

Sample of Examination Grievance Redressal Application forms



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

An efficient and transparent system is followed in PIPS in terms of dealing with internal examination-related grievances. The College Academic committee consisting of the Principal, and HOD's and senior faculty members prepares the academic calendar in the guideline with. JNTUH academic calendar well in advance before the commencement of the class works. The calendar outlines the semester class works schedules, Assignment submission deadlines, internal examination schedules and external examination schedules. University Academic Calendar: The University officially publishes Academic Calendar for their affiliated institutions for planning and conduct of class works. The Academic Calendar Consists of Commencement a Last date for a spell of Instructions, Mid Exam Schedules with submission of Marks to the University, Assignment deadlines, Practical Exam Schedule, End semester Supplementary Exam dates for the forthcoming semester with Holidays. College Academic Calendar: The Institute prepares the academic calendar in line with the University Academic calendar consisting of all academic events including co curricular and extracurricular activities. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. For the Conduct of Academics, each year is being divided into two semesters of 16 weeks (Each semester having 90 instructional days plus 6 days for mid-exams or a total of 16 weeks for the conduct of Instructions including mid-exams) and 3 weeks for the conduct of end semester examinations. After completion of 45 Instructional days, The Mid a Examinations are conducted and after completion of 90 working days, the Mid2 are conducted as per the given schedule. Once the midexams are conducted immediately, the solution of the test along with the question wise marking scheme is displayed on the notice board within one day. This way the test maintains transparency and uniformity in the assessment of the

Regd. No. 732/2006 PRATISHTA INSTITUTE OF PHARMACEUTICAL SCIENCES Accredited by NAC with 'A' grade, Approved by AICTE PCI New Delhi, Affiliated to JNTUH and SBTET, TS) Durajpally (V), Chivmela (M), Suryapet (Dist.) Telangana-508214 Website: www.pratishtapharmacy.in, E-mail: pratishta.pharmacy@yahoo.com

internal tests. The faculty evaluates the papers within three days of the conduction of the test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester, the average marks of both the unit-test marks are displayed to the students for verification and cross-verify their marks Details. If any discrepancies are reported by the students, then they are resolved by the faculty immediately. Assignments are evaluates based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned' and resolving grievances is any The experiment performed in the lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty



То

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(Accredited by NAAC 'A' Grade, Approved by PCI New Delhi, Affiliated to JNTUH and SBTET, TS)Durajpally (V), Chivmela (M), Suryapet (Dist.) Telangana-508214.

Form,

Name of Student: N. AKhila

Class: M. Phaym Semester: I Examination: Internal/University

Grieavance: Requesting to B. Pharm Original Memo issue for Registration

ila. Signature of Student

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

ActionTaken:	At per the student Request joine the B-pharm Memo issued the original B-pharm Memo

AKhila.N Signature of Student



To

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Form,

Name of Student: G. Vamshi

Class: B.Pharm Semester: 11 - 11 Examination: Internal/University

Grieavance: Requesting to Write Sessional Exams.

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

ature of Student

Investigation of Grievance:	the student Re	guest permitted
to the to	un's	5
Action Taken: Permis	in grantes	and allow to the
Grievance Resolved Date: 16	09 2023	
1 . 2		10 a
Signature of Student		Signature of principal



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Form,

Name of Student: N. Mohana Stee.

Class: Phasm - D Semester: VI yr Examination: Internal/University

Grieavance: Degosting to permit classes further

ure of Student

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	As per the student Request to allow the
ActionTaken:	Permission growth and allow to the class
Grievance Resolved	Date: 21 02 2023



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Form,

Name of Student: Yerraboina . Kolesh

Class: 13- pharm Semester: Examination: Internal/University

	Grieavance:	Leguest	40	provide	For	avace.	marks	
10						-		

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of				
Grievance:	As por	The styl	Levet Dec	nort Lefler
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			And the second	
ActionTaken:	Reportes	1 grievar	ce had .	forward to acthonity.
	INTUHYdere	abod for	Further	actionity.
	U	1 .		, see J
Grievance Reso	lved Date: 25	10 2028		

Signature of Student

Signature of principal

Signature of Student



To

Pratishta Institute of Pharmaceutical Sciences

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Form,

Name of Student: Doppu . Rekha .

Class: 8. phasm Semester: ____ Examination: Internal/University

Grieavance: Requesting to provide grace marks.

Relation Signature of Student

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EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of		•					12 1713
Grievance:	AS	peri	he e	studer	of le	quest	detter
	00000	rd	40 1	NTUH	2		
ActionTaken:	Rem	red	grie	Jance	hac	Foring	md to
TNI	TUHU	lerabo	id s	506 3	Enther	outh	Arity.
	0						g
Grievance Reso	lved Date	08 0	8 202	3			

Signature of Student

Signature of principal



To The Director of Evaluation, JNTUH, Kukatpally, Hyderabad.

Respected Sir/Madam,

Sub: - Requestion to Provide Grace Marks for our B.Pharmacy students-Reg.

This is bring to your kind notice that the B.Pharmacy Students of our institution have passed all the subjects except One Subject for which few more marks required in II Year B.Pharmacy II-semester to complete is B.Pharmacy Course.

The details of the student are given below.

S. No	HTNO	Name of the Student	Re g	Year/ Sem	Subject Name & Code	Inter nal Mark s	Exter nal Mark s	Total Mar ks
1	18CK1R00 29	DAPPU REKHA	R1 7	II-II	PHYSICAL PHARMACEUT ICS-II	19	16	35

Hence we request you to add grace marks for the benefit of the student. Thanking You.

Encloses:

• Xerox copys of B.Pharmacy all Marks memo.



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Form,

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割で

Name of Student: Jampala Srividya

Class: B.pharm Semester: ____ Examination: Internal/University

Grieavance: Request to provide tox grace marks

Sri Vidye Signature of Student

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	he stud	eut <u>Requ</u>	lest dotter	-
			forward of	0
Grievance Resolv			/	



To The Director of Evaluation, JNTUH, Kukatpally, Hyderabad.

Respected Sir/Madam,

Sub: - Requestion to Provide Grace Marks for our B.Pharmacy students-Reg.

This is bring to your kind notice that the B.Pharmacy Students of our institution have passed all the subjects except One Subject for which few more marks required in IV Year B.Pharmacy I-semester to complete is B.Pharmacy Course.

The details of the student are given below.

S. No	HTNO	Name of the Student	Re g	Year/ Sem	Subject Name & Code	Inter nal Mark s	Exter nal Mark s	Total Mar ks
1	19CK1R00 36	Jampala Srividhya	R1 7	IV-I	Instrumental Methods Of Analysis- (247AA)	22	19	41

Hence we request you to add grace marks for the benefit of the student. Thanking You.

Encloses:

- Original B.Pharmacy IV Year I Sem Regular Memo-January-2023
- Xerox copys of B.Pharmacy all Marks memos



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Form,

Name of Student: Ch. Savua

Class: <u>B Phaym</u> Semester: ____ Examination: Internal/University

Requising to Grieavance: prioride

re of Student

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EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	As per the stu orward to JAM	dent log	vest Letter
	orward to JAM	UH	ALST ALSTIT
ActionTaken:	Read all alles a	00 t 5	
Thi	leported grievon	hard tory	David to
	0		un j
Grievance Resolv	ed Date: 09 09 2023		

re of Student







То

The Director of Evaluation, JNTUH, Kukatpally, Hyderabad.

Respected Sir/Madam,

Sub: - Requestion to Provide Grace Marks for our B.Pharmacy students-Reg.

This is bring to your kind notice that the B.Pharmacy Students of our institution have passed all the subjects except One Subject for which few more marks required in II Year B.Pharmacy II-semester to complete is B.Pharmacy Course.

The details of the student are given below.

S. No	HTNO	Name of the Student	Re g	Year/ Sem	Subject Name & Code	Inter nal Mark s	Exter nal Mark s	Total Mar ks
1	18CK1R00 35	CHEVULA SAVERA	R1 7	II-II	Physical Pharmaceutics- II	17	14	31

Hence we request you to add grace marks for the benefit of the student. Thanking You.

Encloses:

• Xerox copys of B.Pharmacy all Marks memos.



NSTI

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Durajpally (V), Chivmela (M), Suryapet (Dist.) Telangana-508214 Tebsite: www.pratishtapharmacy.in, E-mail: pratishta.pharmacy@yahoo.com

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Form,

Name of Student: Saligarn' Srowau Examination: Internal/University Class: Bphann Semester:

Grieavance: to egueting mn mone

Signature of Student

Mobile: 8499831950

OF

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	As per the	Student JAIJUH	Dequest	.Letter
ActionTaken:				forward to authomity.
Grievance Reso	Ived Date: 0	2023		

tudent Signature of



То

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Form,

Name of Student: Likitha

Class: Pharm - D Semester: Why Examination: Internal/University

Grieavance: <u>Requesting</u> to issue Hauticket and fees Will be Paid as Soon as Possible.

rature of Student Sig

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	As jer the student	Request and allo	withe
ActionTaken:	permission grant	W Ver Ve	
Grievance Resolv	ed Date: 16 03 2023.		5

Student



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Form,

Name of Student: Chennaboina Maheshwari

Class: <u>B. Phoem</u> Semester: <u>Examination</u>: Internal/University

to Provide Grace Marky Requesting Grieavance:

Student ' Signature

EXAMINATION GRIEVANCE REDRESSAL BY INSTITUTIONAL EXAMINATION COMMITTEE

Investigation of Grievance:	As	per	the.	studen	t lequest	- Letter
	for	divid	-+() JATUH		
ActionTaken:	lo	porte	10	miellance	had for	word to
JI	UTU	Hyde	rabac	for	terthe	word to
		0	1			1
Grievance Resol	ved Dat	e: 06	107	2023		



STUDENT GRIEVENCE INTERNAL REGISTER.

	Student Proternal Grievance Register (2023-2024)	_/_/
SiNO	Nomeof the student skinet the Grievance (shang student signat	with date staff agnatures
١,	N. Atchile M. pharm Reguesting to issue Atchiles B. pharm original Muono for PCP Registration	23 smed organel (k-) Marialand
۶.	G. Vamshi B. pharm Regresting to write ventifit Settional Earns 80/012	Burnishon gructed R. P.
3.	Susovan Jan Phan & Rowenhy to peril guession for serving tany	5 Pennission Grantedon R.K-J- medical record
4.	B. Aushar B. pharm Resussing to issue Attent	1023 Issue 2 10th momo B.f
51	kalyan B. Pharm Requesting to write of a	Took permission frantes R.R.J.
6.	Honor due to leg injury. Mohansri Pharm-D Requesting to permit Willower gos questions due to less attendence.	pH permitted R. A.J.
] .	-Amere bausar Pharm -D Requesting morning American presentations to be taken in 09/08/2	1. punisien annted B. F.
æ.	Likhitha Pharm-D Requesting to permit Hall But Ofgulith and Fees will be put as soon 339	to permitted B. TA
and the second	au pouchec.	



STUDENT GRIEVENCE UNIVERSITY REGISTER.

	Student University Cricome Register (2023-24)
MD	Neme of the student Register Number Name of the Grevance if any with date with date state
1,	Yerraboine Kotesh 19CK/ROOIO B-phann Reguest to provide botto Reguest docomentions B-ff ForGime Marle's worknown to
2.	Jampula Srividye 19C18180036 B. gharm Resust to provide Def Resust do comentum B& For Gree Markes was forund to Ortoot
3.	Saliganji Srevani ISCIC/ROU34 B. pharms Requesting to Briveri Republic downentins - DAT provide for ynue weter forward JNTUH
ķ ,	chennabine Maheshwari 18CK1R0013 B. Pherm Requesting to met Regiment documentines & &f provide for Greeneus forward to PUSUH
5	Cherule Caresa 18Cts 180035 & thurm Requesting to def Require D decomention 3 of forward to Galance Markes forward to Califord
6.	Dappuketika LECK/K0029 R. phuns Requesting D Rey Regue ducmentus & formation WIUH.