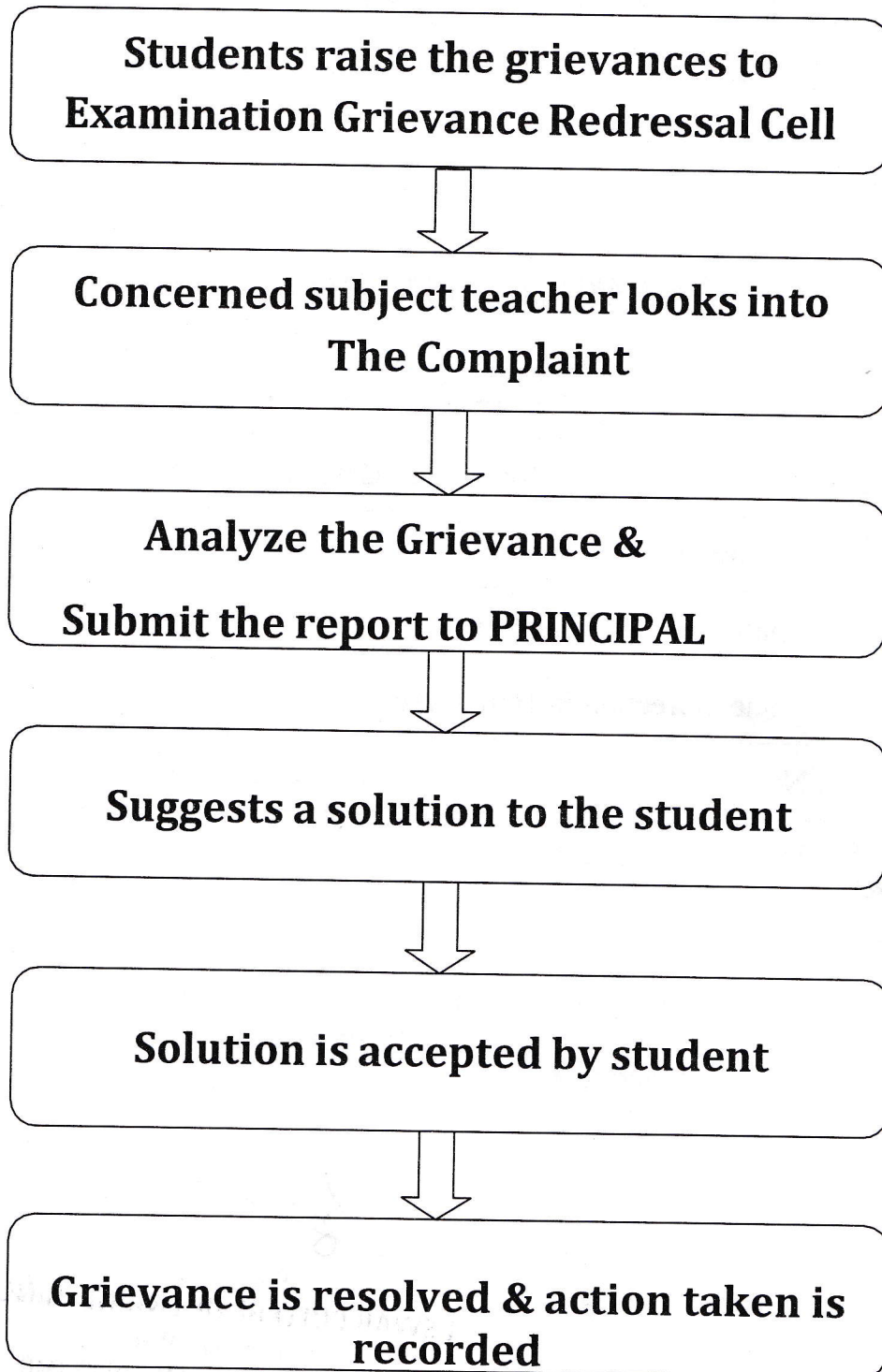
EXAMINATION BRANCH

LIST OF GRIEVANCES

<u>S.No.</u>	<u>Nature of Grievance</u>
1.	Revaluation
2.	Challenge of Evaluation
3.	Name correction in Hall Ticket
4.	Name correction in Marks Memo/PC/CMM/OD
5.	Discrepancy in results Theory/Practical
6.	Credits Issue
7.	Transcripts Related Issues
8.	Exam Registration


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Palnadu Dist. A.P. 522 549

Examination Grievance Redressal Mechanism



SP

EXAMINATION BRANCH

PROCEDURES FOR SEMESTER END EXAM GRIEVANCES

(1)(2).Procedure for Revaluation / Challenge revaluation

After verifying the results declared by the JNTUK Examination Branch, if he/she is not satisfied with result he/she can apply for Revaluation / Challenge valuation / online in JNTUK website.

Student has to submit a online Application Form to the JNTUK Examination Branch regarding any one of the issue or all the issues like Revaluation / Challenge valuation / by paying fee as per JNTUK norms.

3. Procedure for Name Correction in Hall Ticket

The Student after receiving the Hall Ticket, if he/she found any mistakes in hall ticket, he/she can request for the corrections by approaching the Examination branch

Examination branch will identify the correction in the Hall Ticket and compare that hall ticket with the SSC Marks Memo. Student has to submit a request letter to the Examination Grievance Cell and the application regarding name Corrections in the hall tickets.

The student has to submit the filled in application and with enclosed the document like SSC marks memo to the Examination Branch.

The filled in application will be sent to the Office of the Controller of Examinations. After verification the correction will update.

4. Name Correction in Marks Memo / PC / CMM /

OD

After student receiving the marks memo / PC / CMM / OD. If he / she find any corrections in the above mentioned the student have to submit a application form to the Examination Grievance Cell under Examination


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Branch. The candidates have to pay fee as per JNTUK prescribed for corrections in marks memo and for corrections in PC / CMM / OD. Online Payment Receipt should be submitted to the Examination Branch.

The filled in application will be sent to the Office of the Controller of Examinations JNTUK after registering in the Examination Branch.

The Controller of Examinations JNTUK will go through the issue requested by the student and the college will resolve the problem by issuing new PC / CMM / OD.

5. Discrepancy in Results / Theory / Practical's

After verifying the results declared by the college. If he / she found any discrepancy in result, students have to submit a application form to the examination Grievance cell regarding any discrepancy in results theory and practical.

Grievance Cell Committee will check the result, and the is forwarded to Office of the CE JNTUK along with documents like seating plan, D-Form and Day wise attendance statement.


The Controller of Examinations JNTUK will go through the issue requested by students and after completion of verification, final result will be declared.

6.Credits Issue

If any students find credits problems, he / she have to approach Examination Branch.

Examination Grievance Committee will collect all the marks memos and they will count all the credits, if they found any mistake in the credits, grievance form will be given to the student.

After verification done by the Grievance Committee if will be


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forwarded to the Office of the Controller of Examinations. The Controller of Examinations will go through the issue requested by students and declare the results after verification. The problem will be resolved.

7. Transcripts related issues

If the student finds any corrections in Transcripts. The student will approach the Examination branch. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding any Transcripts related issues by paying fee as prescribed by the JNTUK Per Sheet through online. he student has to submit the filled in application with enclose documents like SSC marks Memo, UG/PG OD, Fee receipt Form to the Examination Branch.

The filled in application will be sent to the Controller of Examinations after registering in the Examination Branch.

8. Exam Registration Issues

If the student finds any mistake in the registration form. He /She can request for Examination Branch.

The student has to submit a request letter to the Examination Grievance Cell and take the application regarding exam registration issues.

The grievance cell committee will check all the credentials, fee receipts and attendance.

The filled - in application will be sent to the Office of the Controller of Examinations JNTUK after registering into Examination Branch. The Controller of Examinations will go through the issue requested by us and check the mistake and the correction will be updated.



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EXAMINATION BRANCH

Application for Grievance

Name of the Student :

Date:

H. T. No.

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Nature of the Grievance :

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Grievance No: _____

Address:

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Mobile No.:

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____ Year B.Tech / M.Tech / MBA / MCA _____ Semester

Description of Grievance:

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Signature of the Student

Exam section incharge

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