



CAYM Education Trust's

SIDDHANT INSTITUTE OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt of Mah. & Affiliated to the Savitribai Phule Pune University)

Add: At Post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph:02114-661951

Website: <https://siddhantibm.in> Email: directorsibm@siddhantgroup.edu.in

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Siddhant Institute of Business Management has devised an efficient mechanism to deal with examination related grievances.

SIBM follows strictly the guidelines and rules issued by the affiliating Savitribai Phule Pune University while conducting internal and semester-end examinations.

At Institute level:

At Institute level, an examination committee, comprising of a senior faculty member as convener and other faculty members and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.

The faculty member distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the faculty member. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned faculty member will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the faculty member, then he may represent the same to the deputy director. All such representations are taken positively and are reassessed by another faculty member if necessary.

Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason.

As per SPPU schedule the Internal Assessment marks are entered in the SPPU web portal.

At University level:

If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and deputy director if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure:

Re-Evaluation: Students can apply for re-evaluation to SPPU of their answer scripts within a week from the declaration of results if they are not satisfied with their results.

DIRECTOR

**Siddhant Institute of Business Management
Sudumbare, Pune-412,109**