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**DR. ANIL NAGTILAK**  
M. Com., M.Phil., FDP (IIMA), Ph.D.  
DIRECTOR

## **SIBACA Examination Grievance Redressal Committee**

<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Position in the Committee</b>
1	Dr.Anil Nagtilak	Director	Chairman
2	Dr. Rajendra Bhadale	CEO	Member
3	Dr.Nilesh Patil	Senior Supervisor	Member
4	Dr.Reena Nath	Head Academics	Member
5	Mr.Satish Kamble	Assistant to Sr. Supervisor	Member
6	Mr. Atul Bodke	Clerk	Member



Dr. Anil Nagtilak  
Director

## Index

<b>Sr.no</b>	<b>Description</b>	<b>Page no</b>
1	Objective of Grievance Committee	3
2	Scope & Function of Grievance cell	4 to 6
3	Examination Grievance Redressal Mechanism	7
4	Grievance Redressal in AY 2021-22	9

The function of the committee is to look into the complaints lodged by any student, and judge its merit. The Grievance committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance committee at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

### **Objective of Grievance Committee**

The objective of the Grievance committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance committee should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Suggestion complaint Box is installed in front of the Administrative room in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Director.

## Scope & Functions of grievance cell

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- **Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, hostels etc.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.
- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

## Procedure for Filing complaint to Grievance cell :

- The students may feel free to put up a grievance in writing in the format available in the examination cell dept. and drop it in boxes.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

## Exam Related Grievances

- i. Help to the students to solve grievances related to university exam form: Main grievances such as not finding subjects belonging to back log while filling online exam form, not finding the elective subject as per given choice, overlapping of exam dates, or extension of date due to breakdown of server or interchanging of subjects are taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students
- ii. Guidance to the students about oral and theory exam schedule and pattern: Specific grievances addressed on a need to know basis

- **Guidance to the students about university exam results**

- i. Guidance to the students about rechecking and re-evaluation process: Faculty members guide the students about the procedure / schedule of rechecking and re-evaluation process. As per its system, the university provides photocopies of the answer papers. Students take this copy to the concerned teacher where he/she goes through the same and guides whether the answers are worthy of re-evaluation, rechecking or redressal.
- ii. Mechanism to deal with examination related grievances is transparent, time bound and efficient.

In our institution, the various activities related to examinations such as checking the exam schedule, display of the same, noting students' grievances and dealing with them effectively, guiding students in various exam related tasks etc. are performed systematically, in time and efficiently.

- **Time bound display of all notices related to university exams**

The sequence of activities for theory exams is as follows

- a. The institute prepares a tentative exam schedule and sends the same to the institute
- b. This schedule is displayed to students' notice board so that grievances such as overlapping, omission etc. are brought to the notice of the concern
- c. This rough draft is sent back with suggestions and grievances
- d. The university corrects the mistakes and sends back the final draft to the institute.
- e. This final draft is displayed on the notice board 1.5 to 2 months before the commencement of the theory exam
- f. Any other notices related to university exams are displayed on the same day they are received by the institute.

For university practical exams, the final draft is sent directly. It is displayed and students are informed about the schedule of the exams 6-8 days prior to the commencement of the exams.

- **Help to the students for university exams form filling:**

The institute has deputed a dedicated clerk to look after all activities related to university exam work. Exam forms are filled in a particular departmental class room to avoid the inconvenience of students having to come all the way to the office. For filling out the forms, the clerk first prepares a schedule showing the date to visit a particular class. On the given date the clerk goes to the class and gets the forms filled. Forms are filled online portal provided by University. Any offline work is done after form filling.

- **Help to the students to solve grievances related to university exam form:**

Main grievances such as not finding subjects belonging to back log while filling online exam form or extension of date due to breakdown of server or interchanging of subjects are taken care by faculty/staff by conveying the same to the university authority and conveying feedback to the students.

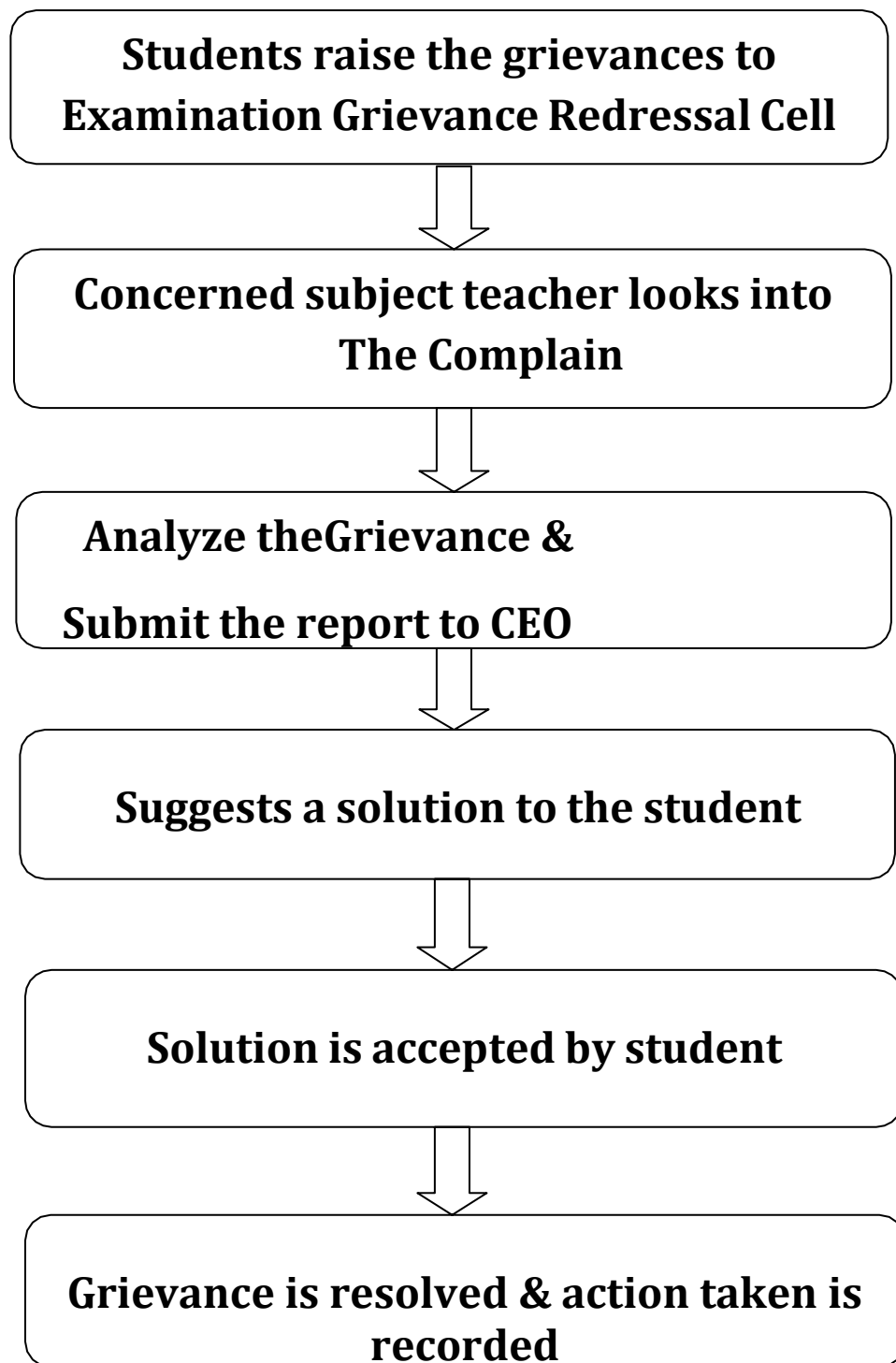
- **Guidance to the students about oral and theory exam schedule and pattern:**

Schedule is displayed on different notice boards/ College website. Specific grievances addressed on a need to know basis.

- **Guidance to the students about rechecking, copy viewing and re-evaluation process:**

Faculty members/ Committee members guide the students about the procedure followed or the schedule of rechecking Copy viewing process and re-evaluation process as per SPPU guidelines & procedure.

## **Examination Grievance Redressal Mechanism**



## Standard Operating Process of Internal Marks

1. On the basis of internal assessment, Subject teacher will send the marks to
  - A) MBA I - Class Coordinator
  - B) MBA II - Subject Coordinator
2. Assigned coordinators will compile all the subject marks and send the sheet back to all subject teachers for final checking.
3. Subject teachers will check the marks to check the ambiguity if necessary and send to class coordinators and subject coordinators. If there is no ambiguity then give the reply to assigned coordinators "No Change". (This should be done within 24 hrs.)
4. Final compiled marks will be sent by coordinators to exam team.
5. Exam Team will take printout and take the signature of subject teacher on it. (This will be checked and approved by subject teacher.)
6. Final marks will be sent to assigned internal examiner for marks entry on SPPU Portal.
7. Internal examiner (faculty who enter the marks) should send the preview report (online/offline) to exam team for checking.
8. Assigned team members will check preview report as per the marks given by subject teacher and then finalize and sign on Preview report and send the mail to respective teacher to confirm the marks on the SPPU portal.
9. Confirmation report to be generated by internal examiner and send soft copy to exam team.
10. Exam team will check it and take the print out and get it signed by the director for the Institute records.



## Grievance Redressal in AY 2021-22

Sr. No	Name of Student	Nature of Grievance	Application received on	Action Taken Report	Remark (if any)
1	Mr. Ajay Bankar	Permission for allowing Class Test	19/08/21	Permitted for Class test.	
2	Ms. Krutika Patil	Reappearing for End term exam	30/07/22	Allowed to reappear for exam due to low marks	



**Director**

Date - 19/08/21

To,

The Director  
SIBACA  
Lonavala,

Sub - To allow for class Test of  
[BOM] Basis of Marketing due to medical  
reasons.

Respected Sir,

I Mr. Ajay Bankar Student of MBA-I  
kindly request you to allow me to give  
my class test of subject Basics of Marketing  
as I was unable to attend the class test due  
to health issue.

Yours Sincerely,

Ajay



pls Allowed  
Be tm

30/07/2022

To,  
The Director,  
SIBACA, Lonavala.

Sub:- Request to reappear for Internal Exam.

Respected Sir,

My self Ms. Krutika Patil from MBA Sem-I student. I have appeared for regular Internal Exam of the Subject- Personal financing Planning which I have scored 15 out of 50.

So I kindly request you to allow me to reappear for Internal Exam.

Thanking you  
Yours faithfully,  
K Patil

(Krutika Patil)  
MBA - Sem-I

~~Allowed~~  
Q. Patil





SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION  
& COMPUTER APPLICATION**

(Affiliated to University of Pune & Approved by AICTE)

Gat No. 309/310, Kusgaon(Bk.), Off Mumbai - Pune Expressway, Lonavala, Pune - 410 401.

Student's Name : Krutika Bhattacharya Pawil (Finance)  
Roll No. : 10 Class & Division : MBA-T-Sem-II  
Semester : II Paper Code : \_\_\_\_\_  
Subject : PFPP  
Date : 29-07-2022 Section (If any) : \_\_\_\_\_  
Supplement No. : \_\_\_\_\_

Jr. Supervisor's Name, Signature & Date	
<u>CA</u> <u>29/7/22</u>	<u>15</u> <u>50</u>

Q.1 Explain the meaning and need of financial planning.

Ans Meaning of financial planning :-

In financial planning is concerned with the determination strategic objectives in the individual and the means to achieve them. A financial plan is a comprehensive evaluation of individual's current pay and future clarity in life it provides direction and meaning to the financial decision. It provides a right balance to the financial plan balance between the present and present life style.  
Style.

In financial there one type personal financial planning. In financial planning is the determine strategic. Financial planning plan for future.