



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING**  
**SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE),**  
**INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati  
"Approved by the D.T.E., M.S. Mumbai"

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## CRITERION II -TEACHING-LEARNING AND EVALUATION

### Key Indicator 2.5 - Evaluation Process and Reforms

Metric No	Assessment Indicators	Evidences
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	Internal Exam Committee
		Minutes of Meetings of committee
		Grievance forms / Application form
		Retest correction report
		class test correction report



PRINCIPAL  
Shri Sant Gajanan Maharaj  
College of Engineering, Shegaon.



## **Shri Sant Gajanan Maharaj College of Engineering, Shegaon**

### **Procedure to Resolve to Student Grievances for Internal Assessment**

1. Academic grievances committee for internal assessment is formed for every semester (refer constitution of committee).
2. Class test answer books are evaluated by the concerned faculty within the stipulated time and discussed with students along with the solutions.
3. Evaluated answer books are reviewed and verified by students.
4. Any grievances regarding class test should be reported to the concerned subject teacher using the Grievance Redressal Form.
5. The concerned subject teacher will submit the students' grievances to the HOD.
6. The concerned HOD will forward all students' grievances about internal assessment to the Dean (Exams).
7. The said grievances will be discussed in the Academic Grievances Committee meeting for approval.
8. The approved corrections in internal assessment will be considered for the final internal marks.

Dean (Exams)

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Academic Grievance Committee for Internal Assessment

Minutes of Meeting

Date: 01/11/2023

Minutes of the meeting held on Monday, 30/10/2023 at 04.00 P.M.

- Agenda : Redressal of Student Grievance
- Venue : Meeting Hall, Admin Office

Following members were present for the meeting

S. N.	Name	Designation
1	Dr. S. B. Somani	Chairperson-Principal
2	Dr. Mrs. A. U. Jawadekar	Member-IQAC Coordinator
3	Prof. D. L. Bhombe	Member-Dean (Academics)
4	Dr. J. M. Patil	Member-HOD of Concern Dept.
5	Prof. V. M. Umale	Member Secretary-Dean (Exams)

The Dean Exams welcomed all members to the meeting.

Confirmation of Previous Minutes: The minutes from the previous meeting were reviewed and confirmed.


The Dean Exams presented the grievances received from students regarding internal assessment-class test-II.

The members were informed about the 17 specific issues raised by the students

The Academic Grievance Committee for Internal Assessment members discussed the grievances and proposed appropriate actions.

It was agreed that these suggested actions would be communicated to the relevant departments.

The meeting concluded with a vote of thanks.

  
Prof. V. M. Umale  
Dean Exams

Copy to :

1. Hon. Principal sir for kind information.
2. IQAC, Coordinator.
3. HOD(S).






Shri Sant Gajanan Maharaj College of Engineering, Shegaon


**Academic Grievance Committee for Internal Assessment**  
**Meeting Notice**

Date: 27/10/2023

- Agenda : Redressal of Student Grievance
- Venue : Meeting Hall, Admin Office
- Date & Time: Monday, 30/10/2023 at 04.00 P.M.

Following members are requested to attend the meeting as per scheduled date & time.

S. N.	Name	Designation	Signature
1	Dr. S. B. Somani	Chairperson-Principal	
2	Dr. Mrs. A. U. Jawadekar	Member-IQAC Coordinator	
3	Prof. D. L. Bhombe	Member-Dean (Academics)	
4	Dr. J. M. Patil	Member-HOD of Concern Dept.	
5	Prof. V. M. Umale	Member Secretary-Dean (Exams)	

  
Prof. V. M. Umale  
Dean Exams

Copy to: All above members

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Mechanical Engineering

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: X/II/TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Ashwin Hazare</u>	<u>307926</u>	<u>3M</u>	<u>01</u>	<u>MQC</u>	<u>AB</u>	<u>AB</u>	<u>21</u>	<u>Twenty one</u>

Reason of Corrections:

Late submission of the report by the student.

Name & Signature of Subject Teacher

Submitted to: Dean (Exam) through HOD Office.

Signature of HOD

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Mech Engg.

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: Y/II/TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Mr. P. P. Khatke</u>	<u>306934</u>	<u>4M</u>	<u>08</u>	<u>PT</u>	<u>-</u>	<u>-</u>	<u>15</u>	<u>Fifteen</u>
<u>Mr. A. R. Wasu</u>	<u>307110</u>	<u>4M</u>	<u>32</u>	<u>PT</u>	<u>-</u>	<u>-</u>	<u>04</u>	<u>Four</u>

Reason of Corrections:

[UT-I]. These students did not have roll No. for SIS login

Name & Signature of Subject Teacher

Submitted to: Dean (Exam) through HOD Office.

Signature of HOD

Correction in Final Sheet  
4/12/2024



Shri Sant Gajanan Maharaj College of Engineering, Shegaon  
Department of CSE

**STATEMENT OF CORRECTION IN CLASS TEST MARKS**

CLASS TEST NO: 1/II/TEC Semester: Autumn / Spring Session 20 24 - 20 25

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
✓ Dipak Ingle	308516	3N	53	DSA	09	Nine	17	Seventeen

Reason of Corrections:

Prof. B. S. Nawale

Name & Signature of Subject Teacher

done  
15/11/24

Per 20/11/24

Signature of HOD

Submitted to: Dean (Exam) through HOD Office.

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Information Technology

**STATEMENT OF CORRECTION IN CLASS TEST MARKS**

CLASS TEST NO: 1/II/TEC Semester: Autumn / Spring Session 20 24 - 20 25

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
✓ Tanuja Sawant	308241	2N	25	ALP	13	Thirteen	18	Eighteen
✓ Nirmal Wansare	308321	2N	45	ALP	05	Five	07	Seven
✓ Shantanu Dhababe	308341	2N	63	ALP	11	Eleven	14	Fourteen
✓ Viraj Kulkarni	308285	2N	70	ALP	10	Ten	15	Fifteen
✓ Harsh Patel	308170	2N	39	ALP	05	Five	Name not in SIS!	

Reason of Corrections:

I found that some students marks were inaccurate due to certain questions not being evaluated initially.  
I sincerely apologize for my mistake.

Name & Signature of Subject Teacher (Ms. P. P. Bute)

Signature of HOD

Submitted to: Dean (Exam) through HOD Office.



Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Electronics & Telecommunication

After process

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
Abhisek A. Padole	306910	402	12	PME	AB	AB	25	Twenty Five

Reason of Corrections: she, being carry-on student, was allowed to submit an assignment on 'women entrepreneurs'.

Dr. M. A. Dande  
Dr. B. T. Musain  
Name & Signature of Subject Teacher

Submitted to: Dean (Exam) through HOD Office.

done  
22/11/24

Signature of HOD

Corrected Final Sheet  
22/11/24  
28/11/24

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Information Technology

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
Pranjali Dandhas	307782	302	17	DSA	AB	—	23	Twenty three

Reason of Corrections: Record was Not submitted due to network prob. at student side.

Name & Signature of Subject Teacher

Mrs. S. N. Khandase  
Submitted to: Dean (Exam) through HOD Office.

done  
19/11/24

Signature of HOD



Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Mechanical Engineering

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Sneha Ugale</u>	<u>307430</u>	<u>4th</u>	<u>16</u>	<u>IMC</u>	<u>AB</u>	<u>AB</u>	<u>06</u>	<u>Six</u>
<u>Shruti Amale</u>	<u>307501</u>	<u>4th</u>	<u>15</u>	<u>IMC</u>	<u>06</u>	<u>Six</u>	<u>AB</u>	<u>AB</u>

Reason of Corrections: I was written wrong Roll no in CT-I hence marks was uploaded to another student who was absent.

Name & Signature of Subject Teacher A.B. Borcar

Signature of HOD 10/10/24

Submitted to: Dean (Exam) through HOD Office.

SGM/FRM/DPT-87

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Electrical Engg

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 2024 - 2025

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Sayali Gavande</u>	<u>308224</u>	<u>2S</u>	<u>23</u>	<u>ERG</u>	<u>10</u>	<u>Ten</u>	<u>16</u>	<u>Sixteen.</u>

Reason of Corrections: Wrong total was calculated, correct total is 16 marks.

Name & Signature of Subject Teacher M.R. Chavan

Signature of HOD 10/10/24

Submitted to: Dean (Exam) through HOD Office.



Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Information Technology

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 20 24 - 20 28

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Hriday Amie</u>	<u>308101</u>	<u>2N</u>	<u>40</u>	<u>CoP</u>	<u>05</u>	<u>five</u>	<u>15</u>	<u>fifteen</u>

Reason of Corrections: Marks of Co1 are entered but Co2 are not entered!

Name & Signature of Subject Teacher

Submitted to: Dean (Exam) through HOD Office.

Signature of HOD

Shri Sant Gajanan Maharaj College of Engineering, Shegaon

Department of Computer Science & Engg.

STATEMENT OF CORRECTION IN CLASS TEST MARKS

CLASS TEST NO: I / II / TEC

Semester: Autumn / Spring

Session 20 24 - 20 25

Name of Students	ID	Class	Roll No.	Subject	Old Marks In		Corrected Marks In	
					Figure	Words	Figure	Words
<u>Gayatri Arbat</u>	<u>307697</u>	<u>3R</u>	<u>09</u>	<u>CAO</u>	<u>23</u>	<u>Twenty three</u>	<u>30</u>	<u>Thirty</u>
<u>Om Khandre</u>	<u>308539</u>	<u>3R</u>	<u>59</u>	<u>CAO</u>	<u>21</u>	<u>Twenty one</u>	<u>24</u>	<u>Twenty four</u>

Reason of Corrections:

Questions were not checked by me.

Name & Signature of Subject Teacher

Submitted to: Dean (Exam) through HOD Office.

Signature of HOD

