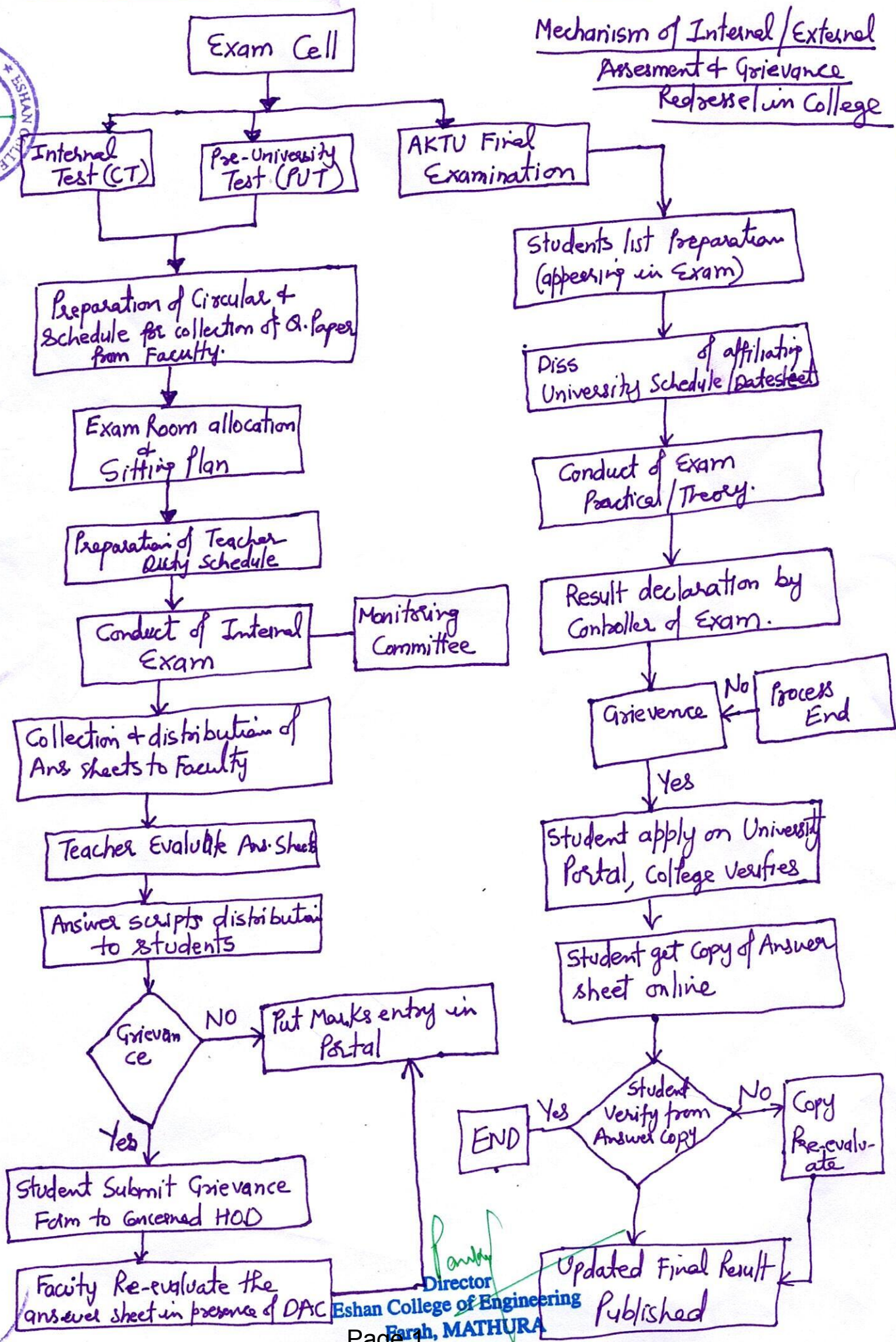


# ESHAN COLLEGE OF ENGINEERING, FARAH.

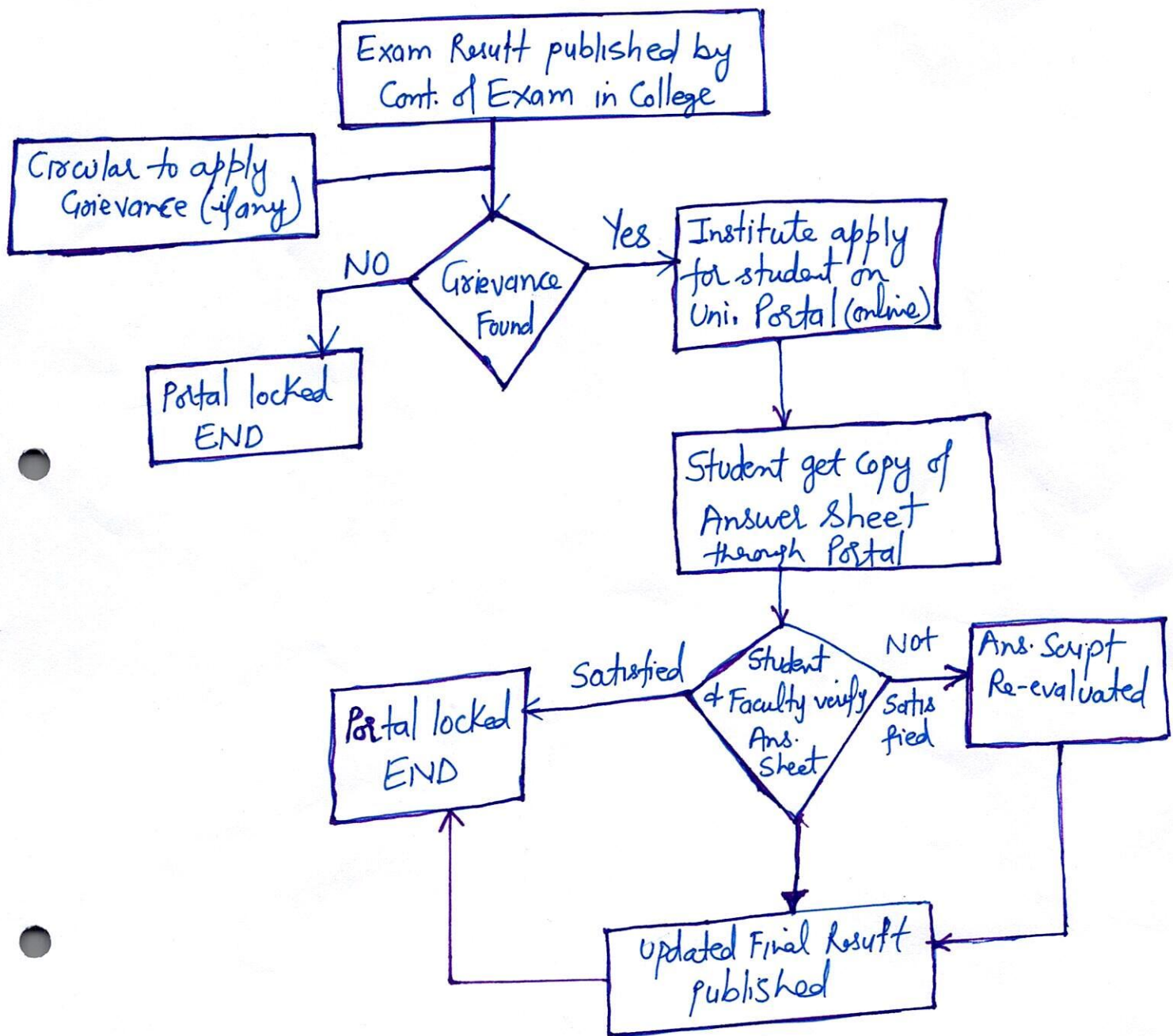


## Mechanism of Internal/External Assessment & Grievance Redressal in College






# ESHAN COLLEGE OF ENGINEERING

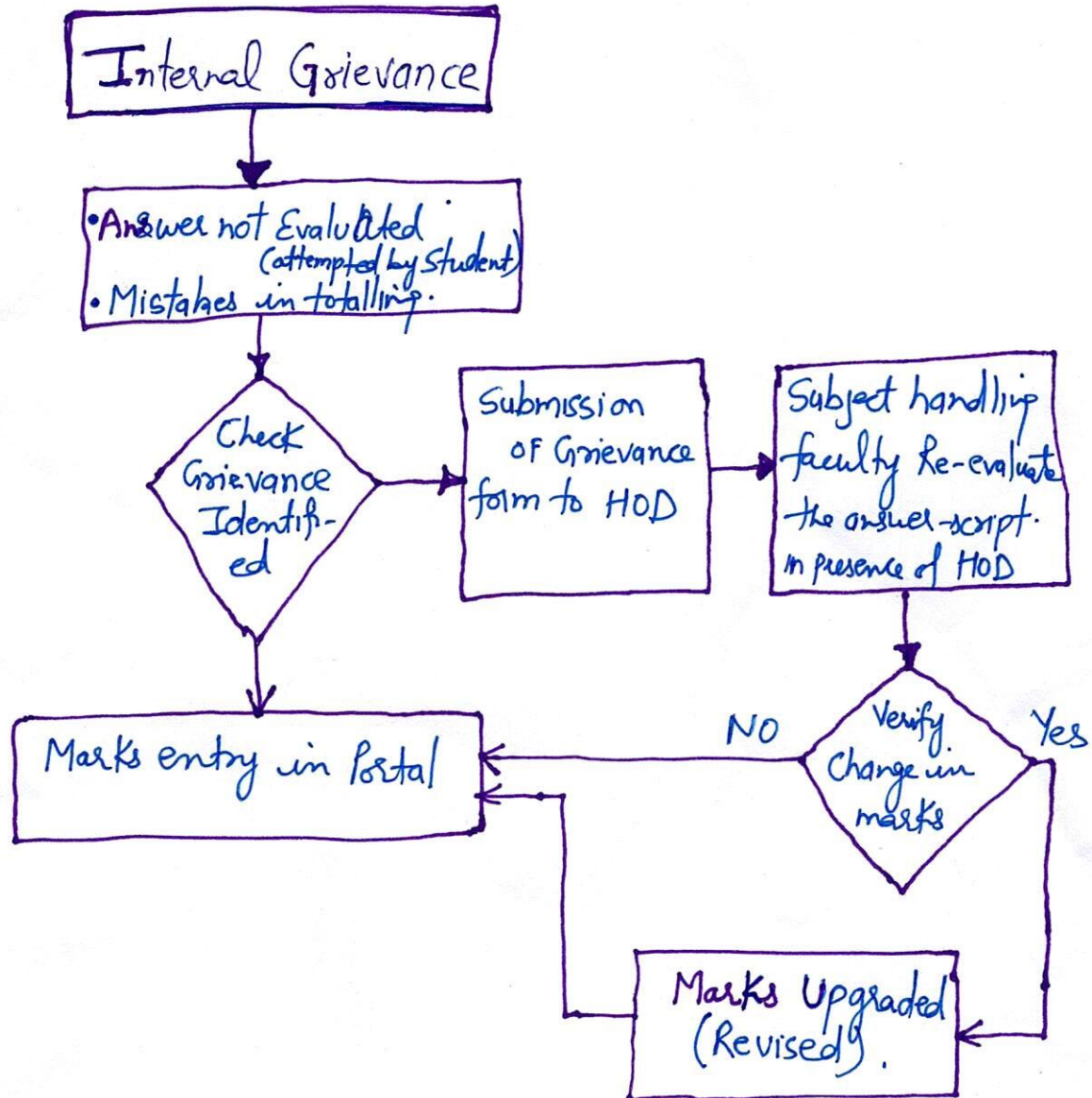


EXTERNAL GRIEVANCE ARISING OUT OF EVALUATION  
HANDLING SYSTEM



  
Director  
Eshan College of Engineering  
Farah, MATHURA

# ESHAN COLLEGE OF ENGINEERING.



## INTERNAL GRIEVANCE HANDLING



  
Director  
Eshan College of Engineering  
Farah, MATHURA





## ESHAN COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow)  
Sahzadpur Pauri, NH-2, Agra-Mathura Highway, Mathura-281122, Uttar Pradesh  
Website: www.eshancollege.com

### INTERNAL EXAMINATION GRIEVANCE FORM

(CT1/ CT II/ PUT)  
(Tick as applicable)

NAME OF STUDENT: \_\_\_\_\_  
BRANCH: \_\_\_\_\_  
SEMESTER & BATCH: \_\_\_\_\_  
SUBJECT CODE: \_\_\_\_\_  
SUBJECT NAME: \_\_\_\_\_  
SUBJECT CODE: \_\_\_\_\_

### DESCRIPTION OF GRIEVANCE (COMPLAINT):

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

### INVESTIGATION OF GRIEVANCE AND ACTION TAKEN:

Sign: \_\_\_\_\_  
(Head of Department)



  
Director

Eshan College of Engineering  
Farah, MATHURA



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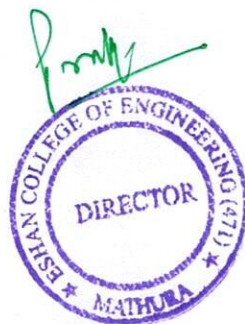
### EXAMINATION CELL

#### Notice

All the students are advised to check your answer scripts carefully and if anybody having any grievance about any subject marks should give their application and justification (on prescribed proforma) to the class coordinator within two days from the date of publication of marks on notice board.

Class Coordinator

Head of Dept.







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### INTERNAL EXAMINATION GRIEVANCE FORM

✓  
(CT1/ CT II/ PUT)  
(Tick as applicable)

NAME OF STUDENT: ASHISH (ROLL NO: 2004710400002)  
BRANCH: MECHANICAL ENGINEERING  
SEMESTER & BATCH: III<sup>rd</sup> SEM. (SESSION AUG - DEC 2021)  
SUBJECT CODE: KME 303  
SUBJECT NAME: MATERIAL ENGINEERING  
SUBJECT CODE: KME 303 (MATERIAL ENGINEERING)

### DESCRIPTION OF GRIEVANCE (COMPLAINT):

I attempted more question in Answer Sheet but Marking is very hard. My Marks should be more. Please Re evaluate My Answer Sheet and Revised My Result, Thankyou.

Signature of Student: Ashish.

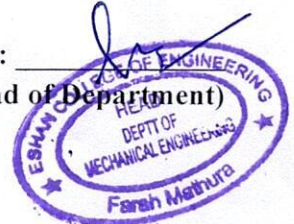
Date: 3/11/2021

### INVESTIGATION OF GRIEVANCE AND ACTION TAKEN:

After receiving the Grievance, Answer sheet of Concerned student is re-evaluated by Mr. Gopal Sharma in my presence & one mark is increased, Revised result is published in the department



Sign: \_\_\_\_\_  
(Head of Department)







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### INTERNAL EXAMINATION GRIEVANCE FORM

✓  
(CT I/ CT II/ PUT)  
(Tick as applicable)

NAME OF STUDENT: Rahul Kumar  
BRANCH: Mechanical Engineering  
SEMESTER & BATCH: 3<sup>rd</sup> Semester (Session August - Dec. 2021)  
SUBJECT CODE: KME303  
SUBJECT NAME: Materials Engineering  
SUBJECT CODE: KME303 (Material Engineering)

### DESCRIPTION OF GRIEVANCE (COMPLAINT):

Sir, I got 11 marks in CT-I and saw marking is done strictly. In part A of Ans sheet, marking should be loose and more marks should be given to me.

Signature of Student: Rahul Kumar

Date: 3/11/2021

### INVESTIGATION OF GRIEVANCE AND ACTION TAKEN:

After receiving the grievance, the Answer sheet of concerned student is reevaluated in HOD office & found that the marking done was satisfactory & there is no change in result. Same result is published in the department.



Sign: [Signature]  
(Head of Department)







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### INTERNAL EXAMINATION GRIEVANCE FORM

☒ (CTI/ CT II/ PUT)

(Tick as applicable)

NAME OF STUDENT: Ashok Kumar (ROLL NO: 2004710409003)  
BRANCH: Mech. Engg.  
SEMESTER & BATCH: V (Session Aug - Dec, 2021)  
SUBJECT CODE: KME054  
SUBJECT NAME: I.C. Engine Fuel Lubrication  
SUBJECT CODE: —

### DESCRIPTION OF GRIEVANCE (COMPLAINT):

Sir, I got 15 marks in this Subject. but I attempt all question. I saw answer sheet and found that less marks in section B. Kindly see my answer sheet.

Signature of Student: Ashok Kumar.

Date: 2/11/2021

### INVESTIGATION OF GRIEVANCE AND ACTION TAKEN:

On receiving of this Grievance I again check the answer sheet and found that Section - B was marked properly and the result is satisfactory.



Sign: [Signature]  
(Head of Department)





**The Dean Academics,  
Eshan College of Engineering,  
Farah, Mathura**

**Sub: A Report on Grievance Redressal concerning Class Test I (CT-I).**


Respected Sir,

As per date sheet, the sessional exam/class test (CT-I) of Materials Engineering (KME303) course was conducted on 29 October 2021 and after evaluating answer scripts, same were shown to students in class and marks were displayed on notice board by teacher concerned, Mr. Gopal Sharma, AP. After displaying the marks, there were two grievances came from Mr. Ashish (Roll Number 2004710400002) and Mr. Rahul Kumar (Roll Number: 2104710409010) stating less marks. Mr. Ashish was got 12 marks and Mr. Rahul Kumar got 11 marks.

As per rules, to address these grievances, the answer copies of both students were re-evaluated in presence of HOD and revised result (1 mark increased for roll number 2004710400002) and no change in marks for roll number 2104710409010.

It is for your kind records of your office.

Thanking You.

  
Yours Faithfully,  
Class Coordinator

**Note:** Submitted to office of HOD, ME for further submission in exam cell & hence office of Dean Academics.



The Dean Academics,  
Eshan College of Engineering,  
Farah, Mathura

Sub: A Report on Grievance Redressal concerning Class Test I (CT-II).

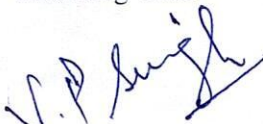
Respected Sir,

As per date sheet, the sessional exam/class test (CT-I) of IC Engine & Fuel Lubrication (KME054) was conducted on 28 October 2021 and after evaluating answer scripts, same were shown to students in class and marks were displayed on notice board by teacher concerned, Mr. Sandeep Gupta, AP. After displaying the marks, there was one grievance came from Mr. Ashok Kumar (Roll Number 2004710409003) stating less marks. Mr. Ashok was got 15 marks.

As per rules, to address this grievance, the answer copies of student was re-evaluated in presence of HOD but found that marking was found satisfactory. The revised result (with no change in marks for roll number 2104710409010) is published.

It is for your kind records of your office.

Thanking You.



Yours Faithfully,

Class Coordinator

**Note:** Submitted to office of HOD, ME for further submission in exam cell & hence office of Dean Academics.







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### **POLICY FOR UNFAIR MEANS COMMITTEE (UMC)**

#### **Introduction of committee:**

Unfair Means committee is constituted to refrain students from adopting unfair means during college/University examinations, as it leads to debarring culprit student from further examinations. The committee orients students through Orientation programme about quantum of punishment for each category of malpractice conducted during examinations.

#### **Purpose to frame committee:**

- To curb down number of copy cases during examinations.
- To maintain data of copy cases during examinations
- To orient students from refraining themselves to copy in examinations

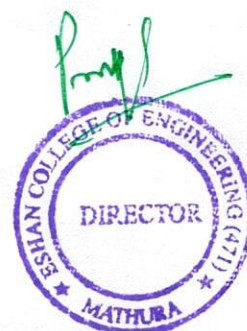
#### **List of committee members:**

Sr. No.	Name of member & designation	Post in committee	Department
1.	Dr. Shailendra Kumar Gautam, Assoc. Prof.	Chairperson	Applied Sciences & Humanities
2.	Mr. R. Shankar Pathak, AP	Member	Electrical Engineering
3.	Mr. Vinay Gupta, AP	Member	Mechanical Engineering

#### **Time span of members in committee:**

3 years (1 Sept. 2018 to 31 Aug. 2021)


#### **Objectives of committee:**



- To follow the guidelines of affiliating University (Dr. A.P.J. Abdul kalam Technical University) covering all areas of Unfair means.
- To monitor copy cases during examinations.
- To interact with students caught during copy cases and counsel them.
- To inform parents of students caught during copy cases and counsel them.
- To maintain data of copy cases and display decision of committee for student's information.




**Functioning of committee:**

- Unfair means enquiry committee informs all the departments to inform students to refrain from adopting unfair means during College/University Examinations.
- Unfair means enquiry committee maintains necessary documents of copy cases and meetings conducted thereof.
- 'NO COPY BE HAPPY' slogan display to the Notice board and each class room before the examination for candidates.

  
Dr. G. Srivastava  
(Director)

Director  
Eshan College of Engineering  
Farah, MATHURA

Cc:

- Concerned committee members
- Registrar
- Dean Academics 
- Exam Cell 
- HODs, Teaching Departments 





# Eshan College of Engineering, Farah, Mathura

(Aff. to Dr. A.P.J. Abdul Kalam Tech. Uni.)

A.Y. 2018-19.


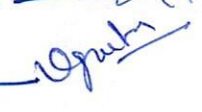
(Unfair Means Committee.)


5<sup>th</sup> Sept. 2018

## Minutes of Meeting

Following decisions were taken unanimously in the meeting related to copy cases caught in CT-1 exam in Aug.-Dec. 2018 session. A slip with written material was found / caught in Room No. by the invigilator and attached with answer sheet. Committee decided to call / ask concerned student to appear in hearing of this committee in next meeting (which will be called for this agenda soon) to further investigate the case and ask to concerned student about the same.

## Signature of present members

- 1.) Mr. R. Shankar Lathak — 
- 2.) Mr. Vinay Gupta. — 

Dr. Shailendra Kumar Gupta   
(Chairperson, Unfair Means Comm.)

