# SSPM's Someshwar Science College Someshwarnagar

# **GRIEVANCE MECHANISM ON CIE (2023-2024)**

#### **Grievance Redressal Cell**

Our college has a Grievance Redressal Cell led by the Principal. This team includes the CEO, Vice-Principals, Department Heads, and the Registrar.

#### **Exam Process**

- We fill out online exam forms at the college level.
- Hall tickets are received online. If there's an error in the name or subject, the exam cell fixes it.
- Internal marks are displayed on department notice boards and shared with students in classroom

#### Handling Discrepancies

- Students can check their answers and scores after manual verification.
- If a student finds an error, they can ask the subject teacher to correct it.
- If the student is still unhappy, they can appeal to the Department Head.

- All grievances are handled positively, and re-evaluation is done if needed. This process is completed before uploading marks to the university website.

#### **Verification of Marks**

- Marks entered on the university portal are double-checked at the department level.
- Teachers, Department Heads, and the Principal sign off on the verified marks.

# **Mechanism of Grievances on Continuous Internal Assessment:**

## Handling Grievances on Internal Assessments

## **Step 1: Teacher Level**

- Internal assessment marks are shared with students in class.
- Students can request a retest if they miss a test due to sports or genuine reasons.

# **Step 2: Department Level**

- Teachers evaluate students based on lectures, labs, assignments, and tests.
- Midterm marks are displayed on notice boards.
- Students can approach their teacher with grievances (e.g., poor marks or missed tests).
- If unresolved, students can escalate the issue to the Head of the Department.

# Step 3: Central Examination Officer (CEO) Level

If grievances remain unresolved at the department level, students can approach the CEO.
All internal examination grievances are addressed fairly and promptly.

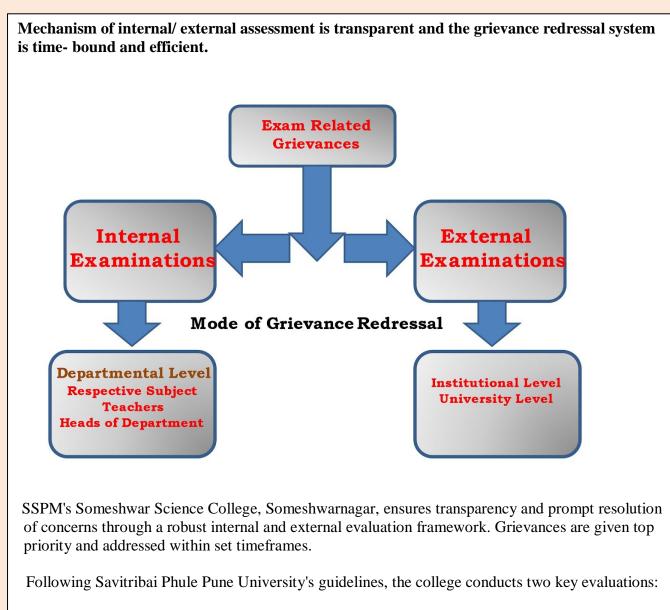
# **Additional Information**

- Physical Education and NSS credits are handled by the Director of Physical Education and the

Program Officer.

- Skill Development Credits are managed by respective committee members.

- Co-curricular, extracurricular, and extension activity credits are audited by college committees and faculty members under the Vice Principal's supervision.



1. Comprehensive External Examination (CEE): Managed by the university, this includes setting exam papers, supervising exams, assessing answer sheets, and announcing results.

2. Continuous Internal Assessment (CIA): Handled by the Exam Cell under the Controller of Examinations, this involves preparing question papers, conducting exams, and assessing student performance.

The evaluation scheme initially allocated 80% weightage to CEE and 20% to CIA for the first two years. Later, it was adjusted to a balanced 70:30 ratio.

The college ensures timely communication of CEE-related information to students and adheres to the university's directives for CIA components and examination procedures.

### **MECHANISM FOR GRIEVANCE REDRESSAL :**

#### **Addressing Student Concerns**

At our institution, we prioritize fair and transparent assessments for all students. This includes both major exams (Comprehensive External Examinations or CEEs) and smaller, ongoing assessments (Continuous Internal Assessments or CIAs).

#### How to Let Us Know If You Have a Concern:

We understand that students may sometimes have concerns about their grades or the assessment process. To help you address these concerns, we have established a clear system:

- Multiple Channels for Communication: You can discuss your concerns with:
  - Your Course Instructor: They are your first point of contact.
  - Your Class Tutor: They can provide guidance and support.
  - Your Department Head: They can address concerns within your academic department.
  - The Controller of Examinations: They oversee all exams and assessment procedures.
  - **The Principal:** They are the highest authority at the institution.
- **Online Portal:** A user-friendly online portal is available for you to submit your concerns remotely, anytime, from anywhere.

#### How We Address Your Concerns:

To ensure efficient resolution, we categorize concerns into two levels:

- College-Level: These concerns can be addressed within the institution itself.
- **University-Level:** These concerns require involvement from the university-level authority (S.P.P.U.).

This system helps us identify the appropriate level for addressing each concern and ensures a timely and effective resolution.

#### **Our Commitment to You:**

We are committed to fostering a learning environment where:

- **Transparency:** Assessment procedures are clear and understandable.
- **Fairness:** All students are treated equitably.
- Accountability: All members of the academic community are responsible for maintaining fair assessment practices.

Our goal is to create an environment where students feel valued, empowered, and confident in the fairness of the assessment process.

#### Addressing Concerns Related to Internal Exams:

- **Open Communication:** Faculty members actively engage with students, including reviewing exam papers with them and providing opportunities to discuss their performance.
- **Revaluation Process:** If a student believes their grade on an internal exam is inaccurate, they can request a revaluation of their answer script.
- **Multiple Communication Channels:** In addition to formal channels, students can utilize the online portal, QR codes, or suggestion boxes to express their concerns.

## **Quality Assurance:**

To ensure the integrity of the internal assessment process, key figures within the institution, including the Principal, the Internal Quality Assurance Cell (IQAC), and the Controller of Examinations, closely monitor all aspects of the assessment process. This proactive monitoring helps identify and address any potential issues promptly.

### Key Changes:

- More concise and direct language: Removed some redundant phrases.
- Focus on student experience: Emphasized the student's perspective and how the system benefits them.
- Clearer headings and subheadings: Improved readability and organization.
- **Slightly more formal tone:** While still accessible, this version maintains a slightly more formal tone suitable for an institutional document.

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The institution treats all grievances with utmost seriousness and is dedicated to resolving them promptly. Actions taken in response to grievances are executed within a stipulated time frame, ensuring efficient resolution and communication of outcomes to the students. This holistic approach to grievance redressal underscores our commitment to upholding transparency and fairness in the assessment process while nurturing a supportive learning environment for our students.

## **UNIVERSITY LEVEL :**

#### Addressing Concerns Related to University Exams

At our institution, we understand that students may have concerns about their university-level exams,

such as the final exams at the end of the semester. These concerns might include:

Grade Re-evaluation: How grades are re-examined.

**Exam Duration:** The length of the exam.

Exam Question Appropriateness: Whether the exam questions were fair and relevant.

How We Address Your Concerns:

**Collecting and Communicating Concerns:** The Principal, along with Department Heads and the Controller of Examinations, will gather and document student concerns. This information is then formally communicated to the relevant department at the university that oversees these exams. **Exam Paper Access:** To enhance transparency, students are given the opportunity to obtain copies of their exam papers directly from the university. This allows students to review their work and better understand their performance.

**Dedicated Support:** A designated officer within the college will follow up with the university to ensure your concerns are being addressed promptly and will keep you updated on the progress.

This approach aims to ensure that student concerns are addressed effectively and efficiently fostering trust in the fairness and integrity of the university's examination process.

#### **Ensuring Transparency in Internal Assessments**

Transparency is crucial for maintaining trust and fairness in the assessment process within our institution. To ensure this, we have implemented several measures:

**Clear Exam Schedule:** The College Calendar includes a detailed exam schedule, providing students with ample advance notice of upcoming assessments. This allows students to prepare effectively and minimizes unexpected disruptions.

# **Grievance Redressal**

Sr. No.	Name of Student	Query	Remark
1	Magar Pratik Sunil	Invalid Eligibility	Eligibility Number
		Number	verified
2	Magar Pratik Sunil	Subject Add Request	Subject Added
			Successfully
3	Solwande Prajwal Bhaskar	Subject Add Request	Subject Added
			Successfully
4	Ghadge Rohit Santosh	6th sem subject not	Problem Solved
		showing in exam	
		form	



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प्राचायं सोमेश्वर विज्ञान महाविद्यालय, सोमेश्वरनगर

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2	23122	CS-232 SOFTWARE ENGINEERING
3	23123	CS-233 PRACTICAL COURSE ON CS-231 AND CS-232
4	. 23221	MTC-231 GROUPS AND CODING THEORY
5	23222	MTC-232 NUMERICAL TECHNIQUES
6	23223	MTC-233 MATHEMATICS PRACTICAL: PYTHON PROGRAMMING LANGUAGE -I
6	23321	FLC-231 MICROCONTROLLER ARCHITECTURE & PROGRAMMING
7	23322	ELC-232 DIGITAL COMMUNICATION AND NETWORKING
8	23323	ELC-233 PRACTICAL COURSE I
9	23921	AECC-I ENVIRONMENTAL AWARENESS
10	23922	AECC-II LANGUAGE COMMUNICATION-I

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#### Savitribai Phule Pune University

Examination Form Mar/Apr 2024

Form No :1289-00299

3. Fee Details		
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Exam Fee	585	
Passing Certificate Fee	0	
CAP Fee	290	
Statement Of Marks Fee	145	5
Project Fee/Dissertation	(	
EVS Fee	(	ו
Internal Marks Fee	220	D
Departmental Fee		0
Transcript Fee		0
Late Fee		0
Fine Fee		0
Total Fee to Be Paid:	127	0

I hereby declare that I have gone through the Syllabus and the list of books prescribed for the examination for which I am appearing. I SHALL BE RESPONSIBLE for any errors and wrong or incomplete entries made by me in the Examination

I shall not request for special concession such as change in the time and/or day fixed for the University examination etc.

on religious or any other grounds.

Yours faithfully.

Note:Special Subject(s) should be verified by the subject teacher & signed. Please, Select Optional Subject(s) carefully, because Optional Subject(s) are not editable.

Place: Someshurd/March Date: 25/02/2024 Place: Someshurd/ Date: 25/02/2024

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## Savitribai Phule Pune University

Examination Form Oct/Nov 2023

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Form No :1289-00502

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Departmental Fee	(	)
Transcript Fee	(	)
Late Fee	(	)
Fine Fee	(	0
Total Fee to Be Paid:	920	0

#### DECLARATION :

I hereby declare that I have gone through the Syllabus and the list of books prescribed for the examination for which I am appearing. I SHALL BE RESPONSIBLE for any errors and wrong or incomplete entries made by me in the Examination form.

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Yours faithfully.

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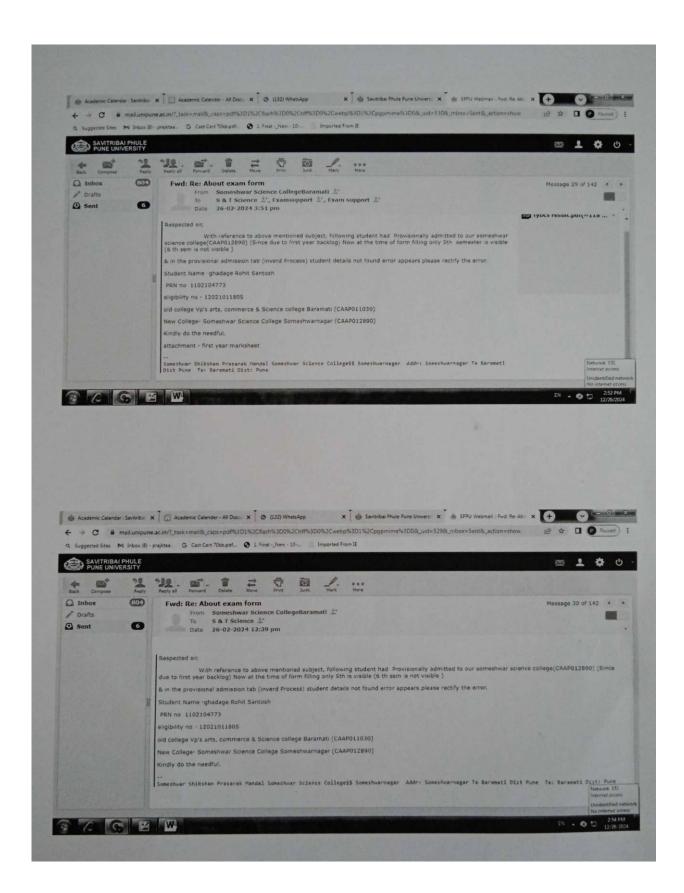
Place: Someshwa bate: 17.110/23

Signature Candidate Stamp & Signature of the Principal

Principal Someshwar Science College.Someshwarnagar

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- and -			Examination Form Mar/A			se .	Form No	:1289-0	00449
Course	Name	B.Sc. (C	omputer Science) 2019 Credit						
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To, Directo Board Sir/Mae I reque	or, of Exami dam, ist permis	nation & Evi ssion to pres	aluation, Savitribal Phule Pune Ur sent myself at the examination co	niversity, Pur	ne-411 007.				
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4	24221	MTC 241 C	OMPUTATIONAL GEOMETRY	N	Y	N	N	N	N
4	24321	ELC-241 E	MBEDDED SYSTEM DESIGN	N	Y	N	N	N	N
5	35121		PERATING SYSTEMS -I	Y	Y	N	N	N	N
5	35122		MPUTER NETWORKS - II	Y	Y	N	N	N	N
5	35123	CS 357 PF	ACTICAL COURSE BASED ON CS	Y	N	N	Y	N	N
5	35221	CS 353 WI	EB TECHNOLOGIES -I	Y	Y	N	N	N	N
5	35222		UNDATIONS OF DATA SCIENCE	Y	Y	N	N	N	N
5	35223	CS 358 PR	ACTICAL COURSE BASED ON CS	Y	N	N	Y	N	N
	05004	353 & CS 3	JECT ORIENTED PROGRAMMING	Y	Y	N	N	N	N
5	35321	LISING JAV	A-1		Y	N	N	N	N
5	35322	CS 356 TH	EORETICAL COMPUTER SCIENCE		N	N	Y	N	N
5	35323	355	ACTICAL COURSE BASED ON CS		Y	N	N	N	N
	35921	CS 3510 P	YTHON PROGRAMMING	Y	Y	N	N	N	N
5		CS 3511 B	LOCKCHAIN TECHNOLOGY	Y		N	N	N	N
5	35922		ERATING SYSTEMS -II	Y	Y	N	N	N	N
5	and the second	CS 361 OF	ERATING STOTEMS			100			
5 6	36121	CS 362 SC	FTWARE TESTING	Y		N	Y	N	N
5	and the second	CS 362 SC	FTWARE TESTING ACTICAL COURSE BASED ON CS		N	NN	YN	NN	N

# Savitribai Phule Pune University

NEASONAL STREET,

Suda .		Examination Form Mar/Apr	2024			Form N	o :1289	00449
6	36222	CE 364 DATA ANALYTICS	Y	Y	N	N	N	11
6	36223	CS 368 PRACTICAL COURSE BASED ON CS 363 & CS 364	¥	N	N	Y	N	N
6	36321	CS 365 OBJECT ORIENTED PROGRAMMING USING JAVA -II	Y	Y	H	H	N	N
6	36322	CS 366 COMPILER CONSTRUCTION	Y	Y	N	#	11	N
6	36323	CS 369 PRACTICAL COURSE BASED ON CS 365	Y	N	N	Y	N	N
6	36921	CS 3610 SOFTWARE TESTING TOOLS	Y	Y	N	14	N	N
6	36922	CS 3611 PROJECT	Y	N	N	N	4	N

#### 3. Fee Details

<b>Fee Type</b>	Fee Amount	Remarks
Form Fee	30	
Exam Fee	600	
Passing Certificate Fee	145	
CAP Fee	435	
Statement Of Marks Fee	145	
Project Fee/Dissertation	510	
EVS Fee	0	
Internal Marks Fee	440	
Departmental Fee	0	
Transcript Fee	C	
Late Fee	C	1
Fine Fee	C	1
Total Fee to Be Paid:	2305	1

I hereby declare that I have gone through the Syllabus and the list of books prescribed for the examination for which I am appearing. I SHALL BE RESPONSIBLE for any errors and wrong or incomplete entries made by me in the Examination

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Signature of th Candidate

Principal Someshwar Science College,Someshw Print Date:3/7/2024 12;16;43 PM

Place Someshwar Date

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				Form Mar/Apr		-	F	orm No :12	89-00194	1	
		e B.Sc. (Comp	uter Sciend	ce) 2019 Credit P	attern						
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Sir/Ma I requ	of Exam	nination & Evaluation									
	of the A			I	GHADGE	ROHIT S	ANTOSH				
		pplicant's Mother			REKHA						
		ommunication			Soratewa	di, Tal-Bara	amati, Dist	-Pune, 4123	306		
Email	-ID	rohit com	0 00	hadge@gmail.	Contact Number 937				373297489		
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Year/ Sem	Sub Code	Subject Name			Internal	External/ Theory	Grade/ Online	Practical/ Sessional	Project	Oral	
3	23222	MTC-232 NUMER	ICAL TECH	NIQUES	N	Y	N	N	N	N	
4	24121	CS 241 DATA ST ALGORITHMS - II		AND	Y	Y	N	N	N	N	
4	24122	CS 242 COMPUT	ER NETWO	ORKS - I	Y	Y	N	N	N	Ν	
4	24123	CS 243 PRACTIC CS 242	AL COURS	E ON CS 241 AND	Y	N	N	Y	N	N	
4	24221	MTC 241 COMPU	TATIONAL	GEOMETRY	Y	Y	N	. N	N	N	
4	24222	MTC-242 OPERA	TIONS RES	EARCH	Y	Y	N	N	N	N	
4	24223	MTC-243 MATHEI PROGRAMMING		ACTICAL: PYTHON	1 Y	N	N	Y	N	N	
4	24321	ELC-241 EMBEDD	DED SYSTE	M DESIGN	Y	Y	N	N	N	N	
4	24322	ELC-242 WIRELE		INICATION &	Y	Y	N	N	N	N	
e.they	24323	ELC-243 PRACTIC	CAL COURS	SE II	Y	N	N	Y	N	N	
4	24921	AECC-I ENVIRON	IMENTAL A	WARENESS - II	Y	Y	N	N	N	N	
	24922	AECC-II LANGUA			Y	Y	N	N	N	١	

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Savitribai	Phule	Pune	University
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MANNERSTRAT

Form No :1289-00194

Examination Form	Mar(A 2004	
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Place SomeshingDate: 27-2-24 Nagar Place SomeshingDate: 27-2-24 Nagar Place Someshinger Date: 27-2-24

didate Signature of

Stamp & Signa Grenol principal Someshwar Science College, Someshwarnagar

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